

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
JUNE 12, 2017**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator.

**OTHERS:** Margaret Woodruff, Nan Mason, Mary Mead, Sue Smith, Jenny Cole, Jessie Bradley, Casey Arnote, Scott Hardy Bill Fraser-Harris, Margaret Russell, Richard Ahrens, Rodney Centeno, and others.

(NOTE: the agenda was heard out of order, but appears as published for continuity.)

**SITE VISITS:**

5:30 PM Site visit—4421 Greenbush Road (just north of Common Way)

**AGENDA ITEMS:**

- Pay issues: Beach attendants, FY17 & FY18 Returning Library Services Assistant, FY17 & FY18 Lister pay for FY18 Zoning Administrator-increased hours/week FY18 pay-rates
- 6:30 PM Charlotte Park & Wildlife Refuge Oversight Committee—update of Management Plan— Agriculture section
- 7:05 PM Internal Controls Policy
- 7:20 PM Casey Arnote—request for reconsideration of Highway Access Permit (HAP-17-01) condition requiring cutting of Elm tree
- 7:30 PM Requests for Planning & Zoning fee reimbursement Scott Hardy—for subdivision
- 7:35 PM Meet with Trails Committee—update on activities, and preview grant application to the Bicycle and Pedestrian Program for permitting and construction; letter of support
- 7:50 PM Interviews Rich Ahrens for appointment to the Recreation Commission for term ending April 30, 2019 Rodney Centeno for appointment to Recreation Commission for term ending April 30, 2019
- 8:00 PM Recreation events: Beach Party on July 15, 2017 Mozart Festival concerts on July 20 & 27 and August 3
- 8:10 PM Catherine Bock—request to terminate Housing Trust Fund Grant Agreement
- 8:15 PM Open proposals for Computer Network Support Contractor; select contractor
- 8:20 PM Traffic enforcement Contract with Vermont State Police Chittenden County Sheriff Town Constable
- 8:35 PM FY18 contract renewals Lincoln Applied Geology-post-closure monitoring of Plouffe Lane landfill—\$6,188 Lincoln Applied Geology-water

system operation: Town Office, Library & Town Beach—\$3,543 Jeremy Webb, Complete Clean—cleaning of Town Hall (\$6,600) and Library (\$4,800)

- 8:40 PM Wastewater system repairs (valve replacement)
- 8:50 PM Employee reviews—discussion of process
- 8:55 PM Selectboard updates Deposition of Jim Dickerson re: Old Lantern—June 20; Edgewater, LLC conditional use/appeal—Environmental Division of Superior Court hearing/trial on June 20; Arthaud mediation—July 11

### **CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:05 p.m.

### **ADJUSTMENTS TO THE AGENDA**

None.

### **PAY ISSUES: BEACH ATTENDANTS, FY17 & FY18 RETURNING LIBRARY SERVICES ASSISTANT, FY17 & FY18 LISTER PAY FOR FY18 ZONING ADMINISTRATOR-INCREASED HOURS/WEEK FY18 PAY-RATES**

Mr. Morrison briefly reviewed five items that included pay steps and amounts for the Beach Attendants, three Library Service Attendants, a Lister, an increase of hours for the Zoning Administrator, and approval for rounding of pay rates as necessary.

#### **BEACH ATTENDANTS**

Mr. Bloch explained that the state had approved minimum wage increases in January 1, 2017, starting at a pay grade 2 of \$10.00 per hour. The newly hired beach attendants will start in June at the FY17 pay rate of \$10.08 per hour. On July 1st the new hires will go to Step 0 at \$10.50 per hour. Returning hires will be at Step 1 at \$10.76 per hour on the FY18 pay chart, said Mr. Bloch.

Ms. Mead clarified that the new minimum wage starts July 1, 2017. Both the new and returning hires will start at \$10.08 per hour in June. The seasonal part-time person(s) minimum wage will change every January 1<sup>st</sup>. Therefore, the minimum pay will go up to \$10.50 per hour on January 1, 2018, said Ms. Mead.

It is the consensus of the Selectboard to support a proposal for seasonal summer part time work at the following pay rates: July 1, 2017 at \$10.50 for new hires and returning hires at \$10.76 per hour. June pay at \$10.08 per hour for both new and returning hires.

#### **LIBRARY SERVICE ATTENDANTS**

Mr. Bloch reviewed the three Library Service Attendants proposed pay rates as outlined in the Town Administrator's report.

Ms. Mead pointed out unfairness in the pay rate policy. One person starts in June and then gets a step increase and COLA, a second person started in January and doesn't get anything, pointed out Ms. Mead.

Mr. Tenney asked for the logic of allowing a pay raise for three months of work. Why not have hires that are leaving, but coming back later write a letter of intent to return, suggested Mr. Tenney.

Ms. Woodruff said that Alexa started working at the Library when she was in high school and then she left to go to college. She has experience and the Library Board wants her to come back, said Ms. Woodruff.

Mr. Tenney addressed Ms. Mead's concern, noting that a lot of businesses will rehire a returning employee if they were gone for a certain amount of time and then come back. You don't get a pay raise when you return, said Mr. Tenney.

It is the consensus that the Selectboard to accept the pay rate the proposals as presented.

#### LISTER

Mr. Bloch reviewed that Moe Harvey has been a Lister since 2014 at Step 12 and at \$18.56 per hour for FY16. He hasn't worked a regular year and should be at \$19.76 Step 15, said Mr. Bloch.

Ms. Mead said that Moe was at Step 12 last year and should be at Step 12 now. What is Step 15 about, asked Ms. Mead. Mr. Bloch said that Christina Booher said he was paid through FY17. Ms. Mead replied that Moe had quit, then elected at the 2017 March Town Meeting. She will double check if he was paid. He should be Step 12 since he was elected at the 2017 March Town Meeting, reiterated Ms. Mead.

Mr. Tegatz suggested a definition is needed for the period of time he quit the job. If he quits at Step 13 then he should be rehired at Step 13. A definition for "continuous employment" is needed in the policy, said Mr. Tegatz.

Mr. Bloch said staff would reevaluate the pay issue for the next Board meeting.

It is the consensus of the Selectboard to consider paying Moe Harvey at \$18.99 that includes a COLA increase, at Step 13 on July 1, 2017, and Step 13 starting in March 2017.

#### ZONING ADMINISTRATOR'S HOURS

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to increase the Zoning Administrator's hours to 35 hours/week, effective July 1, 2017, in line with the budgeted hourly amount for the position.**

**VOTE: 5 ayes; motion carried.**

#### ROUNDING OF PAY RATES

Mr. Bloch explained that there are three pay-rates that are \$0.01 different than the grid due to rounding. The proposed pay-rates and hours should be approved by the Selectboard, said Mr. Bloch.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve pay rates and hours for FY18 as per the exhibit document, dated 06/12/2017, with corrections to the second line item Lister for FY18 at a pay rate changed to \$18.99 added to Column T, lines 20 and 21.**

**VOTE: 4 ayes, 1 nay (Ms. Spear); motion carried.**

Ms. Mead asked if the Selectboard will work on amending the policy and define what a base salary is. For example, grades 1, 2, and 3 are affected by the minimum wage increase and grade 4 is not. It is only adjusted by the COLA. Next year grade 4 will be less than grade 3 when the minimum wage changes, said Ms. Mead.

Mr. Morrison said that a definition of a continuous employment is needed in the policy.

**CHARLOTTE PARK & WILDLIFE REFUGE OVERSIGHT COMMITTEE—  
UPDATE OF MANAGEMENT PLAN— AGRICULTURE SECTION**

Jessie Bradley, Sue Smith and Jenny Cole, Charlotte Park and Wildlife Refuge Oversight committee members reviewed proposed draft changes and updates to a 1999 Management Plan, Agricultural section, exhibits and maps.

*SELECTBOARD EDITS/SUGGESTIONS:*

- Identify the location of a new agricultural access on the Varney Farm – future Selectboard agenda item
- Change “Town of Charlotte” to read “Charlotte Selectboard”
- Correct a grammatical error to read “...and is consistent...”

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve the draft Charlotte Park and Wildlife Refuge Management Plan Agricultural Section, exhibits and maps based on the draft dated 05/31/2017, with corrections and edits.**

**DISCUSSION:**

**Ms. Smith invited Selectboard members for a personal tour of the Charlotte Park and Wildlife Refuge.**

**VOTE: 5 ayes; motion carried.**

**PUBLIC COMMENT**

None.

**INTERNAL CONTROLS POLICY**

Ms. Spear note that Mary Mead has departed. The discussion on the Internal Controls Policy should be deferred until Ms. Mead is available.

Mr. Morrison suggested adding a discussion of the Internal Control Policy to the next Selectboard meeting agenda and to invite Mary Mead for feedback.

**CASEY ARNOTE—REQUEST FOR RECONSIDERATION OF HIGHWAY  
ACCESS PERMIT (HAP-17-01) CONDITION REQUIRING CUTTING OF ELM  
TREE**

Mr. Morrison briefly reviewed a Charlotte Tree Warden recommendation to preserve an Elm tree that the Charlotte Road Commissioner recommended removing for safe sight distances. The applicant could consider moving the proposed access to the existing Co-Housing driveway. That would mean that the applicant would not need a Town permit, suggested Mr. Morrison.

Mr. Krasnow suggested a location north of Common Way as a possibility, which would require a new application.

Mr. Bloch said that Town staff would assist the applicant with an introduction to the Co-Housing community.

#### **REQUESTS FOR PLANNING & ZONING FEE REIMBURSEMENT SCOTT HARDY—FOR SUBDIVISION**

Scott Hardy, applicant, explained that he had applied to subdivide a 10-acre parcel into two 5-acre lots in 2014, which the Planning Commission approved in 2015. Jeannine McCrumb, the Town Planner, had left during this time and there was some confusion. He had 180 days to file a Plat that didn't get filed. The Town Administrator, Dean Bloch, and Town Planner, Daryl Benoit, advised that he would need to go through the subdivision process a second time. He finds it odd that he has to pay for the same subdivision fee of \$1,200 a second time, stated Mr. Hardy.

Ms. Spear asked if it was due to a clerical error on the Town's part, and if there is a Town policy on reimbursing recording fees.

Mr. Hardy reiterated that Jeannine left and there was a lapse.

Mr. Tenney noted that Mr. Hardy was told at the Planning Commission hearings that Mr. Hardy had 180 days to file the Plat. Mr. Hardy replied that it was not in the Planning Commission letter.

Mr. Tegatz said that the \$1,200 fee covers the work of the Planning Commission and clerk. Has anyone heard from the Planning Commission, asked Mr. Tegatz. Mr. Bloch said that the Planning Commission reviews applications with due diligence every time.

Mr. Tegatz suggested deferring action on the request until the Planning Commission Chair is consulted.

Mr. Tenney and Ms. Spear, as Planning Commission Selectboard liaisons, will contact the Planning Commission Chair and report back at the next Selectboard meeting.

#### **MEET WITH TRAILS COMMITTEE—UPDATE ON ACTIVITIES, AND PREVIEW GRANT APPLICATION TO THE BICYCLE AND PEDESTRIAN PROGRAM FOR PERMITTING AND CONSTRUCTION; LETTER OF SUPPORT**

Margaret Russell, Trails Committee member, reported on 2017 activities that included a draft engineering scoping project on the Co-Housing-State Farm Road trail section, a trail's work day, a proposed public celebration once the Route 7 underpass is completed in the Fall, a proposal to use a percentage of the Town approved \$40,000 as the Town match for a trail construction grant application, the purchase of two benches, and working with a land owner regarding easements on the proposed Town Link trail.

**INTERVIEWS: RICH AHRENS FOR APPOINTMENT TO THE RECREATION COMMISSION FOR TERM ENDING APRIL 30, 2019; RODNEY CENTENO FOR APPOINTMENT TO RECREATION COMMISSION FOR TERM ENDING APRIL 30, 2019**

RICHARD AHRENS

The Selectboard reviewed the candidate's qualifications.

**MOTION by Ms. Spear, seconded by Mr. Tegatz, to appoint Richard Ahrens to the Recreation Commission for a term ending April 30, 2019.**

**DISCUSSION:**

**Mr. Fraser-Harris, Recreation Commission member, spoke in support of the appointment.**

**VOTE: 5 ayes; motion carried.**

RODNEY CENTENO

The Selectboard reviewed the candidate's qualifications.

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to appoint Rodney Centeno to the Recreation Commission for a term ending April 30, 2019.**

**DISCUSSION:**

**Mr. Fraser-Harris, Recreation Commission member, spoke in support of the appointment.**

**VOTE: 5 ayes; motion carried.**

**RECREATION EVENTS: BEACH PARTY ON JULY 15, 2017; MOZART FESTIVAL CONCERTS ON JULY 20 & 27 AND AUGUST 3**

**BEACH PARTY**

Mr. Fraser-Harris reported that an application for a free Beach Party on July 15, 2017 has been completed. The commission has contacted the Library and CVFRS regarding the event dates. Fat Cow Farm and Misty Knoll Chickens have donated food items. Parking fees will be waived for Charlotte residents. There will be no expense to the Town, said Mr. Fraser-Harris.

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a proposed Beach Party on July 15, 2017 as presented.**

**VOTE: 5 ayes; motion carried.**

**MOZART FESTIVAL CONCERTS**

Mr. Fraser-Harris reported that the Vermont Mozart Festival will hold three concerts in Charlotte as an outreach project, to be held on Thursday, July 20, 27 and August 3, 2017, 7:00 p.m.-8:00 p.m. There will be a parking fee, said Mr. Fraser-Harris.

**MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve three Charlotte Beach Vermont Mozart Festival concerts to be held on Thursday, July 20, 27, and August 3, 2017 as presented.**

**VOTE: 5 ayes; motion carried.**

**CATHERINE BOCK—REQUEST TO TERMINATE HOUSING TRUST FUND GRANT AGREEMENT**

**MOTION by Ms. Spear, seconded by Mr. Krasnow, to approve a request by Catherine Bock to terminate a Housing Trust Fund Grant Agreement approved at the October 19, 2016 Selectboard meeting, and to authorize the Charlotte Selectboard Chair to sign the termination document on behalf of the Town of Charlotte as the duly authorized agent.**

**DISCUSSION:**

**Mr. Tenney asked if there was a density agreement included in the Co-housing application. Mr. Bloch replied that the lot was approved for a single family dwelling.**

**Mr. Tenney asked if the grant was for \$6,766, or \$6, 666. Mr. Bloch explained that the amount of the grant is \$6,666. There was a building rental reimbursement of \$100 that Ms. Boch had paid for some unrelated reason. She has not paid it back yet, said Mr. Bloch.**

**VOTE: 5 ayes; motion carried.**

**OPEN PROPOSALS FOR COMPUTER NETWORK SUPPORT CONTRACTOR;  
SELECT CONTRACTOR**

Mr. Morrison opened three contractor bids received for the Town computer network support contract.

Bids were as follows:

- Clear Bearing at a \$135 hourly rate, a monthly rate of \$1,390 and a monthly setup price of \$1,390
- Symquest at a \$150 hourly rate, and \$693 safety net/monthly fee
- Vermont Panergy at a \$105 hourly rate in all categories, a managed service proposal at \$500 for remote support, or \$850 for preferred support with a visit every other month
- T G Tech Group at \$75 per hour bi-monthly support, \$125 per hour for purchase recommendations, \$75 per hour for help desk support, \$125 per hour for additional services including replacing server and migrating e-mail to cloud (e.g. Microsoft Office 360); Managed Services labor at \$135 per hour for daytime, Monday-Friday management, \$202.50 per hour after hours weekdays, and \$270 per hour for weekend and holiday service; monthly fee for the managed service contract is \$1,300/month.

Mr. Morrison asked staff to compile a bid comparison spread sheet. Mr. Tenney will assist.

**TRAFFIC ENFORCEMENT - CONTRACT WITH VERMONT STATE POLICE,  
CHITTENDEN COUNTY SHERIFF, TOWN CONSTABLE**

CONTRACT WITH VERMONT STATE POLICE

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to renew a Traffic Control/Enforcement contract with the Vermont State Police beginning July 1, 2017 and ending June 30, 2018, at a Vermont State Police rate of \$67.22 per hour for 8.5 hours per week, for a total amount not to exceed \$29,711, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**VOTE: 5 ayes; motion carried.**

**CHITTENDEN COUNTY SHERIFF**

Mr. Bloch reported that he, Mr. Morrison and Mr. Krasnow met with the Chittenden County Sheriff regarding additional traffic enforcement contract services. Due to illness at the Sheriff's department there could not be an immediate availability of 8 hours of service, said Mr. Bloch. Mr. Krasnow said that the Sheriff could provide service in the fall.

Mr. Morrison suggested drafting a proposal for Sheriff's department service as a "not to exceed" amount. It is not in the budget, pointed out Mr. Morrison. Mr. Krasnow suggested waiting to contract with the Sheriff in the spring when more visibility is needed.

Ms. Spear spoke in favor of the VSP versus a Sheriff's service.

**TOWN CONSTABLE**

Ms. Spear and Mr. Tenney said that they were not in favor of contracting with the Town Constable. There are insurance issues, stated Ms. Spear.

Following a brief discussion the Selectboard members asked staff to inform the Town Constable that it is recommended not to upgrade the motorcycle at this time.

**FY18 CONTRACT RENEWALS - LINCOLN APPLIED GEOLOGY-POST-CLOSURE MONITORING OF PLOUFFE LANE LANDFILL—\$6,188;  
LINCOLN APPLIED GEOLOGY-WATER SYSTEM OPERATION: TOWN OFFICE, LIBRARY & TOWN BEACH—\$3,543; JEREMY WEBB, COMPLETE CLEAN—CLEANING OF TOWN HALL (\$6,600) AND LIBRARY (\$4,800)  
LINCOLN APPLIED GEOLOGY-POST-CLOSURE MONITORING OF PLOUFFE LANE LANDFILL—\$6,188;**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to renew a contract for FY18 with Lincoln Applied Geology for post-closure monitoring of the Plouffe Lane Landfill for an amount of \$6,188, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**DISCUSSION:**

**Mr. Bloch reported that the state indicated that there might be a change to the post-closure monitoring requirement after this year.**

**VOTE: 5 ayes; motion carried.**

LINCOLN APPLIED GEOLOGY-WATER SYSTEM OPERATION: TOWN OFFICE, LIBRARY & TOWN BEACH—\$3,543;

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to renew the contract with Lincoln Applied Geology as the Town of Charlotte Water System Operator for the Town Office, Library, and Town Beach for an amount of \$3534.13 for FY18, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**VOTE: 5 ayes; motion carried.**

JEREMY WEBB, COMPLETE CLEAN—CLEANING OF TOWN HALL (\$6,600) AND LIBRARY (\$4,800)

**MOTION by Mr. Tenney, seconded by Ms. Spear, to renew a contract with Jeremy Webb, Complete Clean, to clean the Town Hall and Library for FY18, starting July 1, 2017 for an amount of \$500 per month for the Town Hall, and \$400 per month for the Library, and ending June 30, 2018.**

**VOTE: 5 ayes; motion carried.**

**WASTEWATER SYSTEM REPAIRS (VALVE REPLACEMENT)**

Mr. Bloch reported that there was a backup in the Thompson's Point wastewater system. A valve failed. A \$10,268 quote was received for repairs, said Mr. Bloch.

Mr. Morrison asked staff to contact Steve Williams, and that three bids were needed.

Mr. Tegatz explained the nature of the valve failure and said that he would recommend Steve Williams for the repair.

**EMPLOYEE REVIEWS—DISCUSSION OF PROCESS**

Mr. Morrison reviewed that the draft performance review process is based on the process followed in the past.

Ms. Spear asked if Dean is the supervisor for Mary Mead, and Christina Booher as per the Town Administrator job description. Mr. Bloch replied that he does check in with them occasionally.

**SUGGESTIONS/CHANGES:**

- The Recreation Commission Chair and Mr. Krasnow should be the review committee for the Recreation Director
- Add Lane Morrison, Senior Center Selectboard liaison, to the Senior Center review committee
- Town Administrator review: Mr. Morrison conducted the immediate review and the committee conducted a final review last year

- Library review is conducted by the Library Board

**TASKS:**

- Staff to warn Selectboard review committee meetings over the next month that will be outside of the regular Board meetings
- Employees have two weeks to complete self appraisals
- Interested Selectboard members should submit comments regarding the Town Administrator to Mr. Morrison for addition to a feedback report; Selectboard members may participate in the final review

**SELECTBOARD UPDATES - DEPOSITION OF JIM DICKERSON RE: OLD LANTERN—JUNE 20; EDGEWATER, LLC CONDITIONAL USE/APPEAL—ENVIRONMENTAL DIVISION OF SUPERIOR COURT HEARING/TRIAL ON JUNE 20; ARTHAUD MEDIATION—JULY 11****DEPOSITION OF JIM DICKERSON RE: OLD LANTERN—JUNE 20**

Mr. Bloch reported that a neighbor of the Old Lantern has asked Jim Dickerson to provide a deposition, which is set for June 20, 2017. Should the Town Attorney be involved, asked Mr. Bloch. Ms. Spear stated that an attorney was not necessary.

**EDGEWATER, LLC CONDITIONAL USE/APPEAL—ENVIRONMENTAL DIVISION OF SUPERIOR COURT HEARING/TRIAL ON JUNE 20;**

Mr. Bloch reported that he and Joe Rheame, Zoning Administrator, will attend an Environmental Court hearing/trial regarding the Edgewater, LLC appeal as Town representatives for issues related to zoning regulations.

**ARTHAUD MEDIATION—JULY 11**

Mr. Tegatz reported that the neighbors to the Arthaud Thompson's Point lot are allowed to attend the mediation on July 11<sup>th</sup> as interested parties. The neighbors will not be allowed to cross-appeal, explained Mr. Tegatz.

Mr. Bloch reported that the Thompson's Point Wastewater Committee will meet on Monday, June 19, 2017, at 4:00 p.m.

Mr. Bloch reported that a Planning and Zoning meeting is scheduled for June 26, 2017, at 10:00 a.m. In attendance will be the Planning and Zoning Chairs, Mr. Morrison, Mr. Tenney and Ms. Spear as Selectboard liaisons.

Mr. Bloch reported that a TDI teleconference call is scheduled for June 19, 2017.

Mr. Bloch reported that the brush hogging contractor has suggested additional work at \$35 per hour. Mr. Krasnow asked for an estimate of the total hours for the extra work.

Ms. Spear asked staff to find out if the vegetation around the Town trees at the Beach should be weed whacked instead of brush hogged.

Mr. Bloch reported that he would be out of the office on Thursday and Friday.

Mr. Tegatz reported that CVFRS received three bids for the new pumper truck. The Town approved a \$625,000 bond. CVFRS has recommended the low bidder, said Mr. Tegatz. Mr. Krasnow asked if the additional legal fees budgeted at \$5,000 could be rolled into the \$625,000.

Mr. Morrison reported on an update on the Peck Electric Solar project. The Town and Peck Electric feedback goes back to the Public Service Board, said Mr. Morrison.

Ms. Spear noted that some of the trees at the Charlotte Solar Farm have died.

Mr. Morrison reported that VTrans has fixed the bumps at the Ferry Road rail road tracks.

Mr. Krasnow suggested adding a discussion regarding the Recreation Director/Recreation Commission work relationship and overlap at a future Selectboard meeting agenda.

Mr. Krasnow reported that a sheep farm owner has expressed interest in pasturing a flock at the Town cemeteries as an alternate way to mow the cemeteries.

Mr. Tegatz reported that the speed cart is parked at the Town Hall. Daryl Benoit and Hugh Lewis Jr will download the data from the cart. Daryl may need 1-2 overtime hours, said Mr. Tegatz.

Mr. Krasnow reported that he had received a “carbon copy” letter regarding Air BnB’s. Mr. Bloch said that the Planning Commission invited Michael Wool to a regular Planning Commission meeting to discuss the Air BnB situation. Town regulations define single family dwellings. A house could be rented for a year, month, or a day. The Planning Commission would develop steps for private use and commercial use of single family dwellings, said Mr. Bloch.

**MINUTES: May 22, 2017**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 05/22/2017 as written.**

**VOTE: 5 ayes; motion carried.**

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard members reviewed and signed warrants to pay bills.

**ADJOURNMENT**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to adjourn the meeting.**

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 9:16 p.m.

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