

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
JUNE 11, 2018**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Frank W Tenney, Fritz Tegatz. **ABSENT:** Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Mary Mead, Chris Galipeau, Steve Williams, Melanie Peyser, Greg Peyser, Selina Peyser, Mark Dillenbeck, Ed Krasnow, Nancy Wood, Hugh Lewis Jr, Kate Lampton, Peter Richardson, Michael Russell, D Lynn Cooke, Amelia Norris, and others.

5:30 PM Site visit at 700 Mt. Philo Road for Peyser applications for Highway Access Permits

AGENDA ITEMS:

- 6:00 PM Thompson's Point Wastewater Disposal System Ordinance—draft amendments
- 7:05 PM Selectboard updates □ KR Properties appeal
- 7:15 PM Highway Access Permit review for Louise Selina Peyser at 700 Mount Philo Road; HAP-18-05 (southerly) and HAP-18-06 (northerly)
- 7:25 PM Mark Dillenbeck—reappoint as Tree Warden for a term ending April 30, 2019
- 7:30 PM ACORN—Tour de Farms on September 16, 2018
- 7:35 PM Water Operator proposals—select contractor(s)
- 7:45 PM Charlotte Housing Trust Fund Grant Program—report from the Affordable Housing Working Group on possible changes to the grant program
- 8:15 PM Salary Administration Policy—convert Pay grade 2 to minimum wage, as revised
- 8:25 PM PFAS Sampling at the Plouffe Lane landfill—authorization to pay Lincoln Applied Geology \$565 for sampling
- 8:30 PM Municipal Roads Grant in Aid Program—application
- 8:35 PM Better Roads Grant—accept \$19,200 to assist with rock-lining ditch along Lime Kiln Rd
- 8:40 PM Reappointment of Daryl Benoit to the Planning Advisory Committee of the Chittenden County Regional Planning Commission for a term ending June 30, 2020
- 8:45 PM Animal Control Housing Agreement with Comfort Hill Kennel

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:04 p.m.

**THOMPSON'S POINT WASTEWATER DISPOSAL SYSTEM ORDINANCE—
DRAFT AMENDMENTS**

The Selectboard, Steve Williams, Chris Galipeau, and Mary Mead reviewed revised draft Thompson's Point Wastewater Disposal System Ordinance as follows:

- Globally change "Schedule A1" to "Schedule A"
- Globally delete "Schedule B1"
- Article IV, Section 402, #C – delete C, retain D and change to C
- Article V, Section 503 – change to read "No person shall discharge or cause to be discharged substances, materials..."
- Article VI, Section 604 – delete
- Article VI, Section 605 – change "605" to "604" Add to the sentence end "based on the fiscal year beginning July 1 and ending on June 30."
- Article X, Section 1001, 2nd sentence – change to read "The TPWSLG is incorporated herein by reference."
- Date the Ordinance as "Last Revised June 2018"

Appendix A:

- Appendix A, date as "Last Revised June 2018"
- Appendix A, page 2, #11 – change to read "Review appeals by Leaseholders."
- Notate that Appendix A is referenced in the Ordinance, Section 802

SUGGESTIONS:

- Reference Guidelines in the Ordinance to avoid a "lost" document issue
- Date updates and revisions to the Ordinance and Guidelines for continuity

The Selectboard, Steve Williams, Chris Gulipeau, and Mary Mead reviewed revised draft Thompson's Point Leaseholder Guidelines:

- Add "PURPOSE: These Guidelines are to assist Leaseholders in understanding their rights and responsibilities as related to the Thompson's Point Waste Water Disposal System Ordinance."
- PROHIBITED DISCHARGES, 1st sentence – delete "(as defined herein)"; change "Schedule A1 or B1" to read "Schedule A"
- PROHIBITED DISCHARGES, #C – delete (Chris to check with Bryan); D – delete
- PROHIBITED DISCHARGES, page 3, last paragraph, 1st sentence – replace "the following described" with "any"; add a new sentence to the end "No garbage disposals are allowed."
- Add a reference of the Ordinance Section 217, "Septic Tank and Effluence Pump Station (STEP) to the Guidelines

SCHEDULE A:

- Date as "Last Revised June 2018"

NEXT STEPS:

- Send revised Ordinance, Appendix A, Schedule A and revised Guidelines to the Town Attorney for review/comments
- Approval process at the next Selectboard meeting

ADJUSTMENTS TO THE AGENDA

Add:

- Thompson's Point Lease to J C and Valerie Biebuyck, 1046 Flat Rock Road
- Purchase of Selectboard chairs – Christina Booher.

PUBLIC COMMENT

None.

SELECTBOARD UPDATES – KR Properties

Mr. Bloch explained that a suggestion has been forwarded to meet with the Krasnow's without a mediator to reach a resolution of the KR Properties appeal. If there is no resolution then the parties would meet with in mediation, and then go to court if no resolution is reached.

Mr. Tegatz and Mr. Tenney volunteered to meet with the Krasnow's regarding an appeal by KR Properties on Tuesday, June 12, 2018, at 9:00 a.m.

Mr. Morrison reported that the Vermont State Police commander is willing to meet with the Selectboard for an informal discussion regarding issues and concerns. A date will be forwarded to the Selectboard, said Mr. Morrison.

Mr. Morrison reported that Peter Trono asked for an update on the purchase of generators for the Town emergency locations. Mr. Tegatz said that more detailed information regarding the proper generator size is needed before an RFP is drafted.

Mr. Tegatz reported a potential conflict of interest related to a 2015 boundary adjustment and access application that he filed and recused himself on. That permit has now expired three years later. He didn't recuse himself. A question is if a re-vote is required, asked Mr. Tegatz. Mr. Bloch pointed out that at the last meeting when the motion was voted on all 5 Selectboard members were present. Even with a 4 member vote the motion would have been approved and the results would not have changed, said Mr. Bloch. Mr. Tenney said that he didn't see a conflict of interest.

Mr. Tegatz reported that CVFRS has had air pack presentations. A committee will evaluate sample packs provided by 3 bidders and will make recommendations and identify a cost when the comparisons are completed, said Mr. Tegatz.

Mr. Block said that the CVFRS/Town of Charlotte MOA will need to be amended regarding coordinating hazardous waste, which is a primary service to the Town.

Christina Booher, Assistant Town Clerk, reported that WB Mason is staging a one-day sale on office chairs on Thursday, June 14, 2018. Mr. Morrison will accompany Ms. Booher to the sale.

Mr. Bloch reported that he will be out of town June 21-July 9, 2018.

HIGHWAY ACCESS PERMIT REVIEW FOR LOUISE SELINA PEYSER AT 700 MOUNT PHILO ROAD; HAP-18-05 (SOUTHERLY) AND HAP-18-06 (NORTHERLY)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a Highway Access Permit, HAP-18-05, for Louise Selina Peyser at 700 Mt Philo Road (southerly) and a Highway Access Permit, HAP-18-06 (northerly), at 700 Mt Philo Road.

DISCUSSION:

Mr. Bloch said that the Charlotte Road Commissioner has required 15”x30’ culverts for each access. There are sight distances of 500’ both ways for both accesses. The Charlotte Tree Warden should review if any trees to be cut within the public rights-of-way and proposed driveways, said Mr. Bloch.

Ms. (Melanie) Peyser explained that Clark Hinsdale had expressed concern that the driveway should be kept outside of the tree crowns. Mr. Bloch said that information was not received.

Mr. Lewis, Charlotte Road Commissioner said he had no more comments.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

MARK DILLENBECK—REAPPOINT AS TREE WARDEN FOR A TERM ENDING APRIL 30, 2019

The Selectboard reviewed the candidate’s qualifications.

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to reappoint Mark Dillenbeck as the Charlotte Tree Warden for a term ending April 30, 2019.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

ACORN—TOUR DE FARMS ON SEPTEMBER 16, 2018

Amelia Norris and Lynn Cole, ACORN representatives, reviewed the 11th annual bike Tour de Farms to be held on September 16, 2018. A 30 mile tour stops at farms in Vergennes, Ferrisburgh, Charlotte and back to Vergennes. A 10 mile tour stops at farms in Vergennes and Ferrisburgh only, a traffic control plan map will be updated. Roads will be monitored by Local Motion and volunteers, said Ms. Norris.

Mr. Bloch noted that there were no conflicts with other events on that date.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve an ACORN Tour de Farms event on September 16, 2018 as presented.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

WATER OPERATOR PROPOSALS—SELECT CONTRACTOR(S)

Mr. Morrison reviewed Water Operator bids that were opened at the May 29th meeting.

Mr. Bloch said that the lowest bids need to be clarified; for example, some of the contractors didn't want to do just the Town Beach. Luxemburg was the lowest bidder at \$2,400 and a \$75 per hourly rate, said Mr. Bloch.

Ms. Mead suggested that a Town staff person could test the Beach lake water. The Senior Center uses a water test kit, said Ms. Mead. Mr. Bloch suggested that the Recreation Director, or the Recreation Commission Chair could test the Beach lake water. A Class III certification was required for testing the Town Hall and Library water systems, said Mr. Bloch.

Mr. Morrison asked staff to inquire if Nicole Conley, Recreation Director, would test the lake water. No action will be taken until the next Selectboard meeting. Staff will ask the contractors if they would hold the prices for the Town Hall and Library only, said Mr. Morrison.

CHARLOTTE HOUSING TRUST FUND GRANT PROGRAM—REPORT FROM THE AFFORDABLE HOUSING WORKING GROUP ON POSSIBLE CHANGES TO THE GRANT PROGRAM

Nancy Wood, Peter Richardson, Kate Lampton, and Michael Russell, reviewed meeting held by a group of residents, and recommendations on potential changes to the Charlotte Housing Trust Fund and grant program the group has identified.

Ms. Wood said that the Trust Fund grant program should be based on language in the Town Plan and what the Town promotes. The program should be more flexible for use by residents, non-profits and for-profit organizations, explained Ms. Wood.

Following lengthy discussion the Selectboard suggested adding a discussion regarding the group's recommendations to the Selectboard agenda at the July 9, 2018 meeting at 6:00 p.m.

SALARY ADMINISTRATION POLICY—CONVERT PAYGRADE 2 TO MINIMUM WAGE, AS REVISED

Mr. Morrison reviewed that the Selectboard has discussed recommendations to set wages for the Town Beach Attendants and Library Assistants as shown on the FY2019 Pay Rate Minimum Wage spreadsheet. The purpose is to start the pay grid at Level 5, eliminate Steps 1-4 and entitle it "Minimum Wage". Excel multipliers would be used to calculate step increases that will not cross over Level 5, except for COL adjustments. Adjustments could be made across the grades in the future as necessary, suggested Mr. Morrison.

Ms. Mead pointed out that the Selectboard did have a discussion as per the December 19, 2014, Selectboard minutes. No motion was made to accept the pay grid changes, stated Ms. Mead.

Margaret Woodruff, Library Director, said that in 2014 the Library Assistant was not unsupervised, or dealt with money like the Beach Attendants. The assistants use computers, find and replace materials, which is a different kind of job than a Beach

Attendant, said Ms. Woodruff. Mr. Morrison said that both jobs are a Grade 2 and do have different tasks.

Mr. Tegatz said that minimum wage and career jobs are being mixed. Just do the minimum wage only. Merit pay is a can of worms. A second year person implies merit pay. Leave it capped at Level 5, said Mr. Tegatz. Mr. Morrison said that the steps to the right of the pay grid are 2.5 percent growth for the experience factor, which has nothing to do with COL.

Ms. Mead suggested taking the two jobs off the pay grid, offer minimum wage only and don't calculate anything else for the summer jobs.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve the job classification of the Town Beach Attendant and Library Assistant as minimum wage jobs not subject to the Town of Charlotte pay grid policy.

DISCUSSION:

Ms. Mead asked if the Library Trustees could come in and suggest what they would like for the Library Assistant at budget time. Mr. Tenney said that if the Selectboard sets the pay grid it could be changed.

Mr. Tegatz said that that this affects those two categories only. If a board comes in and proposes a different pay, it is up to the 5 Selectboard members to stick to a plan or change it, stated Mr. Tegatz.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

Mr. Morrison summarized that the two positions will be paid minimum wage and last year's workers will be grandfathered at the current level until others catch up and there is one pay for all.

PFAS SAMPLING AT THE PLOUFFE LANE LANDFILL—AUTHORIZATION TO PAY LINCOLN APPLIED GEOLOGY \$565 FOR SAMPLING

Mr. Bloch reviewed that the state requires PFAS sampling. Lincoln Applied Geology will do all the sampling for an additional \$565.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve PFAS sampling at the Plouffe Lane Landfill by Lincoln Applied Geology for an amount not to exceed \$565.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

MUNICIPAL ROADS GRANT IN AID PROGRAM—APPLICATION

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve a Municipal Roads Grant In Aid Program Notice of Intent application to be signed by the Charlotte Selectboard Chair on behalf of the Town of Charlotte.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

BETTER ROADS GRANT—ACCEPT \$19,200 TO ASSIST WITH ROCK-LINING DITCH ALONG LIME KILN RD

Mr. Bloch explained that the \$19,200 grant requires a Town match of \$4,800 to come from the Highway budget.

MOTION by Ms. Spear, seconded by Mr. Tenney, to accept a Better Roads Grant of \$19,200 with a Town match of \$4,800 to come from the Highway budget, and to authorize the Charlotte Selectboard Chair to sign the document(s) on behalf of the Town of Charlotte.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

REAPPOINTMENT OF DARYL BENOIT TO THE PLANNING ADVISORY COMMITTEE OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION FOR A TERM ENDING JUNE 30, 2020.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to reappoint Daryl Benoit to the Planning Advisory Committee of the Chittenden County Regional Planning Commission for a term ending June 30, 2020.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

ANIMAL CONTROL HOUSING AGREEMENT WITH COMFORT HILL KENNEL

MOTION by Ms. Spear, seconded by Mr. Tenney, to approve an Animal Control Housing Agreement with Comfort Hill Kennel, and to authorize the Charlotte Selectboard Chair to sign the document(s) on behalf of the Town of Charlotte.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

THOMPSON'S POINT LEASE J C AND VALERIE BIEBUYCK

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve a Thompson's Point lease to J C and Valerie Biebuyck, one-half of Lot 128 and all of Lot 129, 1046 Flat Rock Road, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.

VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.

MINUTES

MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of May 29, 2018 as written.

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

SIGN WARRENTS TO PAY BILLS

The Selectboard reviewed and signed warrants to pay bills.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to adjust the Technical Library job qualifications to 75 from 70 for a total of 300 points as agreed on December 19, 2014.

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

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Ms. Spear, to adjourn the meeting.

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

The meeting was adjourned at 9:06 p.m.

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