

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
MAY 22, 2017**

**APPROVED**

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

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

**OTHERS:** Mary Mead, Moe Harvey, Hugh Lewis Jr, Jenny Cole, Christina Booher, Ashley Meacham, Elizabeth Langfeldt, Kate Lampton, Richard Tonino, Josh Flore, and others.

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

**SITE VISITS:**

6:00 PM Site visit—Thompson’s Point Road, near Caretaker’s House—to view proposed speed bump

6:30 PM Site visit—1379 Hinesburg Road—for Ashley Meacham’s application for a Highway Access Permit to move driveway

**AGENDA ITEMS:**

- 7:15 PM Ashley Meacham—application for a Highway Access Permit (HAP-17-03) to move and combine existing driveways for horse farm and adjacent dwelling
- 7:20 PM Kelly Brush Ride—application for bicycling and hand-cycling fundraiser, September 9<sup>th</sup>
- 7:25 PM Speed bump at the end of Thompson’s Point Road
- 7:30 PM CVFRS quarterly update (January—March, 2017)
- 7:45 PM Interviews of applicants for West Charlotte Village Wastewater Committee
- 8:00 PM Josh Flore—reappoint as Constable for a two-year term ending in June, 2019; discuss speed enforcement
- 8:30 PM Service Agreement with Civil Engineering Associates to evaluate on-site wastewater systems on Lots 201-207/208 Thompson’s Point
- 8:40 PM Waive penalty for late filers
- 8:45 PM Renewal of Animal Housing Agreement with Comfort Kennels

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 7:00 p.m.

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC COMMENT**

Ms. Mead reviewed an e-mail she had sent to the Selectboard regarding a request to add a discussion of the Purchasing Policy to a Selectboard agenda. She will draft some language for consideration related to purchases/services of \$5,000 and the required 3 quotes that should be filed in the Town Hall, said Ms. Mead. Mr. Bloch said that the topic will be added to the June 26<sup>th</sup> Selectboard meeting agenda.

Mr. Morrison noted that Sullivan and Powers Company will moderate a Fraud Policy discussion on July 24, 2017, at 4:00 p.m.

Ms. Mead said that the seasonal summer help and proposed pay schedules should be reconsidered.

Following a discussion regarding seasonal summer help and related pay schedules, the Selectboard asked staff to add a discussion of using a calendar year versus fiscal year pay scale; possible step increases and cost of living increases, or not for seasonal summer help; and the differences between full year services versus seasonal summer help to the Selectboard agenda.

#### **SELECTBOARD UPDATES**

Mr. Tegatz reported that the CVFRS expects quotes for the new pumper truck by the end of May.

Mr. Tegatz reported that the Senior Center would like to retain the heated floors. It is recommended to staff to issue an RFP to convert the oil heat to propane, consider an 'on demand' system, and to remove the underground oil tank. He would do a 'walk around' of the Senior Center, said Mr. Tegatz.

#### **ASHLEY MEACHAM—APPLICATION FOR A HIGHWAY ACCESS PERMIT (HAP-17-03) TO MOVE AND COMBINE EXISTING DRIVEWAYS FOR HORSE FARM AND ADJACENT DWELLING**

Ashley Meacham, owner, briefly explained a request to move an existing driveway to a new location for the access of large tractor trailer horse vans and a parking lot for clients.

Hugh Lewis Jr, Charlotte Road Commissioner, reported that the sight distances were good. A 40'x15" culvert is recommended, said Mr. Lewis.

**MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve a request by Ashley Meacham for a Highway Access Permit, HAP-17-03, to move and combine existing driveways for the horse farm and adjacent dwelling, with the installation of a 40'x15" culvert and a condition that the existing driveway will be removed.**

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

#### **KELLY BRUSH RIDE—APPLICATION FOR BICYCLING AND HAND-CYCLING FUNDRAISER, SEPTEMBER 9TH**

Elizabeth Langfeldt, Development Director, explained that the September 9, 2017 ride is a fundraiser, not a race. A water stop has been moved to the Spear's Store, and the event will be posted on Front Porch Forum to alert neighbors of the event, said Ms. Langfeldt.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to approve the Kelly Brush Ride application for a bicycling and hand cycling fundraiser on September 9, 2017, as presented.**

**DISCUSSION:**

**Mr. Morrison pointed out that two other events will be held earlier in the day on the same date so that there should be no overlapping of events that day.**

**Mr. Bloch stated that the ride sponsors have notified CVFRS of the event.**

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

### **SPEED BUMP AT THE END OF THOMPSON'S POINT ROAD**

Richard Tonino, Thompson's Point resident, explained that proposed speed bumps on Thompson's Point Road where the paved road turns to gravel will address safety issues. A small obstruction was tried last year. It is suggested to install speed bumps at the crest of the hill in two 6' sections on the incline with signage, and two 6' sections on the decline. The speed bumps are 2 ½" high and will be installed by the Town at the season beginning and removed during the off season, said Mr. Tonino.

Mr. Lewis pointed out that 2 speed bumps will be 12' long and the road is 20' wide. Drivers will go around the bumps and that is a concern. The Town has five 6' long speed bumps and a 6<sup>th</sup> one will need to be purchased, said Mr. Lewis.

Mr. Krasnow suggested placing the speed bumps 30' before the hill crest where the yellow lines stop. Mr. Lewis said that was fine.

**MOTION by Mr. Krasnow, seconded by Ms. Spear, to authorize the Charlotte Road Commissioner to purchase one more 6' speed bump section to match the Town owned sections, and to install two speed bumps with signage at the crest of the hill as discussed for the season April 15<sup>th</sup> – October 31<sup>st</sup>.**

**DISCUSSION:**

**Ms. Spear said that the signs should read "Speed Bumps". Mr. Tegatz noted that signs should be in accordance with state transportation regulations. Mr. Tonino said that he would leave that up to Mr. Lewis.**

**Mr. Tenney asked if the Town has signs already. Mr. Lewis replied no; he would need to order them.**

**AMENDMENT TO THE MOTION by Mr. Krasnow, seconded by Ms. Spear: for the Charlotte Road Commissioner to order signage in compliance with the state transportation regulations.**

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

**CVFRS QUARTERLY UPDATE (JANUARY—MARCH, 2017)**

Mr. Tegatz reviewed a CVFRS quarterly report for the period January – March, 2017.

Ms. Booher asked if the telephone and bank fees are set fees and what the bank fees are. The line items in the CVFRS budget are over budget already, said Ms. Booher. Mr. Tegatz replied that he would find out.

There was brief discussion regarding the use of the new rescue boat and a question if persons rescued could be charged for the service (Mr. Tegatz said that the department is researching the issue); and a review of the incident report in comparison with past years.

#### **INTERVIEWS OF APPLICANTS FOR WEST CHARLOTTE VILLAGE WASTEWATER COMMITTEE**

Mr. Bloch reported that there are three public candidates and one Planning Commission candidate.

Following a brief discussion regarding length of terms, the Selectboard members spoke in favor of letting the committee members determine terms.

**MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to appoint Jim Hyde (based on resume submitted), Kate Lampton, Christina Booher and Peter Joslin to the West Charlotte Village Wastewater Committee with the terms to be determined by the committee.**

#### **DISCUSSION:**

**Mr. Tegatz suggested that the committee could determine terms, the number of work sessions and a charter to bring back before the Selectboard.**

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

#### **JOSH FLORE—REAPPOINT AS CONSTABLE FOR A TWO-YEAR TERM ENDING IN JUNE, 2019; DISCUSS SPEED ENFORCEMENT**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to reappoint Josh Flore as the Charlotte Town Constable for a two-year term ending in June, 2019.**

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

Mr. Morrison briefly reviewed two issues regarding traffic enforcement needs and possible solutions: use a police-equipped motorcycle and/or a contract with the Sheriff's Department.

Mr. Flore said he was still interested in using his motorcycle for traffic enforcement. He has talked with David Lewis, who sells equipment to outfit police cruisers. He has reviewed Town minutes from November 14, 2016, page 7, regarding a previous discussion. He can offer 3-4 hours per week in the summer as a stop-gap solution. Whoever the Town hires needs to think about how the public has been treated in the past, suggested Mr. Flore.

Ms. Spear said that there are hot spots and times to target. Mr. Flore explained the perception of someone standing road side and the actual speed a vehicle is traveling at is skewed. A car may not be speeding, said Mr. Flore.

There was further discussion related to the Route 7 reconstruction project and people using alternate north-south side roads, which may become habitual once the project is completed; current traffic enforcement in Charlotte; and various ideas suggested by the past Charlotte Safety Committee.

Mr. Bloch said that the Sheriff's Department would be less available than the VSP. Mr. Morrison suggested using both Josh and the Sheriff's Department to supplement the VSP. Ms. Spear spoke in favor of using the VSP and the sheriff. Mr. Flore recommended using the VSP and the sheriff. He could supplement those patrols for 3 hours per week, but can't offer anymore than that, said Mr. Flore.

In response to Board questions, Mr. Flore said that his current pay was \$17.00 per hour for 3-4 hours per week. The Shelburne officers that do issue tickets usually are in court for 2-3 appeals per month. His preference is to write warnings versus tickets as a deterrent, which is at his discretion. Ticket fees are paid back to the Town with a portion to the state as an offset to the cost of enforcement. Regarding transport and dispatch questions if he used his motorcycle he would have a conversation with Shelburne Dispatch regarding transport and back up if needed. He uses a "Charlotte Constable" uniform already, said Mr. Flore.

Mr. Morrison suggested doing a Palmer Analysis if Mr. Flore is hired for traffic enforcement.

Ms. Booher pointed out that if equipment to outfit the motorcycle exceeded \$1,000 then three quotes were required as per the Town Purchasing Policy.

Mr. Bloch said that the Town insurance would not cover Mr. Flore's vehicle liability. Mr. Flore replied that his insurance will not cover a business use, and asked if he is bonded as the Town Constable.

**TASKS:**

- Staff to research the bond question
- Staff to research worker's compensation for a Constable as a Town employee
- Staff to get a quote from the Addison County Sheriff's Department by June 12<sup>th</sup>

Mr. Morrison thanked Mr. Flore for his input.

**SERVICE AGREEMENT WITH CIVIL ENGINEERING ASSOCIATES TO  
EVALUATE ON-SITE WASTEWATER SYSTEMS ON LOTS 201-207/208  
THOMPSON'S POINT**

**MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Service Agreement with Civil Engineering Associates to inspect/evaluate the seven on-site**

wastewater systems on Lane's Lane, Lots 201-207/208, for an amount not to exceed \$1,050, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.

**DISCUSSION:**

Mr. Tegatz asked if these were standard fees. Mr. Bloch replied that the quotes received is a per hour fee depending if the inspector was a principal, or a staff engineer.

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

Mr. Morrison signed the document.

**WAIVE PENALTY FOR LATE FILERS**

**MOTION** by Mr. Krasnow, seconded by Ms. Spear, to waive the penalty for late filers of the Homestead Declaration for FY2017/2018 as presented.

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

**RENEWAL OF ANIMAL HOUSING AGREEMENT WITH COMFORT HILL KENNELS**

**MOTION** by Ms. Spear, seconded by Mr. Krasnow, to renew the Animal Housing Agreement with Comfort Hill Kennels for FY2017/2018, and to authorize the Charlotte Selectboard Chair to sign the agreement on behalf of the Town of Charlotte.

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

Mr. Morrison signed the document.

**MINUTES: May 8, 2017**

**MOTION** by Mr. Tegatz, seconded by Mr. Krasnow, to approve the Charlotte Selectboard minutes of 05/08/2017 as written, with edits:

- Page 4, line 167 – change to read “...process for setting the speed on Town roads.”, line 168 – change to read “...speeds, and can set speeds as low as an 85...”; line 169 – delete “Motorists can travel...speed”; line 170 – delete the sentence and replace with “VSP Scott explained that you can't set the speed lower then it already is on Greenbush Road.”

**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 Ms. Spear, to adjourn the meeting.

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

The meeting was adjourned at 8:45 p.m.

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