

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
MAY 14, 2018**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Carrie Spear, Frank W Tenney.

**ABSENT:** Matthew Krasnow, Fritz Tegatz.

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

**OTHERS:** Steve Williams, Chris Galipeau, Mary Mead, Liz Philip-Buttery, Eric Buttery, Christina Booher, Ben Mason, Abby Foulk, David Kenyon, Bill Fraser-Harris, Jenny Cole, Hugh Lewis Jr, Rachel Stein, Suzy Hodgson, Sue Smith, Art Peterson, Margaret Russell, Stephen Kiernan, Tom Maffitt, David Garbose, Keven Bessette, Madeline Hughes, Charlotte Citizen; and others.

**AGENDA ITEMS:**

- 6:00 PM Thompson's Point Wastewater Disposal System Ordinance—draft amendments
- 6:30 PM Connection fee for Lane's Lane lots—for connection to Thompson's Point wastewater system
- 7:05 PM Interviews for reappointments/appointments to committees/boards/commissions □ Abby Foulk—reappointment as the Representative to the Chittenden Solid Waste District Board of Directors for a 2 year term ending May 31, 2020 □ Rachel Stein—reappointment as the Alternate Representative to Chittenden Solid Waste District Board of Directors for a 2 year term ending May 31, 2020 □ Suzy Hodgson—reappointment to the Energy Committee for a 2 year term ending April 30, 2020 □ David Kenyon—reappointment to the Planning Commission for a 4 year term ending April 30, 2022
- 7:15 PM Green Mtn. Bicycle Club Time Trial Series—on south Greenbush Road on May 17, June 21 and August 2
- 7:20 PM Charlotte Recreation Beach Party—at Town Beach on July 14
- 7:25 PM Charlotte Recreation – Mozart at the Beach—at Town Beach on July 19, July 26 and August 2
- 7:30 PM Computer network at the Town Hall □ Computer Network Support □ Purchase of server
- 7:50 PM Waitsfield & Champlain Valley Telecom—petitions for installing fiber optic within town highway rights-of-way: Prindle Road, Mutton Hill Road, Mutton Hill Drive, Sutton Place, Westgate Road and Lime Kiln Road
- 7:55 PM Roadside Vegetation Management Plan
- 8:05 PM Application to VTrans for Work Permit (for mowing within the US 7 right-of-way in the Charlotte Park and Wildlife Refuge to control Wild Parsnip)
- 8:10 PM VTrans—Annual Financial Plan & Certification of Compliance
- 8:15 PM Mount Philo State Park—Draft Long Range Management Plan

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 6:00 p.m.

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

Steve Williams, Ben Mason, and Chris Galipeau, Thompson's Point Wastewater Committee members, briefly reviewed an update on renewal of the state Indirect Discharge Permit (IDP) related to low flow fixtures and a suggestion that the Town submit a request to the state to allow washing machines at the Thompson's Point camps. The actual number of camps with washing machines is needed. Proposed language could read as "Charlotte would like a change of conditions...as long as it meets low flow energy standards", said Mr. Galipeau.

Mr. Galipeau said that he will draft a letter to the state regarding the low flow washing machine question, and a request for clarification of the IDP fixture readings per year.

The Selectboard continued a review of the revised draft Thompson's Point Wastewater Disposal System Ordinance and amendments, revised on 04/23/2018, as follows:

*CHANGES/EDITS:*

- Article VI, page 9, Section 601 - delete paragraphs 1-3; change paragraph 4 change to read "The sewer rent may..." and insert Mary Mead's suggestions "A. Capital Cost Base fee..." and "B. Maintenance and Operation fee..."
- Section 602 – keep as is
- Section 603 – keep as is; review 32 VSA §5061 and 24 VSA §3612
- Section 604 – keep as is
- Section 605 – insert the word "a" between the words "establish" and "separate", replace the word "accounts" with "account"
- Section 701 to become Section 606 – "The Commissioners shall establish a separate account to be used for the purpose..."
- Delete the entire Section VII, Sections 701-706
- Article VIII, Section 801 – retain as originally written with the addition of the Section 803, 2<sup>nd</sup> sentence "Damage caused..." to the end of Section 801
- Sections 802-807 – delete entirely; use as the basis for a separate Leaseholder Policy document

*QUESTIONS/COMMENTS:*

- Clarify a suggestion to replace the word "rent" with "Annual fees" with the Town Attorney
- Consider "total fees consist of a combination of the following..."
- Clarify "the sewer rent consists of..."
- Staff to review and forward recommendations on two separate documents: the proposed Ordinance and a proposed Leaseholder Guideline/Policy utilizing Sections 802-807 as discussion points by the next Selectboard meeting

*NEXT STEPS:*

- Add to the Selectboard agenda, Tuesday, May 29, 2018 at 6:00 p.m. three documents: Updated Ordinance, Section 1101 Leaseholder Guidelines/Policy, and wastewater references in policies

### **CONNECTION FEE FOR LANE'S LANE LOTS—FOR CONNECTION TO THOMPSON'S POINT WASTEWATER SYSTEM**

Mr. Bloch reviewed connection equipment required to connect Lane's Lane lots to the Thompson's Point wastewater system that included pumps, boxes, and labor. Engineering estimates were high and included an analysis of failed lot system or not. The \$7,000 would change to \$4,000, said Mr. Bloch.

Ms. Spear suggested that the costs for added connection fees should stay in. Mr. Galipeau replied that if all is included the cost will still be less than \$7,000.

Mr. Williams reviewed that there had been a 2016 bid of \$5680 to cover 7 tanks, 7 pumps, 7 boxes and 7 floats. An estimate is \$5,758 total construction. Is cost for installment from the force main to the house. If a lot tank is bad would need to pay for a new tank. Some will be more complex.

Mr. Mason asked when required to hook up. There is no incentive to hook up, said Mr. Mason. Mr. Bloch said within 10 years, or when a lease is renewed, or a lease changed hands.

There was discussion regarding loans over 10 years to pay for hook ups; fees from camp owners will go into a sinking fund and original camp owners had 20 years at zero interest to pay ; and Town concern that is no incentive to entice Lane's Lane to connect now.

#### **NEXT STEPS:**

\$10,000 for Capital cost and \$3,500 per camp and what document is needed to collect fees.

#### **ADJUSTMENTS TO THE AGENDA**

None.

#### **PUBLIC COMMENT**

Ms. Booher said that committees/commission have not been posting meeting minutes on the Town's website. She asked the Selectboard to consider a meeting to go over how to post meetings and minutes on line. Need a 'tab' for commissions/committees. Also, at the 2018 Town Meeting voters asked the Selectboard to resurrect an Affordable Housing committee. To date, the Selectboard has suggested an Ad hoc Committee. What has changed, asked Ms. Booher.

Mr. Bloch said it wasn't clear what the committee mission was. An Ad hoc Committee is a short term step to determine roles and a mission charge. The Ad hoc Committee is to report back to the Selectboard by July 1<sup>st</sup>, said Mr. Bloch.

Mr. Tenney suggested advertising for an Affordable Housing Committee.

Staff to add to the next Selectboard agenda.

Ms. Booher pointed out that the part time Beach Attendants will start soon. A pay rate of \$10.76 per hour doesn't appear on the pay grid due to minimum wage increases, said Ms. Booher. Mr. Tenney said that the first three pay grades are tied to the minimum wage. Grade 4 is not. Need to update grades and up and eliminate steps 1-3.

A Special Selectboard Meeting Thursday, May 17, 2018 at 6:00 p.m. was set.

### **INTERVIEWS FOR REAPPOINTMENTS/APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS**

Abby Foulk—reappointment as the Representative to the Chittenden Solid Waste District Board of Directors for a 2 year term ending May 31, 2020

The Selectboard interviewed Abby Foulk for a reappointment to the Chittenden Solid Waste District.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to reappoint Abby Foulk as the Charlotte Representative to the Chittenden Solid Waste District for a 2-year term ending May 31, 2020.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

Rachel Stein—reappointment as the Alternate Representative to Chittenden Solid Waste District Board of Directors for a 2 year term ending May 31, 2020

The Selectboard interviewed Rachel Stein for a reappointment as the Charlotte Alternate Representative to the Chittenden Solid Waste District.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to reappoint Rachel Stein as the Charlotte Alternate Representative to the Chittenden Solid Waste District for a 2-year term ending May 31, 2020.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

Suzy Hodgson—reappointment to the Energy Committee for a 2 year term ending April 30, 2020

The Selectboard interviewed Suzy Hodgson for a reappointment to the Energy Committee.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to reappoint Suzy Hodgson to the Energy Committee for a 2-year term ending April 30, 2020.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

David Kenyon—reappointment to the Planning Commission for a 4 year term ending April 30, 2022

The Selectboard interviewed David Kenyon for a reappointment to the Planning Commission.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to reappoint David Kenyon to the Planning Commission for a 4-year term ending April 30, 2022.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**GREEN MTN. BICYCLE CLUB TIME TRIAL SERIES—ON SOUTH GREENBUSH ROAD ON MAY 17, JUNE 21 AND AUGUST 2**

Kevin Bessett, Green Mountain Bicycle Club representative, reviewed a request to run time trials on South Greenbush Road.

Mr. Fraser-Harris noted that Robert Mack has agreed to allow car parking at the corner.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a request by Green Mountain Bicycle Club for Time Trial Series on South Greenbush Road for May 17<sup>th</sup>, June 21<sup>st</sup> and August 2, 2018 as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**CHARLOTTE RECREATION BEACH PARTY—AT TOWN BEACH ON JULY 14**

Bill Fraser-Harris, Charlotte Recreation Committee member, explained a July 14<sup>th</sup> Town-wide Charlotte Beach Party and itinerary. CVFRS had been notified. Trash and recycling barrels will be provided, said Mr. Fraser-Harris.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a request for a Charlotte Recreation Beach Party at the Town Beach on July 14<sup>th</sup> as presented.**

**DISCUSSION:**

**Mr. Fraser-Harris said that the Beach parking fees will be waived for the event.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**CHARLOTTE RECREATION – MOZART AT THE BEACH—AT TOWN BEACH ON JULY 19, JULY 26 AND AUGUST 2**

Mr. Fraser-Harris explained a “Mozart at the Beach” event hosted by the Charlotte Recreation Committee for three concerts to be held on July 19<sup>th</sup> and 26<sup>th</sup>, and August 2<sup>nd</sup>. Parking fees will be charged for a revenue stream and a ‘pass the hat’ donations will pay for the musicians.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a request for a Charlotte Recreation Beach Mozart at the Beach event to be held at the Town Beach on July 19<sup>th</sup>, 26<sup>th</sup> and August 2<sup>nd</sup> as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**COMPUTER NETWORK AT THE TOWN HALL □ COMPUTER NETWORK SUPPORT □ PURCHASE OF SERVER**

Mr. Bloch reported that check runs of the computer network and reconciliations have been done. To clarify, SymQuest bid a monthly fee at one-half the cost of higher quotes received for the project last year.

Mr. Morrison reviewed that the contract was for renewal of the network support contract and secondly for purchase of a server.

Ms. Booher stated that didn't get numbers on the server. Quotes were just for a monthly fee. Need hard numbers for a network server as part of an RFP, said Ms. Booher. Mr. Bloch said keep network support and server separate issues. Different to hire a network consultant and install a server.

Mr. Tenney suggested putting it out to bid. He understood that there have been issues with the contractor.

Ms. Booher explained the difficulty in dealing with the contractor and issues. NEMRC had identified the issue back in February and the contractor didn't agree. SymQuest is not a fan of NEMRC, stated Ms. Booher.

Ms. Mead asked the Selectboard to put the contract out to bid, and explained that the Town needed a firm/contractor that was more user friendly. Better to reach the same person each time versus going through a voice mail menu each time. Nicole, Recreation Director, has had website problems continuously, said Ms. Mead.

**MOTION by Ms. Spear, seconded by Mr. Tenney, to release an RFP for IT computer network support.**

**DISCUSSION:**

**Ms. Mead pointed out that the SymQuest contract is set to automatically renew unless the Selectboard sends out a notification letter.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**MOTION by Mr. Tenney seconded by Ms. Spear, to send a letter of notification to SymQuest that the contract will not be automatically renewed.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**WAITSFIELD & CHAMPLAIN VALLEY TELECOM—PETITIONS FOR  
INSTALLING FIBER OPTIC WITHIN TOWN HIGHWAY RIGHTS-OF-WAY:  
PRINDLE ROAD, MUTTON HILL ROAD, MUTTON HILL DRIVE, SUTTON  
PLACE, WESTGATE ROAD AND LIME KILN ROAD**

Art Peterson, contractor, reviewed a proposal to underground fiber optics with the Town rights-of way on Prindle Road, Mutton Hill Road, Mutton Hill Drive, Sutton Place, Westgate Road and Lime Kiln Road. Bean Road has been partially done and the plan is to install fiber optics through out the Town, said Mr. Peterson.

Mr. Morrison noted that there were two petition documents for Selectboard signatures.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a petition by Waitsfield Champlain Valley Telecom to underground fiber optics within the Town of Charlotte's right-of-way on Prindle Road for 500+ feet as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the use of the Town of Charlotte's rights-of-way by Waitsfield Champlain Valley Telecom for Mutton Hill Road, Mutton Hill Drive, Sutton Place, Westgate Road and Lime Kiln Road to underground fiber optics as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

The Selectboard members present signed the documents.

#### **ROADSIDE VEGETATION MANAGEMENT PLAN**

Sue Smith reviewed a proposal to use herbicides in the Town rights-of-way for Roadside Vegetation Management.

Mr. Lewis, Charlotte Road Commissioner, said that he has reviewed the plan.

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve a Roadside Vegetation Management Plan as presented, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

Mr. Morrison signed the document.

#### **APPLICATION TO VTRANS FOR WORK PERMIT (FOR MOWING WITHIN THE US 7 RIGHT-OF-WAY IN THE CHARLOTTE PARK AND WILDLIFE REFUGE TO CONTROL WILD PARSNIP)**

**MOTION by Ms. Spear, seconded by Mr. Tenney, to approve an application to VTrans for a work permit to allow mowing within the US Route 7 right-of-way in the Charlotte Park and Wildlife Refuge to control Wild Parsnip as presented.**

#### **DISCUSSION:**

**Mr. Bloch said that Jenny Cole is the point person for the work permit.**

**FRIENDLY AMENDMENT by Mr. Tenney, seconded by Ms. Spear, to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

#### **VTRANS—ANNUAL FINANCIAL PLAN & CERTIFICATION OF COMPLIANCE**

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve an Annual Financial Plan for Town of Charlotte highways and Certification of Compliance for Town of Charlotte highways, bridges and culvert standards as presented.**

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**MOUNT PHILO STATE PARK—DRAFT LONG RANGE MANAGEMENT PLAN**

Mr. Morrison noted that Matt Krasnow had volunteered to draft a response to the state's Mt Philo State Park Long Range Management Plan, which has not been received. Steve Kiernan has prepared a written response that should be taken into consideration and put on Town stationary. Responses are due at the end of May, said Mr. Morrison.

Mr. Kiernan asked if it is incumbent on the state to react to the comments received. Mr. Morrison said that Mt. Philo is a state park and Charlotte is one community with a special interest. A question is who looks at the recreational use aspect of this park, asked Mr. Morrison.

Ms. Russell, Charlotte Trails Committee member, said that the Town link trail to the Park is a Town investment.

Ms. Cole spoke in support of protection of natural and historic characteristics of the Park. There should be a balance in the state management plan and public uses. It is a heavily used park and it may be necessary to limit some aspects, suggested Ms. Cole.

**MINUTES: April 23, 2018**

**MOTION by Mr. Tenney, seconded by Ms. Spear, to approve the Charlotte Selectboard minutes of April 23, 2018, as written, with edits:**

- Page 10, line 441 – add “No action was taken”.

**VOTE: 3 ayes, 2 absent (Mr. Tegatz, Mr. Krasnow); motion carried.**

**SELECTBOARD UPDATES:**

Ms. Spear reported on an Arbor Day celebration at the Charlotte Central School.

Mr. Morrison asked staff to add a discussion of the minimum wage and pay grade issues to the Special Selectboard meeting on Thursday, May 17<sup>th</sup> at 6:00 p.m.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard signed warrants to pay bills.

**ADJOURNMENT**

The meeting was adjourned at 8:46 p.m.

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