

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
MARCH 12, 2018**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Fritz Tegatz, Frank W Tenney.

ABSENT: Carrie Spear, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Jeremy Matosky, Robert Mack, Kim Findley, Ken Spencer, and others.

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

5:45 PM Site visit: 5114 Mount Philo Road—parcel on northwest corner of Mount Philo Road and State Park Road—for 3 highway access permits. Meet at northerly proposed access on Mount Philo Road

AGENDA ITEMS:

- 7:15 PM Interview Kim Findlay and Ken Spencer for reappointment as Green-Up Day Co-Coordiators for a 1 year term ending April 30, 2019
- 7:25 PM Interview Cali Griswold for reappointment as Canine Control Officer for 1 year term ending April 30, 2019
- 7:30 PM Cycle4CMT—request to use town roads on August 26 for fundraising bicycle ride with four routes
- 7:35 PM Imanol Echeverria & Susan Ballek—application for 3 highway access permits; 2 on Mount Philo Road and 1 on State Park Road
- 7:50 PM Refund Gill Barlow \$100 for Highway Access Permit application
- 8:00 PM Modification of job description for Zoning Administrator/Sewage Control Officer/E-911 Coordinator/Health Officer; and job description for Town Planner

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 7:04 p.m.

ADJUSTMENTS TO THE AGENDA

Add: Review of the March 5, 2018 Selectboard minutes;
Town Health Officer Stipend - discussion

PUBLIC COMMENT

None.

SELECTBOARD UPDATES

Mr. Tegatz noted that the Selectboard has discussed rolling the Town Health Officer's stipend into the Zoning Administrator's payroll. The remaining would be returned to the General budget fund. The Town can't pay a payroll and a stipend for one position, said Mr. Tegatz.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to clarify that the Town of Charlotte's Health Officer stipend will be included in the Zoning Administrator's payroll, and remaining stipend funds be returned to the General Budget fund.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

Mr. Bloch reported that Charlotte has participated in the Lake Champlain Canoe Trail program. The Town Beach has been a no camping stop, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the Charlotte Town Beach as a stop in the Lake Champlain Paddler's Trail publication/handbook.

DISCUSSION:

Mr. Bloch noted that the Town Beach bathhouse opens at 10:00 a.m.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

Mr. Bloch reported that Grace Slauterbeck has been named a Distinguished Finalist for a Prudential Spirit of Community award for youth volunteerism. Mr. Morrison asked staff to invite Ms. Slauterbeck to a Selectboard meeting to be recognized in a formal way.

Mr. Morrison reported that Peter Trono, Charlotte's Internal Auditor, has e-mailed requests regarding the bid process of proposed generator purchases. It should be noted that the Town has received estimates and not bids, clarified Mr. Morrison. Mr. Tegatz said that further discussion can occur if the Australian ballot vote on April 3rd passes. Mr. Morrison clarified that Peter requested more information regarding Articles 4, 5, and 6 related to the CVFRS airpaks, recreation and generators.

INTERVIEW KIM FINDLAY AND KEN SPENCER FOR REAPPOINTMENT AS GREEN-UP DAY COORDINATORS FOR A 1 YEAR TERM ENDING APRIL 30, 2019

The Selectboard members interviewed Kim Findlay and Ken Spencer for reappointment as Green-Up Day Co-Coordiators.

Mr. Spencer explained a change this year as a one-day event to maximize efficiencies and volunteers. A company, Trex, up-cycles plastics for reuse. The Town could submit an application to the Trex program as a Town challenge, suggested Mr. Spencer. Mr. Tegatz suggested that Ms. Findlay and Mr. Spencer contact Abby Foulk, Charlotte's Chittenden County Solid Waste District representative.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to reappoint Kim Findlay and Ken Spencer as Green-Up Day Co-Coordiators for a 1 year term ending April 30, 2019.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

Ms. Findlay and Mr. Spencer thanked Hugh Lewis Jr, Charlotte Road Commissioner, for all his cooperation and efforts on Green-Up Day.

INTERVIEW CALI GRISWOLD FOR REAPPOINTMENT AS CANINE CONTROL OFFICER FOR 1 YEAR TERM ENDING APRIL 30, 2019

The Selectboard members interviewed Cali Griswold for reappointment as the Charlotte Canine Control Officer.

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve reappointment of Cali Griswold as the Charlotte Canine Control Officer for a 1 year term ending April 30, 2019 as presented.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

CYCLE4CMT—REQUEST TO USE TOWN ROADS ON AUGUST 26 FOR FUNDRAISING BICYCLE RIDE WITH FOUR ROUTES

Chris Ouellette, Cycle4CMT representative, reviewed an application regarding the 5th Annual Cycle4CMT fundraiser even.

Mr. Morrison asked Staff to post event dates and contact information on the Town website under a heading entitled “Cycling Events”.

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve a Cycle4CMT event application, to be held on August 26, 2018 as presented.

DISCUSSION:

Mr. Tegatz suggested that the event sponsors should post the ride and contact information on the Shelburne and Hinesburg town websites as well.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

IMANOL ECHEVERRIA & SUSAN BALLEK—APPLICATION FOR 3 HIGHWAY ACCESS PERMITS; 2 ON MOUNT PHILO ROAD AND 1 ON STATE PARK ROAD

Jeremy Matosky, applicant representative from Trudell Inc., explained an application for three curb cuts related to the Imanol Echeverria and Susan Ballek 3-lot minor subdivision application. The property is located west of the State Park parking lot and bounded by State Park Road on the south. Kimball Brook and other streams flow through the property. Lot 1 will have a shared curb cut to a residence and barn, Lot 2 will have a curb cut to a house lot; both curb cuts are located off Mt Philo Road, and Lot 3 will have a curb cut located off State Park Road, said Mr. Matosky.

Mr. Morrison said that Mr. Lewis, the Charlotte Road Commissioner, has said that a sight distance of 500’ on a 50 mph road is needed. There is a 320’ sight distance as per the Charlotte Road Commissioner, said Mr. Morrison. Mr. Matosky said that an additional 100’ could be achieved if the curb cut on State Park Road is relocated further east and would not impact the wetlands. A utility pole could be moved, said Mr. Matosky.

Mr. Bloch reviewed the Town policy regarding Highway Access Permits (HAP), which are reviewed by the Selectboard between the Planning Commission Sketch Plan Review and Final Review. The Selectboard could wait until the Planning Commission reviews

the curb cut relocation revisions and wetland, natural resources and traffic issues, suggested Mr. Bloch.

Following further discussion, Mr. Matosky suggested approving the Highway Access Permit applications with conditions.

The Selectboard members identified the following:

- Clarity needed on how far east the Lot 3 access could be relocated without impacting wetlands
- Concerns that an additional 100' would result in a 420' sight distance
- Consider an option to conduct an 85 percentile of all speeds traffic study

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve the Highway Access Permits 18-01, 18-02, and 18-03 as requested by Imanol Echeverria and Susan Ballek with conditions as follows:

- **Subject to approval by the Charlotte Road Commissioner**
- **That Highway Access Permit 18-01 and 18-02, a shared access cut will be relocated north 10'± and a utility pole location be adjusted**
- **That the Highway Access Permit 18-03 curb cut off State Park Road shall move to the east to achieve a 500' sight distance, or as close to the 50' wetland buffer delineation without impacting the wetland**

DISCUSSION:

Mr. Bloch noted that the Charlotte Road Commissioner determines if the sight distances are sufficient.

Mr. Matosky stated that the 500' sight distances needed will be achieved.

**Mr. Tenney asked if a culvert was required. Mr. Bloch replied no.
VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.**

REFUND GILL BARLOW \$100 FOR HIGHWAY ACCESS PERMIT APPLICATION

Mr. Bloch reviewed a brief history of a Highway Access Permit application refund request by Gill Barlow.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to refund \$100 to Gill Barlow for an error of accepting a permit fee by the Town of Charlotte.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

MODIFICATION OF JOB DESCRIPTION FOR ZONING ADMINISTRATOR /SEWAGE CONTROL OFFICER/E-911 COORDINATOR/HEALTH OFFICER; AND JOB DESCRIPTION FOR TOWN PLANNER

Mr. Bloch reviewed a past Selectboard discussion related to having the Zoning Administrator (ZA) staff the Zoning Board of Adjustment (ZBA) Conditional Use and Variance applications, and the Town Planner staff appeals of ZA decisions. The ZA will

be the primary staff for the Thompson's Point Design Review Committee as well. The ZA position was offered as a 40 hour position, said Mr. Bloch.

Mr. Tenney said that it is his opinion that the ZA shouldn't staff the ZBA hearings to circumvent the Town Planner staffing ZA appeals. Now we are adjusting the Town Planner job description and he has a concern that the Town Planner hours will be reduced, said Mr. Tenney. Mr. Bloch explained that 75 hours to staff the zoning/planning office is not enough. It has been found that 85 hours is needed. When Joe and Daryl were hired, Daryl was working overtime. A balance is needed where each position equals 40 hours. The idea is to give some of the Town Planner workload to the ZA, bringing the ZA up to 40 hours and the Town Planner down to 40 hours, explained Mr. Bloch.

Mr. Tenney expressed concern that the ZA and Town Planner would not have enough hours to fully man the daytime office hours and staff evening meetings.

Robert Mack, resident, stated that the Town Plan draft has been completed and passed at Town Meeting. That should free up Daryl for other tasks and hours, said Mr. Mack. Mr. Tenney pointed out that the Town Planner is working on Town Plan amendments, zoning regulation updates, and the Planning Commission work.

Mr. Mack asked if there is enough funding in the Planning/Zoning budget to make it to June 30th. Mr. Bloch replied yes. A third person was budgeted that was not hired so that it is actually under budget. Staff is exploring exempting the positions and therefore not eligible for overtime pay. It has been discussed with Daryl and he is fine with the change, said Mr. Bloch.

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve modification of the job description for the Zoning Administrator/Sewage Control Officer/E-911 Coordinator/Health Officer and job description for the Town Planner as outlined in the Job Description drafts, dated March 12, 2018.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

MINUTES:

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the Charlotte Selectboard minutes of March 5, 2018, as written.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); 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. Tenney, to adjourn the meeting.

VOTE: 3 ayes, 2 absent (Ms. Spear, Mr. Krasnow); motion carried.

The meeting was adjourned at 8:01 p.m.

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

