

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JANUARY 9, 2017**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Fritz Tegatz, Matthew Krasnow, Jacob Spell.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Robert Mack, Charles Russell, Ellie Russell, Mary Mead, Christina Booher, Hugh Lewis Jr, Seth Zimmerman, Brian Machanic, Kate Lampton, Mel Huff, Dick St George, Rob Mullin, Frank Tenney, Jon Davis, Susan Blood, Meg Berlin, Jordan Paquette, John Hammer, Charlotte News; and others.

ITEMS TAKEN UP:

- 6:01 PM Review factor scoring for Town Administrator and Town Clerk/Treasurer as per Palmer & Associates Job Evaluation Manual
- 7:05 PM Mel Huff—request to close Roscoe Road between Prindle Road and Lewis Creek Road on January 22, 2017 from 1:30 pm to 3:30 pm for celebration of the reconstruction of the Seguin Bridge
- 7:15 PM Chittenden County Regional Planning FY18 Work Plan—town applications to obtain assistance to analyze road safety and for a roadway conditions inventory; possible town match of \$10,000
- 7:25 PM FY18 Budget
- 8:15 PM Warning for Town Meeting, 2017
- 8:40 PM Kessler appeal—decide whether to defend in Superior Court Environmental Division the decisions by the Zoning Board and the Zoning Administrator to deny issuance of a certificate of occupancy for a two-family dwelling at 1687 Church Hill Road
- 8:45 PM Letter to Lane's Lane lease-holders re: connection to town wastewater system
- 8:50 PM Thompson's Point lease renewals

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:00 p.m.

ADJUSTMENTS TO THE AGENDA

None.

REVIEW FACTOR SCORING FOR TOWN ADMINISTRATOR AND TOWN CLERK/TREASURER AS PER PALMER & ASSOCIATES JOB EVALUATION MANUAL

The Selectboard reviewed the job description for the position of Town Administrator utilizing the Palmer and Associates Job Evaluation Manual as follows:

- Qualifications – change from 115 to 105

- Orientation & Training – needs further discussion
- Complexity of Work – no change
- Judgment – no change
- Supervision Received – no change
- Contact Frequency – no change
- Contact Nature - no change
- Supervision Exercised – no change
- Financial & Material Accountability – change from 40 to 35
- Informational Accountability –
- Responsibility for Healthy & Safety of Others –
- Physical Effort & Stress –
- Physical Work Conditions –
- Demands on Personal Time -

In response to a question, Mr. Morrison explained that the Town budget will stay the same. There has been no decision to change pay grades other than via the normal policy process. The Town Administrator will increase one step in the new year. The Town Clerk/Treasurer is maxed out and is level in the budget except for a 0.8 percent cost of living increase, said Mr. Morrison.

Mr. Mack said that the Selectboard has gone through the process and made changes. When will the changes take effect, asked Mr. Mack. Mr. Morrison replied that this is a work session/discussion. In mid-March after the new Selectboard is in place the changes will go into effect as per the policy. The new Selectboard would vote to approve the changes, which would happen right way for July 1, 2017 budget, clarified Mr. Morrison.

Ms. Mead said that if the change doesn't go into the budget, then the employee is no farther ahead then they were a year ago. A new Selectboard elected in March is confusing. The work session should be finished at the end of January to go in the new budget to present to voters at the March Town Meeting, said Ms. Mead.

Mr. Spell noted that he, Dean Bloch, Mary Mead, and Carrie Spear, were in favor of revising salaries in new budget for a March Town Meeting vote.

Mr. Morrison reiterated that a budget with salaries will be approved and after Town Meeting the new Selectboard will review it. If salaries increase for one or two people then it goes into effect July 1, 2017. This Selectboard will hold another work session schedule to complete the process. The SAP says there is a policy for existing employee grievances; a second Selectboard will look at the process to confirm the first Board's decision(s), said Mr. Morrison.

Mr. Spell read the policy into the record and said that it is foolish. Even with the point changes the process remains an unfinished task. This Selectboard should put in more effort and time, said Mr. Spell.

PUBLIC COMMENT

Brian Machanic, Mt Philo Road resident, said that the Town has had a traffic control problem going on for 10 years. First there was a contract with the Shelburne Police, and now with the Vermont State Police. Mt Philo Road traffic is ridiculous. The Road Commissioner moved the speed cart to Mt Philo Road for one week then it disappeared. He doesn't see any change to the traffic patterns. He hears there is a plan to have the Town Constable use a motorcycle for traffic enforcement. What happens when it rains, or is cold. Why mess with a motorcycle. He doesn't see anything meaningful being done, stated Mr. Machanic.

Mr. Spell noted that one of his family members was ticketed for speeding on Mt Philo Road last week. Matt Krasnow is working with the State Police regarding issuing speeding tickets on a consistent basis, said Mr. Spell.

Mr. Lewis, Charlotte Road Commissioner, explained that the speed cart has been stored for the winter.

MEL HUFF—REQUEST TO CLOSE ROSCOE ROAD BETWEEN PRINDLE ROAD AND LEWIS CREEK ROAD ON JANUARY 22, 2017 FROM 1:30 PM TO 3:30 PM FOR CELEBRATION OF THE RECONSTRUCTION OF THE SEGUIN BRIDGE

MOTION by Mr. Spell, seconded by Mr. Tegatz, to approve a request by Mel Huff to close Roscoe Road between Prindle Road and Lewis Creek Road on January 22, 2017, from 1:30 p.m. to 3:30 p.m. for a celebration of the reconstruction of the Seguin Bridge.

DISCUSSION:

Ms. Huff explained a proposal to close traffic at the intersection of Prindle Road/Roscoe Road and down to the bridge coming south from Jimerson's pasture. Cars will start parking at 1:30 p.m. The safety of people walking on the roadways between Prindle Road and the bridge is a chief concern. She is estimating that 200 people will attend. Cars will park on one side of the road only. There are four local people volunteering to ensure safety. The Town Constable will direct people at the Prindle Road end, and she is trying to hire a sheriff for the other end, said Ms. Huff.

Ms. Spear asked how many people drive that road on a Sunday afternoon, and is there a detour planned. Ms. Berlin said that the bridge has been closed for five months during the construction. People know the alternate routes, said Ms. Berlin.

Ms. Huff said that she will place signage that the bridge will be closed for one hour, and take out a full-page ad in the Charlotte newspapers announcing the celebration. VOTE: 5 ayes; motion carried.

CHITTENDEN COUNTY REGIONAL PLANNING FY18 WORK PLAN—TOWN APPLICATIONS TO OBTAIN ASSISTANCE TO ANALYZE ROAD SAFETY AND FOR A ROADWAY CONDITIONS INVENTORY; POSSIBLE TOWN MATCH OF \$10,000

Mr. Tegatz noted that the Selectboard has promised to explore road safety and the CCRPC study grant is one way to achieve that goal. However, the costs are higher than anticipated and a \$10,000 Town match is required, said Mr. Tegatz.

Mr. Bloch explained that the \$50,000 figure came from the CCRPC with a 20 percent Town match. The CCRPC committee said that a town match would be waived for a regional project, said Mr. Bloch.

Mr. Krasnow asked if the traffic on Ferry Road going to the ferry makes it a regional issue. Mr. Bloch replied that he could contact the CCRPC. Mr. Tegatz suggested discussing a more targeted study for Spear Street, Ferry Road, Mt Philo Road and Greenbush Road.

Mr. Morrison suggested submitting the application with the match line blank.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to accept the Chittenden County Regional Planning FY18 Improving Roadway Safety for Pedestrians, Bicycles and Motorists Town application to obtain assistance to analyze road safety and for a roadway conditions inventory.

VOTE: 5 ayes; motion carried.

Mr. Bloch noted that in a Certificate of Compliance with VTrans agency rules a Roadway Conditions Inventory would mean that a town could be eligible for a 90 percent funded grant versus an 80 percent grant without the inventory. Mr. Tegatz asked if the Town would be bound by the survey results. Mr. Bloch replied it is just an inventory and is no charge to the Town.

Mr. Tegatz expressed concern regarding unexpected consequences of having an inventory done. For example, if a road is not up to snuff will the Town have to fix it, asked Mr. Tegatz. Mr. Morrison asked if it is an inventory of paved roads only. Mr. Bloch explained that it is a town-wide roadway conditions inventory to receive an extra 10 percent of future grant money.

Mr. Tegatz asked if the inventory addressed clean water standards. Mr. Bloch replied no. The application needs to be submitted by January 20th for the FY18 Work Plan, said Mr. Bloch.

Mr. Tegatz suggested contacting Charlie Baker, CCRPC Executive Director, or VTrans, to find out any requirements of the Town.

The Selectboard asked staff to add a further discussion on the Tuesday, January 17th agenda.

FY18 BUDGET

The Selectboard reviewed a draft FY2017/2018 Town budget and notes.

CHANGES:

- Revenues, page 3, Court Fines - increase to \$15,000
- Reappraisal Fund, line item #100-283 – should be \$15,000
- Agricultural Leases, Burns property – no rent received yet, keep at \$375
- Thompson's Point Rent – will come in higher, \$60,000 will be collected as Unanticipated Rent; \$897,000 is budgeted for next year
- NOTE: if there is a COL increase, salaries are in the budget and do not reflect a COL increase, the amount is not final at this time
- Selectboard, Volunteer Recognition line item was lowered to \$3,000; Ms. Spear will report on an amount needed
- Town Clerk, Assistant Clerk Salary – needs to be finalized, Mr. Tegatz and Mr. Krasnow to work on
- Auditor - \$14,500
- Elections, Town Report Expenses, printing and postage – keep as one line item, change \$5,500 to \$7,000
- Page 6, Planning and Zoning, cost of septic review – increased to \$20,000 for the next year, need to have a corresponding revenue line item (Mr. Bloch said that a Selectboard member has proposed assessing a set Town fee and the remaining portion paid by taxpayers. Mr. Krasnow said that if the state takes over the review then there is no cost to the Town.)
- Constable Salary – Selectboard to draft a Scope of Services related to traffic enforcement
- Listers' Salaries – retain the \$4,000 each for two Lister positions,
- Bridge Reconstruction line item – is no longer necessary
- Library, Technical Librarian position – should include in this year's budget; need a discussion with the Library Board of Trustees by 01/26/2017
- Annual Donations, add \$200 for the Chittenden County Food Shelf; add \$200 for VCAM
- Transfer to Reserve Fund, Recreation Reserve fund, page 13, Disk Golf – add \$2,200; Conservation Reserve Fund – reduce to zero, revisit next year
- Skating Rink line item - change to \$600 from \$800
- Conservation Fund – remains the same
- Town Hall, Computer Services – change to \$14,000 from \$11,000
- Miscellaneous, Tree Warden – remains the same
- Traffic Enforcement – remains at \$30,000
- Transfer to Conservation Committee – Checking – change from \$1,500 to \$1,000
- Transfer to CVFRS – reduce \$183,967 to \$50,000
- Trails Reserve Fund – keep \$5,000 and propose a separate Town Meeting Article for an April vote for \$40,000

TASKS:

- Ms. Spear will report on an amount needed for the Volunteer Recognition Party
- Mr. Tegatz and Mr. Krasnow to work on finalizing the Town Clerk/Treasurer item
- Selectboard to draft a Scope of Services for the Constable

- Selectboard to invite the Library Board of Trustees to have a discussion regarding a Technical Librarian position/salary by 01/26/2017
- Town Meeting – add a discussion/presentation regarding charitable donations; consider a separate article for Annual Donations as a way to high light requests for a floor discussion and an April Australian Ballot item
- Invite a Lewis Creek Association representative(s) to explain Water Quality Monitoring
- Mr. Tegatz and Mr. Krasnow to assist Town staff in reconfiguring the CVFRS Capital Reserve fund for review at the next Selectboard meeting
- Mr. Krasnow to research the process for an Australian ballot vote for a proposed \$40,000 to the Trails Reserve Fund in April.
- CVFRS Town Appropriation – Ms. Mead suggested that the Selectboard and CVFRS look into other revenue sources, such as offering contract services to another Town. Mr. Tegatz to contact Champlain Valley Union High School regarding rescue aid at the high school

WARNING FOR TOWN MEETING, 2017

- Article 5 - the Town Attorney has reviewed Article 5 and proposed language. March Town Meeting allows the public to have a preliminary discussion and approval to move Article 5 for adoption via Australian ballot in April, at least 20 days following the March Town Meeting.
- Article 7 – delete
- Article 8 – no change. As per an e-mail by Rick Brigham, CPA, Lane’s Lane leaseholders can borrow Town money to pay for septic hookup at zero interest. A 5-year payback will be offered for those leaseholders that immediately hookup, and for those that defer hooking up until their lease renews come up will need to pay in full at the time of hookup. Delete the words “...at an interest rate...”, add “...for a maximum of 12 years...”, and change to read “...extension to the...”
- Article 9 – the Town Attorney has confirmed that bond questions are voted by Australian ballot. Delete the word “excess” and change to read “...of unused existing capacity...” and at the end of the sentence add “...or borne by the new private users...”
- New Article 7 – Shall the Town approve \$40,000 for the Trails Capital Reserve Fund to be used for leveraging grant applications and/or contributing to the completion of the Town Link Trail from Mt Philo State Park to the Charlotte Town Beach. Add that this is an Advisory vote
- Article 12, Bond vote: Mr. Bloch reported that the Town Attorney has reviewed a proposed CVFRS bond article regarding an expenditure of \$625,000 plus \$5,000 for associated legal costs as separate amounts for a total of \$630,000. Add “...replacing a 1980 Fire Department Pumper Truck”

KESSLER APPEAL—DECIDE WHETHER TO DEFEND IN SUPERIOR COURT ENVIRONMENTAL DIVISION THE DECISIONS BY THE ZONING BOARD AND THE ZONING ADMINISTRATOR TO DENY ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR A TWO-FAMILY DWELLING AT 1687 CHURCH HILL ROAD

Mr. Bloch reviewed options as: do nothing, or defend the Zoning Administrator's and Zoning Board's decision. The Town is required to notify the Kessler's attorney. If the Kessler's re-active their appeal then the Town would engage the Town Attorney, said Mr. Bloch.

Mr. Tegatz suggested waiting to see if the Kessler's file an appeal.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize the Charlotte Town Attorney to defend the decisions of the Zoning Board and the Zoning Administrator to deny issuance of a Certificate of Occupancy for a two-family dwelling at 1687 Church Hill Road if the Kessler's decide to file an appeal to the Superior Court Environmental Division.

VOTE: 3 ayes, 2 nays (Ms. Spear, Mr. Spell); motion carried.

LETTER TO LANE'S LANE LEASE-HOLDERS RE: CONNECTION TO TOWN WASTEWATER SYSTEM

Mr. Morrison briefly reviewed that a Lane's Lane connection to the Thompson's Point Wastewater system would cost a total of \$84,000, or \$12,000 per lot. If a camp owner signed up now they would have 5 years to pay the amount, or if a camp owner deferred hookup to the system then they would pay the entire amount when the lease renews, said Mr. Morrison. Mr. Bloch noted that the Selectboard needs to amend the ordinance to include the hookup.

Ms. Booher said that the current lease doesn't tell a leaseholder they have to hook on to the system. This is the cart before the horse, said Ms. Booher. Mr. Morrison said that once the ordinance is amended that cures the concern.

Mr. Spell stated that he would like to see the specific language in the leases for Lane's Lane.

There was a Selectboard consensus to send the informational letter to the Lane's Lane leaseholders.

THOMPSON'S POINT LEASE RENEWALS

MOTION by Mr. Spell, seconded by Mr. Tegatz, to renew the Thompson's Point leases as follows, and to authorize the Charlotte Selectboard Chair to sign the lease renewal documents on Tuesday, 01/10/2017:

- **Renew a 20 year lease to Lillian Kennedy for Lot 110 at 694 Flat Rock Road**
- **Renew 20 year lease to Kim Boswell Siekierski, Alex J. Siekierski and Justin A. Siekierski for Lot 151 at 228 North Shore Road**
- **Renew 20 year lease to Frances Stoddard for Lot 19 at 2647 Thompson's Point Road**
- **Renew 20 year lease to Ernest Antonio Pomerleau for Lot 144 at 305 Deer Point Road**
- **Renew 20 year lease to Nancy P. Ansley, Trustee for Lot 20 located at 2623 Thompson's Point Road**

- Renew 20 year lease to Richard P. Tonino for Lots 192&193 at 1060 North Shore Road
- Renew 20 year lease to Helen R. Powers for Lot 149 at 160 North Shore Road
- Renew 20 year lease to TPVZ, LLC for Lots 15&16 at 2725 Thompson's Point Road
- Renew 20 year lease to Lookout Lodge, LTD for Lot 10 at 2712 Thompson's Point Road
- Renew 20 year lease to Benjamin F. Price Trust, Jeffrey P. Price and Andrew Price for Lot 41 at 137 Association Way
- Renew 20 year lease to Geoffrey McLoughlin and Emily Riley for Lot 180 at 830 North Shore Road
- Renew 20 year lease to Andrea R. Hall for Lot 132 and a percent of Lot 133 at 1090 Flat Rock Road

DISCUSSION:

Mr. Krasnow asked how a percentage of a lot is created. Ms. Booher explained that, for example, if three people owned a camp and one died off and left an ownership interest in a lot to a relative then that creates a percentage of a lot.

VOTE: 5 ayes; motion carried.

MINUTES: December 12 and 19, 2016

MOTION by Mr. Spell, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of December 12, 2016 as written, with edits:

- Page 4, line 142 – correct the name “Al” to read “Al Karnatz”.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of December 19, 2016 as written, with edits:

- Page 6, line 249 – change to read “...request a document from the CPA...”;
line 264 – change to read “...effect July 1 of the new fiscal year...”.

VOTE: 4 ayes, 1 abstention (Mr. Spell); motion carried.

SELECTBOARD UPDATES

Mr. Morrison reported that garbage found on Beach and Orchard Road should be removed. Chittenden Solid Waste District has a small fund for towns to pay for the removal, said Mr. Morrison. Mr. Lewis, Charlotte Road Commissioner, explained that when the Road crew picks up trash from roadways the trash is taken and stored at the Town shed until Greenup Day.

Mr. Lewis reported that the Town shed needs a new 14'x14' overhead door on the south end. He has received one estimate and is waiting for two other estimates. The cost will come out of the Highway budget, said Mr. Lewis. Mr. Morrison suggested that the cost come out of the Repair and Maintenance fund.

Mr. Krasnow said that he will research comparable floor system prices for replacing the Town Hall carpet.

Next Selectboard meeting: Tuesday, 01/17/2017, at 4:30 p.m. – Palmer Analysis, RPC Road Inventory

Mr. Bloch reviewed the following:

- Discuss tuition reimbursement as a future item to the SAP;
- Resolution for approval of a Bond is an action item and was reviewed by the Town Attorney
- Proposed language for a new Article 7 for the Town Meeting warning regarding \$40,000 for the Trails Committee will be reviewed by the Town Attorney

APPROVE WARRANTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

ADJOURNMENT

MOTION by Mr. Spell, seconded by Mr. Krasnow, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 10:20 p.m.

Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.