

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
MEETING CONDUCTED AT TOWN HALL AND VIA TELECONFERENCE
JULY 27, 2020**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS:

AGENDA ITEMS:

5:30 PM Site visit: Higbee Road for Highway Access Permit application by Michael and Barbara McGinnis
6:00 PM Adjustments to the agenda
6:01 PM Public Comment
6:05 PM Recreation/Town Beach update
6:20 PM Michael and Barbara McGinnis—application for Highway Access Permit HAP-20-04 on Higbee Road
6:30 PM Appeal by Eli Lesser-Goldsmith of Town’s dismissal of valuation appeal to Board of Civil Authority
6:35 PM Aurora Farms—request to close Lake Road for installation of underground power
6:45 PM Town Link Trail adjacent to State Park Road—review bids and select contractor
7:15 PM Repair of bridge abutments—select contractor
7:25 PM Library sitework—select contractor
7:40 PM Pay-rate reviews—discussion of process/timing
8:00 PM Employee performance reviews—discussion of process/timing
8:15 PM Affordable Housing Fund—discussion
8:45 PM Minutes: June 3, June 8, June 29, July 6, July 13, July 20, 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 6 p.m.

Adjustments to the agenda

- The Selectboard needs to schedule a time to set the tax rate on July 30. This will be at 4 pm.
- An Executive Session is needed for a board update on a continuing litigation issue at the end of this meeting.

Public Comment

None

Recreation/Town Beach update

Nicole Conley said almost 1,000 beach passes have been sold. The trash has been overflowing in the bath house and other. Folks are encouraged to carry in and carry out. A special trip might need to be made to the dump. Overall things are going well. The governor has mandated everyone wear face coverings if they cannot maintain a 6-foot distance. New signage will be erected to explain this. No new news on the access dock quote. The upper parking lot will be open on the weekends to accommodate pass holders.

Michael and Barbara McGinnis—application for Highway Access Permit HAP-20-04 on Higbee Road

The McGinnises have an approved subdivision and access permit but the permit has expired. Junior Lewis has visited the site and said everything is as it was four years ago.

MOTION by Louise McCarren, seconded by Matt Krasnow, to approve Michael and Barbara McGinnis' application for Highway Access Permit HAP-20-04 on Higbee Road. VOTE: 5 ayes; all in favor; motion carried.

Appeal by Eli Lesser-Goldsmith of Town's dismissal of valuation appeal to Board of Civil Authority

MOTION by Frank Tenney, Seconded by James Faulkner, for the Town Attorney to make an appearance for the appeal by Eli Lesser-Goldsmith of Town's dismissal of valuation appeal to Board of Civil Authority. VOTE: 5 ayes; all in favor; motion carried.

Aurora Farms—request to close Lake Road for installation of underground power
David Kenyon was present via Zoom. He explained the process. A few hours of road closure is needed to install the underground power. Junior Lewis has approved. The railroad is done with road closures for now, Junior said. Any new closures will need to be requested. Signs will be erected. Notice will be given. David assured the board they will not close on a day the railroad has a road closure.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve Aurora Farms request to close Lake Road for installation of underground power not to conflict with the railroad road closures. VOTE: 5 ayes; all in favor; motion carried.

Town Link Trail adjacent to State Park Road—review bids and select contractor
Bids were opened on July 22. The two bids were very different, Matt said. Details were discussed. Vermont Roads and Fields will need to clarify a starting date and confirm the work is done consecutively and this will need to be written in the contract. They are the favored contractor by the trails committee. James Faulkner to serve as Clerk of the Works on the project.

MOTION by Louise McCarren, seconded by Matt Krasnow, to approve Vermont Roads and Fields as the contractor for the Town Link Trail adjacent to State Park Road as indicated in the bid, with clarification of a start date and confirmation the work is done consecutively, to be indicated in the contract. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by Carrie Spear, to designate James Faulkner as Clerk of the Works for the project of constructing the Town Link Trail adjacent to State Park Road. VOTE: 4 ayes; 1 abstention (James Faulkner); motion carried.

Repair of bridge abutments—select contractor

Junior Lewis said he has not seen the bids. Dean said he had Tom Knight of Stantec review the references of the low bidder. Matt said the bids came in with about a \$25,000 difference. Blow and Cody are a bigger operation with more overhead, Junior said. He said there was no issue with going with the low bidder on this particular project. References for Kevin Sullivan all came back positive.

MOTION by Louise McCarren, seconded by James Faulkner, to award the repair of bridge abutments contract to Kevin Sullivan (Panoramic Landscaping & Excavation) as per their bid. VOTE: 5 ayes; all in favor; motion carried.

Minutes: June 3, June 8, June 22, July 6, July 13, July 20, 2020

MOTION by Frank Tenney, seconded by Matt Krasnow, to approve the Selectboard meeting minutes for June 3 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the Selectboard meeting minutes for June 8 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Carrie Spear, seconded by Matt Krasnow, to approve the Selectboard meeting minutes for June 22 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Carrie Spear, seconded by Matt Krasnow, to approve the Selectboard meeting minutes for July 6 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve the Selectboard meeting minutes for July 13 as amended. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve the Selectboard meeting minutes for July 20 as amended. VOTE: 5 ayes; all in favor; motion carried.

Library sitework—select contractor

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the selection of the lowest bidder as the contractor for Charlotte Library sitework, not to exceed \$31,570. VOTE: 5 ayes; all in favor; motion carried.

Pay-rate reviews—discussion of process/timing

The VLCT comments were reviewed. Frank expressed concern about the step increase process and having to pay an outside consultant each and every time an increase is desired. Matt said it is not realistic to believe a quick turnaround on clarifying how to discern a new baseline. There will need to be much more research and discussion. It is an iterative four to six week process, Matt said. The policy needs to be changed before any pay rates are adjusted, Matt said. Gallagher Flynn has not come back with their findings at this time. The Selectboard asked Dean to get a quote from Gallagher & Flynn. Matt and Louise will join on a phone call to Dan Lyons of Gallagher & Flynn.

Employee performance reviews—discussion of process/timing

The existing process was read and reviewed.

Affordable Housing Fund—discussion

Matt said there was once a committee assigned to this fund to guide the Selectboard on how affordable housing works and associated matters that aid the Town in what they wish to achieve. The committee has since dissolved. Matt suggested readdressing the issue. There are avenues to explore that were not addressed in the committees findings. There is new information. The Selectboard will have a work-session on Monday August 3 from 6-7 p.m.

Selectboard updates

MOTION by Louise McCarren, seconded by James Faulkner, to enter into Executive Session to discuss litigation. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Louise McCarren, seconded by James Faulkner, to exit Executive Session and reconvene as Selectboard. VOTE: 5 ayes; all in favor; motion carried.

Approve warrants to pay bills**Adjournment**

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

The meeting was adjourned at 9:30 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.