

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
MEETING CONDUCTED AT TOWN HALL AND VIA TELECONFERENCE
JULY 13, 2020**

APPROVED

SELECTBOARD MEMBERS: Chair Matthew Krasnow, Vice Chair Frank Tenney, Carrie Spear, James Faulkner, Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: Christina Booher, Mary Mead, Nicole Conley, S. Burleigh, Dean Williams, Bill Fraser-Harris, Bill Stuono, Barbara Russ, Beth Humstone, Peter Richardson, Jacqui DeMent, Nancy Richardson, Megan Browning, Jonathan Fisher, Rebecca Foster, Lane Morrison, Will Bown, Michael Russell, Hugh Lewis, Jr., Richard Tonino, Daisy, Diane Nicoles, Ellen Fallon

AGENDA ITEMS:

4:30 PM Site visit: Plouffe Lane trails/former landfill
5:30 PM Pay-rate for Assistant Town Clerk—review report by Gallagher Flynn
6:00 PM Adjustments to the agenda
6:01 PM Public Comment
6:05 PM Open bids for bridge abutment repair
6:15 PM Recreation/Town Beach update
6:25 PM Ramp at Town Beach
6:35 PM Interview Jacqueline DeMent for appointment to the Energy Committee for a term ending April 30, 2022
6:45 PM Library sitework—select contractor
7:00 PM Will Bown and Megan Browning—continued review of application for Highway Access Permit (HAP-20-03) on Morningside Drive
7:20 PM Line-stripping on Town roads in villages
7:30 PM Nuisance Animal Ordinance—requested amendment to create a seasonal leash requirement for dogs on Thompson’s Point
7:45 PM Request for Proposals for Library Rooftop Solar Project
8:00 PM Champlain Valley School District—update on discussion re: use of facilities
8:15 PM Annual Town Meeting—discussion of improvements
8:30 PM Town budgeted donations—discussion of criteria and metrics
8:45 PM Minutes: May 26, June 3, June 8, June 29, July 6, 2020
8:50 PM Selectboard updates
8:55 PM Approve warrants to pay bills
9:00 PM Adjournment

CALL TO ORDER

Selectboard Vice Chair Frank Tenney called the meeting to order at 5:42 p.m.

Pay-rate for Assistant Town Clerk—review report by Gallagher Flynn

Louise McCarren said if this is being conducted for the new Assistant Town Clerk position, it must be done for everyone. Frank Tenney asked if the Palmer method was going to be obsolete. That will be a question for a future agenda, Louise McCarren agreed. Mary Mead spoke of the urgency to be prepared to train a new Assistant Town Clerk and the need to set a higher pay rate for that position now. This is an additional job that has already been budgeted. The Gallagher Flynn recommended competitive pay range is \$18.03 to \$30.29. Mary suggested advertising the position at a \$19 to \$22 pay rate. Christina Booher's rate of pay will need to be adjusted accordingly to be fair, Mary said. Louise said all Town employees will soon be reviewed to be fair. Frank clarified this is a pay rate for a new position. James said, even so, it needs to be fair to Christina. The hope is that Gallagher Flynn will offer advice on how to proceed beyond the Palmer method, Matt said. Christina said the decision to increase the rate is long overdue for her position.

MOTION by Carrie Spear, seconded by James Faulkner, to set the new Assistant Town Clerk position rate of pay between \$19 and \$22 at the recommendation of the Treasurer. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by Matt Krasnow, to ask Gallagher Flynn for a quote to evaluate all Town employees and their pay rates. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Frank Tenney, to take a 15 minute recess. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Matt Krasnow, seconded by Frank Tenney, to reconvene after the 15 minute recess. VOTE: 5 ayes; all in favor; motion carried.

Adjustments to the agenda

None

Public Comment

None

Open bids for bridge abutment repair

Two bids were opened. Low bid was Panoramic Excavation of Vergennes. High bid was Blow and Cody of Morrisville. Itemizations were read aloud by Matt. Bid selection will be at a later date.

Recreation/Town Beach update

The tennis courts have been cleaned successfully. Crack repair will be next. The backboard netting has been replaced. Hardware cloth around the bath house windows will be installed, Bill Fraser-Harris said. The beach has been busy. About 915 passes have been sold. People are distancing themselves appropriately for the most part, Nicole said. Lake water tests are being conducted weekly. Accessibility was discussed. The rocks are

slippery. Nicole said reducing touch points is key right now. Water shoes on the beach are recommended. Frank suggested beach use signage. One of the signs was stolen. Several new signs are being ordered, Bill said. People have been building small fires which is discouraged.

Ramp at Town Beach

Bill said it has been a year and a half since the ramp discussion began. He would like to call it an access point rather than a ramp. There is a benefactor. Four or five steps will be sufficient, Bill said. Matt said a manufactured dock ramp would be the best option. Nicole said a past quote came in at around \$8,000. It would be taken in seasonally, similar to the current dock at the beach. It will be ADA compliant. Bill said it will be a substantial, long-term commitment.

Interview Jacqueline DeMent for appointment to the Energy Committee for a term ending April 30, 2022

MOTION by Carrie Spear, seconded by James Faulkner, to approve Jacqueline DeMent for appointment to the Energy Committee for a term ending April 30, 2022. VOTE: 5 ayes; all in favor; motion carried.

May 26 minutes

MOTION by Carrie Spear, seconded by James Faulkner, to approve the May 26, 2020 Selectboard meeting minutes as amended. VOTE: 5 ayes; all in favor; motion carried.

Library sitework—select contractor

The range of bids was wide Margaret Woodruff said. Clarifications were needed regarding soil choices. The recommendations from Clerk of the Works Fritz Tegatz were discussed. Getting the project wrapped up is important, Margaret said. She will talk to Fritz to gain clarification. There is enough money in the Friends budget for either of the two lowest bids, Matt said. References need to be checked. This will be added to a future agenda.

Will Bown and Megan Browning—continued review of application for Highway Access Permit (HAP-20-03) on Morningside Drive

Will Bown said productive conversations and have been had since the last meeting. They need the Selectboard to review the access and plans as originally submitted with the 12-inch culvert. They met with the Cemetery Association and outlined the gravel footprint. The cemetery association is concerned with water runoff issues. Will said the water conditions will be improved for the cemetery with this project and they are willing to work out any solutions to issues that may arise along the way.

Nancy Richardson read the history of the cemetery. Three major concerns are; location and function of driveway access point; the restoration of trees and vegetation; and the design and implementation of drainage system. Background and status of ownership of

these public and private roads and classifications is an issue and Nancy thinks it is premature to decide anything now. A professional engineer should weigh in, she said.

Mike Russell suggested a mutually agreed upon Engineer should be involved at this point. Matt asked about the survey. Nancy said it is a complex issue that is difficult to settle. Matt said if this driveway is approved, the Town's unmaintained portion of Morningside Drive is a problem because it is not an accessible roadway. Will said he feels caught in the middle and would like the Town's full support to take on the task of bringing that Town portion of the road to standard himself. They are willing to cover the cost and to insure the drainage is correct in that area and to work with the Road Commissioner and to ask the cemetery to also work with the Road Commissioner on their already existing drainage issues. Matt suggested a site visit on Monday. Peter Richardson said none of the drainage issues are addressed in the original permit proposal.

The Road Commissioner said the Town is not maintaining the road and has not in the last 40 years. He said Will is willing to upgrade the road at his cost and the Town should allow him to do it and maintain it. He said the cemetery is not going to have any excess water from this side from this development.

Matt said the issue is the Town's legal authority versus the Town's behavior. Dave Nichols is currently maintaining the road but it is still a Town road. The undeveloped section is still the Town's responsibility, legally, to make sure it doesn't negatively impact the landowners. The maple woods road is causing the most negative water flow to the cemetery and that is a private neighbor, he said. Will has a permit to build and it shouldn't be his responsibility to upgrade a Town road. The Town should do it right so it doesn't negatively impact the cemetery, he said.

Peter Richardson said it is not going to work and an engineer needs to be involved. Having a professional show up at the site visit might be a good move forward, Mike said. It was agreed that a few engineering firms will be invited to the site visit.

The Road Commissioner (Junior) said right now it is class four road and the Town does not maintain it. If it is reclassified class three then that changes things, Junior said. Dean said the state's records indicate Morningside Drive appears to be a class three road, but it has never been maintained.

Proposed drainage and ditching is not included in the application, Michael pointed out. There is no listing of proposed utilities. There are other unknowns as well, he said. Will said he is happy to clarify any and all drawings.

Frank said the plan needs to stop at the end of the property. Anything that goes onto Morningside Drive needs to be taken out. The site visit is scheduled for Monday at 5 pm.

Line-striping on Town roads in villages

The Road Commissioner (Junior) asked if the Selectboard would like the fog lines redrawn on the roads. The budget was discussed. It would be a road safety allocation and not part of Junior's budget.

MOTION by James Faulkner, seconded by Matt Krasnow, to approve the fog line striping in Town. VOTE: 5 ayes; all in favor; motion carried.

Nuisance Animal Ordinance—requested amendment to create a seasonal leash requirement for dogs on Thompson's Point

Ellen Fallon asked for a point of order regarding emails. She said the appropriate information would be information received officially. Matt said emails and phone calls are taken for informational purposes but any discussions and votes happen at the meeting.

Matt noted that not all leaseholders were polled. Beth Humstone said she did not participate in the poll. She thought it required more discussion. It is slated to be a topic at their Aug. 8 leaseholders meeting. Alternatives to this proposal should be explored, she said.

Richard Tonino said it was an informal poll and an email went out to all 174 members. He said this is an 8-year process. The petition has about 50 signatures.

Ellen said dogs are out of control in the neighborhood and they need to be on leashes.

Dean Williams said the current ordinance is not working because there is not universal acceptance of what it means to have verbal command of our dog.

Request for Proposals for Library Rooftop Solar Project

Louise said there was a question in the proposal and asked to switch this to a different agenda. Rebecca Foster was present and asked for discussion on the matter. James Faulkner asked to stop by the library to discuss this. Rebecca said the RFP being used was the one the Selectboard approved last fall. Louise and James to meet with the Energy Committee for further clarifications. This item will be at 6:40 in the next meeting.

Adjournment

MOTION by Louise McCarren, seconded by James Faulkner, to adjourn. VOTE: 5 ayes; all in favor; motion carried.

The meeting was adjourned at 9:35 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.