

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
MEETING CONDUCTED AT TOWN HALL AND VIA TELECONFERENCE  
JUNE 22, 2020**

**APPROVED**

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

**ADMINISTRATION:** Dean Bloch, Town Administrator

**OTHERS:** Chea Evans, Dean Williams, Barbara Russ, Bill Fraser-Harris, John Quinney, Nancy Richardson, Peter Richardson, Hugh Lewis, Jr., Nicole Conley, Bill Stuono, Will Bown, Megan Browning, Sarah Burleigh, David Miskell, Laurie Thompson, Jonathan Silverman, Margaret Woodruff, Chase McGuire, Richard Tonino, Margaret Russell, Peter Joslin, Ellen Fallon, John Limanek

**AGENDA ITEMS:**

4:00 PM Site visit—State Park Road section of Town Link Trail  
5:15 PM Site visit for Highway Access Permit on Morningside Drive (past cemetery)  
6:00 PM Adjustments to the agenda  
6:01 PM Public Comment  
6:05 PM Public Informational Hearing for Australian Ballot Articles to be voted at a Special Town Meeting on June 23, 2020  
6:15 PM Will Bown and Megan Browning—application for Highway Access Permit (HAP-20-03) on Morningside Drive  
6:25 PM Guidance for Waiving or Refunding of Planning & Zoning Fees  
6:45 PM Recreation COVID-19 update  
7:00 PMRFP for Library Sitework  
7:15 PM Jason Hutchins et. al.—Open Space Agreement  
7:30 PM Animal Control Ordinance—discuss TPLA amendment request for the Town to create mandatory seasonal leash requirement for dogs on Thompson’s Point  
7:45 PM Town Link Trail—selection of contractor for State Park Road section  
8:15 PM Request for Bids to repair to bridge abutments(Bridge 28, Roscoe Road & Bridge 31, Dorset Street)  
8:25 PM Approval of contract renewals as discussed on April 27 and May 11  
8:30 PM License agreement with Aurora Farms, LLC for the installation of power, telecom and other utility lines under Lake Road  
8:35 PM Discussion on continuance of using the Zoom platform to facilitate physical distancing guidelines and accessibility for public participation in Selectboard meetings  
8:45 PM Discussion of allowing all town boards to resume in-person meetings at Town Hall  
8:55 PM Reopening Town Hall to public & resumption of normal pay policies  
9:05 PM Champlain Valley School District—update on discussion re: use of facilities  
9:15 PM Minutes: May 26, June 1, June 2, June 3, June 8, 2020  
9:20 PM Selectboard updates

9:25 PM Approve warrants to pay bills  
9:30 PM Personnel issue (likely executive session)  
9:35 PM Adjournment

### **CALL TO ORDER**

Selectboard Chair Matt Krasnow called the meeting to order at 6:34 p.m.

### **Adjustments to the agenda**

None.

### **Public Comment**

It was noted that more requests are coming in to open the playground.

### **Public Informational Hearing for Australian Ballot Articles to be voted at a Special Town Meeting on June 23, 2020**

No comments.

### **MOTION by Matt Krasnow, seconded by Louise McCarren, to closed the Public Informational Hearing for Australian Ballot Articles to be voted on at a Special Town Meeting on June 23, 2020. VOTE: 5 ayes; all in favor; motion carried.**

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

Dean Bloch described the current application, and previous subdivision. He said the Morningside Cemetery Association has raised a concern that the access is on cemetery property. Unapproved preparational clearing had taken place and the applicants have since apologized. Property boundaries are not clear, Matt Krasnow said. Frank Tenney asked to see information about where the right-of-way is located. James Faulkner said there needs to be clarity with the boundary lines and right-of-way and that this is the responsibility of the property owners to discern, not the Selectboard. Peter Richardson spoke to where the boundary pins are located. He said rights-of-way are contested at this time and that he would like surveyors and lawyers involved. Will Bown cited past surveys that indicate access to their land along Morningside Drive. Peter said there needs to be verification of the right-of-way. Matt said there needs to be clarity before a curb cut can be approved. Louise McCarren said this is a neighbors' dispute and that they should resolve it. Frank said the Selectboard would need to know exactly where the Town's right-of-way is before anything can be decided. This will be added to a future agenda.

### **Guidance for Waiving or Refunding of Planning & Zoning Fees**

This policy issue has been an ongoing discussion. Matt said the policy was poorly written. He noted the difference between a waiver and a refund, that there was no timeline or points of notification. James said the document is so confusing that it should be rewritten entirely. He noted there is no supporting documentation to back up the originally written guidance.

**MOTION by Frank Tenney, seconded by Carrie Spear, to repeal the Guidance for Waiving or Refunding of Planning & Zoning Fees written on April 2, 2012, and to approve moving forward with the process of writing a new policy. VOTE: 5 ayes; all in favor; motion carried.**

**Recreation COVID-19 update**

The playground is still closed per State guidelines. Nicole Conley said new State guidance is coming shortly. She suggested waiting a week before any decisions are made. A total of 620 beach passes have been sold in the past two weeks. Matt suggested beach traffic backup mitigation measures. The docks provide a safer entry into the lake for people and it has been requested that some form of platform be installed, Bill Fraser-Harris said. Matt said he would rather not direct folks toward one single touch point such as a railing or swim ladder. Bill said the State will allow the dock with safety signage. This will be discussed further at the next meeting. Bill said the tennis courts could not be pressure washed successfully with the \$400 allotment. A commercial job is needed with the lowest quote being \$900.

**MOTION by James Faulkner, seconded by Frank Tenney, to approve a \$900 expenditure for pressure washing the Town of Charlotte Tennis Courts. VOTE: 5 ayes; all in favor; motion carried.**

**RFP for Library Sitework**

The money for this sitework comes solely from The Friends of The Charlotte Library fundraising efforts. Frank wanted to ensure the funds had been transferred to the Town. Margaret Woodruff explained the process and that all of the funds needed for this project have been raised. Matt said the deadline is the end of December 2020 to transfer the funds to the Town from the Friends. Edits were made to the RFP document. The bid submission deadline will be July 9.

**MOTION by Matt Krasnow, seconded by Louise McCarren, to approve for publication the RFP as amended and to allow Margaret Woodruff and Fritz Tegatz to fill out the publication dates, with an understanding that at the July 13, 2020 Selectboard meeting there will be a full financial status report provided. VOTE: 5 ayes; all in favor; motion carried.**

**Jason Hutchins et. al.—Open Space Agreement**

Peter Joslin said the Planning Commission has made their edits to the agreement and this is approved on their end. The Open Space Agreement needs to be filed with the final plat.

**MOTION by James Faulkner, seconded by Frank Tenney, to approve the Open Space Agreement for Jason Hutchins et. al. with the condition that dates and recording information be included in the agreement. VOTE: 5 ayes; all in favor; motion carried.**

**Animal Control Ordinance—discuss TPLA amendment request for the Town to create mandatory seasonal leash requirement for dogs on Thompson's Point**

Richard Tonino spoke on behalf of the Thompson's Point Leaseholders Association. There has been an increase in dogs roaming the area during the pandemic, he said. Many are out of control and a leash rule would establish a basic standard of control, he said. He suggested language for the existing ordinance. Ellen Fallon said this has been a longstanding problem in the area and it is not new. She said there are too many dogs off leash on Thompson's Point and it is increasing year over year. It is a consistent problem, she said. Dean will amend the ordinance as requested for Selectboard review and this will be discussed at a future meeting. Louise expressed concerns about enforcing a leash law. Richard said the Town beach and trails have leash rules and he wants a common rule that is visible and concrete for Thompson's Point as well. Barbara Russ said this is a health and safety concern for our community. To be added to a future agenda.

**Town Link Trail—selection of contractor for State Park Road section**

There was a site visit at 4pm to review the scope of work. The Selectboard will move forward with a new amended bid. It needs to include a single sourced crushed stone with no silt. It was noted that Hinesburg Sand and Gravel is not a quarry that could provide that material. The proper materials need to be indicated in the bid. John Limanek and Laurie Thompson were present via Zoom to speak to the specifics. The five companies that came to the site visit need to be advised that there are changes to the RFP. The revised RFP will also be generally circulated. Language will be added that indicates that stumps can be dumped in the Town stump dump and excavated soils may be delivered within a half a mile of the project. Signs need to be moved out of the way of vineyard view and Hugh Lewis, Jr. will do this as well as heading down the trail, soil will be added to widen the trail. Going down the hill, bollards and guardrails should be installed and this was discussed at length. Matt said separating traffic from folks on the trail is important. A draft of a new RFP is required and will be available by June 29.

**Request for Bids to repair to bridge abutments (Bridge 28, Roscoe Road & Bridge 31, Dorset Street)**

**MOTION by James Faulkner, seconded by Frank Tenney, to distribute the Request for Bids to repair to bridge abutments (Bridge 28, Roscoe Road & Bridge 31, Dorset Street). VOTE: 5 ayes; all in favor; motion carried.**

**Approval of contract renewals as discussed on April 27 and May 11**

**MOTION by Louise McCarren, seconded by Matt Krasnow, to approval contract renewals as discussed on April 27 and May 11 with authorization for the Chair to sign. VOTE: 5 ayes; all in favor; motion carried.**

**License agreement with Aurora Farms, LLC for the installation of power, telecom and other utility lines under Lake Road**

This allows power and other utilities to go under Lake Road. David Kenyon was present via Zoom to explain the project at Aurora Farms. Hugh Lewis, Jr. has reviewed the project and is on board.

**MOTION by Louise McCarren, seconded by Matt Krasnow, to approval License agreement with Aurora Farms, LLC for the installation of power, telecom and other utility lines under Lake Road with the supervision of the Charlotte Road Commissioner. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Louise McCarren, seconded by Matt Krasnow, for a friendly amendment to the above motion for the license holder to choose which of the two installation alternatives is best, cutting or boring. VOTE: 5 ayes; all in favor; motion carried.**

**Discussion on continuance of using the Zoom platform to facilitate physical distancing guidelines and accessibility for public participation in Selectboard meetings**

Carrie Spear said more people have been participating in Zoom meetings. Matt said it is more convenient for people.

**Discussion of allowing all town boards to resume in-person meetings at Town Hall**

Matt said he would discourage this due to safety reasons at this time. Peter Joslin said he would like the Planning Commission to meet at the Town Hall due to the documents they need to collectively review. Planning and Zoning are necessary regulatory bodies and it makes sense to have them convene at Town Hall, Matt said. However, Zoom and VCAM make this possible and VCAM isn't available for these meetings. Frank suggested leaving the decision up to Planning and Zoning. Matt suggested paying VCAM for consulting on how to facilitate the meetings effectively through Zoom for the public. July 16th is the next scheduled Planning Commission meeting and Matt suggested getting the equipment needed for that meeting and test it out. Dean to get a quote on the equipment.

**MOTION by Matt Krasnow, seconded by James Faulkner, to open Town Hall for the use of the Planning Commission and Zoning Board for the members of that commission and board to conduct their meetings and to continue the policy of having the public participate remotely through the Zoom platform or telephone. VOTE: 5 ayes; all in favor; motion carried.**

**Reopening Town Hall to public & resumption of normal pay policies**

The Selectboard received a letter from Mary Mead on the subject prompting this agenda item. The library board will be meeting the discuss their situation within a few days, Margaret Woodruff said. This will be discussed further in a future meeting. Planning and Zoning plan to be in the office as much as they can, Dean said.

**Champlain Valley School District—update on discussion re: use of facilities**

There is no update for this at this time.

**Minutes: May 26, June 1, June 2, June 3, June 8, 2020**

To be addressed at a future meeting.

**Selectboard updates**

None.

**Approve warrants to pay bills**

**Executive Session for a Personnel Issue**

**Dean indicated that any actions to be taken by the Selectboard need to be taken in open session.**

**MOTION by Matt Krasnow, seconded by Louise McCarren, to enter into Executive Session. VOTE: 5 ayes; all in favor; motion carried.**

**MOTION by Matt Krasnow, seconded by Louise McCarren, to exit Executive Session and reconvene at Selectboard. VOTE: 5 ayes; all in favor; motion carried.**

**Adjournment**

**MOTION by Frank Tenney, seconded by Matt Krasnow, to adjourn. VOTE: 5 ayes; all in favor; motion carried.**

The meeting was adjourned at 10:36 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.