

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
MEETING CONDUCTED ENTIRELY VIA TELECONFERENCE
JUNE 08, 2020**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS: VCAM, Nicole Conley, Eli Lesser-Goldsmith, Bill Fraser-Harris, Margaret Woodruff, Laurie Thompson, John Limanek, Bill Stuono, Rebecca Foster, Deirdre Holmes, Suzy Hodgson, Sarah Reeves, Jennifer Holliday, M. Morris, Bill Kallock, Eddie Krasnow

AGENDA ITEMS:

5:30 PM Adjustments to the agenda

5:31 PM Thompson's Point lease: Lot 50 at 2751 Thompson's Point Road•Terminate lease to Hodges Family LLC•Approve a new 20 year lease to Kenneth J. Bogdanowicz

5:35 PM Request for Bids for sitework at Library

5:50 PM Recreation/Beach update—navigating COVID-19

6:10 PM Open bids for trail construction of State Park Road section of the Town Link Trail

6:20 PM Pay rate for Assistant Clerk/Treasurer—discuss estimate from Gallagher, Flynn & Co. for professional assessment of market adjustment request

6:35 PM Net Metering Agreement—comparison of bids

7:05 PM Jason Hutchins et. al.—Open Space Agreement

7:15 PM Chittenden Solid Waste District FY21 budget—presentation by Sarah Reeves, CSWD Executive Director

7:30 PM Discussion of resumption of in-person Selectboard meetings at Town Hall

7:45 PM Revise job scoring for Zoning Administrator for the following factors: contact frequency, contact nature and personal time, based on prior changes to job description

7:50 PM Approve hours and pay-rates for employees for FY21

8:00 PM Contract with Cummings Electric to install Electric Vehicle Charger at Town Hall parking lot

8:30 PM Offer of employment for position of Town Planner

8:45 PM Update re: request by KR Properties for partial refund of permitting fees due to designation of open space

9:00 PM Selectboard updates

9:05 PM Minutes: May 26, 2020

9:10 PM Approve warrants to pay bills

9:15 PM Personnel issue (likely executive session)

9:20 PM Adjournment

CALL TO ORDER

Selectboard Chair Matt Krasnow called the meeting to order at 5:37 p.m.

Adjustments to the agenda

Louise McCarren asked for an executive session on contract issues.

James Faulkner asked for discussion on bridge aprons.

Matt Krasnow said Public Comment needed to be added to the agenda.

Public Comment

Eli Lesser-Goldsmith inquired about the Town being able to open the playground. Cities and Towns are allowed to open playgrounds statewide, he said. He suggested following the precautions other Towns are implementing. He outlined a few of these and highlighted the personal responsibility to individually wash and sanitize.

Thompson's Point lease: Lot 50 at 2751 Thompson's Point Road•Terminate lease to Hodges Family LLC•Approve a new 20 year lease to Kenneth J. Bogdanowicz

MOTION by Frank Tenney, seconded by James Faulkner, to terminate the lease to Hodges Family LLC and to approve a new 20 year lease to Kenneth J. Bogdanowicz.

VOTE: 5 ayes; all in favor; motion carried.

Request for Bids for sitework at Library

Fritz Tegatz has prepared a punch list for sitework, Dean Bloch said. Margaret Woodruff said it is a good time to get this work done before the doors are wide open. The parking lot, rain garden, and landscaping are part of this work. Louise McCarren said she is not clear about the funding. James Faulkner asked to have a clear picture of the finances before the request for bids goes out. Margaret said this is from the donated and fundraised money and not from the Town budget. The money has been raised and this money was included in the original budget. Matt Krasnow asked that the RFP ask for specific prices in each line item. James asked to see the financials. Matt said the idea for this meeting was to greenlight the preparation of the document. Forming a working group was proposed. Louise and James volunteered to be in the working group. This will be added to the June 22 agenda.

Recreation/Beach update—navigating COVID-19

Nicole Conley said more than 100 passes have been sold. The bathhouse is being cleaned three times a day. She said the playground issue is being handled in different ways in different Towns and she is open to whatever the Selectboard decides. Bill Frasier-Harris said opening the playground with signage should be sufficient. Matt said childcare centers are opening June 15 and play structures will be used there. He suggested opening the playground and to keep the option to close it again if there is a real and present and local danger. Louise suggested checking with Vermont League of Cities and Towns. Bill said making the docks and the picnic tables available to the public needs to be considered in the near future.

MOTION by Louise McCarren, seconded by James Faulkner, to approve opening the Charlotte playground with signage indicating State safety guidelines with

permission for Nicole Conley to approve of the signage with legal review as well as for the picnic tables to be made available to the public with personal responsibility guidelines posted. VOTE: 5 ayes; all in favor; motion carried.

Open bids for trail construction of State Park Road section of the Town Link Trail
Dean opened and read bid details. He will prepare a comparison spreadsheet to be reviewed by the Selectboard. Laurie Thompson said the road commissioner has repaired all of the culverts and the area is ready for construction to begin. This will be discussed again on June 22.

Pay rate for Assistant Clerk/Treasurer—discuss estimate from Gallagher, Flynn & Co. for professional assessment of market adjustment request

Louise said she fears the process is possibly flawed and suggested discussing this along with the Zoning Administrator job scoring agenda item. Dean suggested keeping the matters separate. Margaret said, in the past, rescoring requests have been made for library positions and these have not been addressed. She also said the Palmer scoring is quite outdated. She asked for a more updated evaluation format. Due to the time constraint with Christina Booher's job opening coming up, Matt suggested taking on this single point evaluation to be done by Gallagher, Flynn & Co. at a cost of \$400. He went on to say that if the Selectboard likes the product, that a five-year comprehensive job evaluation, with all of the changes, should be considered. Matt said municipalities have to constantly reevaluate what fair compensation is and that the pay grid is the base salary but there are many other factors that are built into this. The whole compensation package for employees is a significant amount more than the base salaries. The value of the position to the potential employee also involves time off, vacation, health insurance and more. Having an experienced company, with a professional process, will alleviate this being political and render it wholly administrative, he said. The effort should depoliticize the process, Louise said.

MOTION by Matt Krasnow, seconded by Carrie Spear, to approve the Gallagher, Flynn & Co. professional assessment of market adjustment proposal as outlined, not to exceed \$400. VOTE: 5 ayes; all in favor; motion carried.

Net Metering Agreement—comparison of bids

A summary and recommendation was submitted by the Energy Committee. Rebecca Foster said new information has been obtained and comparing the three bids needs to be reviewed at a higher level of expertise. The Energy Committee has a preference to do as much as the Town can with local installations. Rebecca said a patchwork of solutions is preferred rather than one overall option starting with a stand alone project at the library. A clean slate scenario rather than a legacy project is preferred at this time, Matt said. Diversifying the Town's portfolio and risk is prudent at this time. He recommends no motion to enter into agreement with any of the three bids. Deirdre Holmes said the Chittenden County Regional Planning Commission has offered 12 hours of time to determine what is best. A new opportunity to combine storage with solar generation on a small scale at the library is an option now. A presentation will be made at the July 13 Selectboard meeting as well as recommendations on how to proceed.

Chittenden Solid Waste District FY21 budget—presentation by Sarah Reeves, CSWD Executive Director

CSWD Executive Director Sarah Reeves was present to discuss the FY21 budget. Cuts have been made as a result of the Covid19 shutdown and the budget will have to be monitored closely and adjusted often. Composting options were discussed in preparation for the new law to go into effect in July. The three options are to drop organics off at CSWD, to find a hauler, or to start backyard composting. Louise said she is concerned about the stress this will put on people during this already difficult time. Sarah said there is support in place to educate people.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the Chittenden Solid Waste District FY21 budget. VOTE: 5 ayes; all in favor; motion carried.

Discussion of resumption of in-person Selectboard meetings at Town Hall

Matt asked to maintain Zoom public access to protect residents from having to gather in person. Also, if Town Hall reaches the 25 person capacity, folks will be able to access the meeting live via Zoom. Frank suggested only the Selectboard and Dean to be at Town Hall with selected invitees. On June 22, the Selectboard will meet at Town Hall with access for the public via Zoom.

Approve hours and pay-rates for employees for FY21

The new fiscal year starts July 1. There were two positions that changed their number of hours; one at the Senior Center and one at the Library. Pay rates were reviewed on a spreadsheet. Suspending raises for the next fiscal year was discussed in light of the budget cuts needed due to the Covid19 shut down in anticipation of delinquent taxes. This item discussion will continue on June 29.

Contract with Cummings Electric to install Electric Vehicle Charger at Town Hall parking lot

The Selectboard approved the installation in January. Cummings Electric is the only electrician/distributor in the State. Bill Kallock said the opportunity offers State funding of 90% for the project that is a total cost of about \$18,000. The Town and Library will split the remaining 10%.

MOTION by Frank Tenney, seconded by James Faulkner, to approve a contract with Cummings Electric to install an Electric Vehicle Charger in the Town Hall parking lot. VOTE: 5 ayes; all in favor; motion carried.

Aprons for the historic bridges

James Faulkner said he spoke to Road Commissioner Hugh Lewis, Jr. and he suggested a vote to authorize. It will not interfere with the historical value.

MOTION by Frank Tenney, seconded by Matt Krasnow, to authorize the paving of the bridge aprons, with the approval of the Charlotte Road Commissioner, to be

completed at the same time as the remaining roadwork, within the contract parameters. VOTE: 5 ayes; all in favor; motion carried.

Selectboard updates

- On June 22 there will be an update with the School District, Matt said.
- Matt met with Thompson's point lease holders. There was a discussion on the wastewater committee and the process of opening the camps. Septic capacity and move in dates were discussed as well as when leaseholders are legally able to occupy their camps according the wastewater ordinance. Frank Tenney suggested sending letters to the leaseholders to educate them on compliance with the ordinance. Matt said an email list is needed to send regular updates as well. Other minor issues that the association mentioned included barbed wire, speed signs, leash laws, and more. An attorney will approve language to go into new leases moving forward.
- Louise said the West Village Waste Water ordinances have been approved and there needs to be movement. Dean to contact Dave Marshall.
- Carrie said the East Burying Ground on Spear Street looks great and needs to be brush hogged. She said the covered bridge butterfly garden looks beautiful. She requested a sign on Route 7 that indicates East Charlotte is in four miles. She said the train station looks good. She asked for clarification of the article to be voted that would provide funds for trail development. Dean said the total amount is broken into five years and each year is voted on separately. The total budget for construction of the trail to the beach is a five-year budget with each year to be voted on separately. Article language should be clear that the funds being voted on are part of a larger project, Carrie said.
- Plouffe Lane parking site visit to be scheduled to see the Old Town Dump.

Update re: request by KR Properties for partial refund of permitting fees due to designation of open space

Matt recused himself. Frank gave the history. The Town Attorney said it should have been a waiver. This waiver of fees was not executed and it is not clear which fees should have been waived. Eddie Krasnow said KR Properties paid everything that was required and Frank said the Selectboard needs to agree on what portion of the fees paid (that should have been waived) needs to be refunded. The fee waiver was set up to incentivize Open Space Agreements and other open lands. Applying for a waiver during the process should be formally required, Frank said. James said that it should not work backward or be refunded. If the waiver was not granted during the process, refunds shouldn't be an option. Fee schedules need to be researched. Matt suggested a guidance book on the Town policy of these waivers.

It is being called a policy because Frank said he can't find proof that any ordinance was signed by the Selectboard at the time it was voted in eight years ago. Frank also wondered which draft was approved. It is not clear. Dean said it is definitely not an ordinance. It never went through that process. Clarification on this is important in that a precedent will be set. The Selectboard has a responsibility back to 2012. It needs to be known what the liability is before moving forward in setting up what the Selectboard is going to do with any approved guidance on this policy moving into the future. James said offering late waiver refunds could "open up a can of worms." He asked that Peter Joslin

weigh in. Matt said the conservation community should weigh in as well. Researching what that liability might be a good thing to do, Matt said. Frank suggested a stay on the issue until it is solved.

What needs to be known:

1. Which fees already paid are eligible for a refund?
2. What is the total possible liability?

Eddie Krasnow said the issue is to get the policy right or to get it removed.

Minutes: May 26, 2020

To be moved to a future agenda.

Jason Hutchins et. al.—Open Space Agreement

To be moved to a future agenda.

Approve warrants to pay bills

Offer of employment for position of Town Planner

MOTION by Frank Tenney, seconded by Carrie Spear, to send the offer of employment letter for the Town Planner position to the chosen applicant. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by James Faulkner, to enter into executive session for a personnel issue at 10:09 p.m. VOTE: 5 ayes; all in favor; motion carried.

MOTION by Frank Tenney, seconded by Louise McCarren, to exit executive session at 10:20 p.m. 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 10:20 p.m.

Minutes respectfully submitted, Lynn Monty, Recording Secretary.