

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
NOVEMBER 26, 2018**

**APPROVED**

**SELECTBOARD MEMBERS:** Matthew Krasnow, Acting Chair (arrived at 5:52 p.m.); Carrie Spear, Frank W Tenney, Fritz Tegatz. **ABSENT:** Lane Morrison.

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

**OTHERS:** Joanna Cummings, Bill Fraser-Harris, Bud Schriener, Peter Joslin, Juliann Phelps, Bill Pense, Kim Findlay, Robin Reid, Nicole Conley, Bill Stuono, Judy Hill, John Hauenstein, Louise McCarren, Hugh Lewis Jr, Margaret Woodruff, Abby Foulk, Kiona Heath, Laurie Thompson, Dick St George, Tom Cosinuke, Patrice Machavern, and others.

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

**4:00 PM Site visit—6317 Spear Street, for Highway Access Permit application by Hauenstein Living Revocable Trust**

**AGENDA ITEMS:**

- 5:00 PM Interview applicants for Minutes Taker
- 6:00 PM Public Meeting to review proposed design of Playground at the Town Beach
- 7:05 PM Hauenstein Living Revocable Trust—application for Highway Access Permit (HAP-1810) at 6317 Spear Street
- 7:15 PM Select bid proposal for generators for Town Hall and Senior Center
- 7:25 PM Reappointment of Ken Spencer and Kim Findlay as Green-Up Day Co- Coordinators for 2019
- 7:30 PM Thompson’s Point lease for Lot 146 at 84 North Shore Road; approve/renew a 20 year lease to Jeffrey D. Horbar and Irene Horbar
- 7:35 PM Grant application to CSWD for portable waste stations for events with match of \$483
- 7:50 PM FY20 Budget Review  Food waste collection 7:50 pm – 8:10 pm  CVFRS 8:10 pm – 8:40 pm
- 8:40 PM Donation of trail easement along Town Link Trail
- 8:50 PM Hire Minutes-Taker for Selectboard, Planning Commission & Zoning Board meetings
- 8:55 PM Selectboard updates  Employee performance reviews  Emergency plumbing work at Senior Center

**INTERVIEW APPLICANTS FOR MINUTES TAKER**

The Selectboard interviewed candidates for a contract Minutes Taker.

**MOTION by Mr. Tenney, seconded by Mr. Tegatz, to enter Executive Session for the purpose of discussing a Personnel Matter where premature public knowledge**

**could place the Town of Charlotte at a disadvantage, and to invite the Town Administrator to attend.**

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

The Selectboard members entered Executive Session at 5:49 p.m.

NOTE: Mr. Krasnow arrived at 5:52 p.m. and joined the Executive Session.

Executive Session was adjourned at 6:00 p.m. No action was taken.

### **CALL TO ORDER**

Mr. Krasnow, Acting Chair, called the meeting to order at 6:02 p.m.

### **PUBLIC MEETING TO REVIEW PROPOSED DESIGN OF PLAYGROUND AT THE TOWN BEACH**

Bill Fraser-Harris, Charlotte Recreation Commission Chair, and Nicole Conley, Charlotte Recreation Director, reviewed a Town Beach Survey results to date to find out what the Town wants from the 22 + acre water front resource. The survey will end on Tuesday, November 27<sup>th</sup>. Four landscape architects/designers have been consulted regarding potential plans for the Town Beach. For example, a landscape designer suggested building a boardwalk with displays through the wetland at the Beach as an educational opportunity, said Mr. Fraser-Harris.

Mr. Tenney suggested that one-answer questions would have been better versus the “all that apply” questions. It is hard to get an idea what someone uses the Town Beach for, said Mr. Tenney. Mr. Fraser-Harris replied that most people use the resource for multiple uses. From the number of people who have answered the survey the trends are for a lot of different uses. People want more community events – concerts, weddings, or graduation parties, which would be fee based, explained Mr. Fraser-Harris.

Bud Schriener, resident, asked if the survey was for Charlotte residents only. Mr. Fraser-Harris said yes. There is a comment section where residents could request/suggest enhancements, said Mr. Fraser-Harris.

Mr. Schriener asked what percentage of Charlotte residents use the Beach. Mr. Fraser-Harris replied that approximately 1,000 resident and non-resident parking stickers were sold this year. Stickers are per car and the fee is \$20 for residents, explained Mr. Fraser-Harris. Ms. Conley said that she will provide the number of residents that use the Town Beach. At least 80 percent are residents, said Ms. Conley.

Robin Reid, resident, suggested that the best way to conduct a survey is in the summer at the Town Beach directly as people come into the Beach. This survey response is limited to people who are on-line, or on Front Porch Forum, stated Ms. Reid.

Mr. Fraser-Harris summarized survey results that indicate people don't want much change, don't want a “Coney Island”, the tennis courts need work, reuse the ball fields for

other uses, people go to the beach to relax, don't want additional facilities and want the playground upgraded.

Louise McCarren, a 45 year resident, thanked Mr. Fraser-Harris and the commission for their hard work, and outlined three issues she has concerns with as follows:

- The St George Memorial appears neglected; she will volunteer to care for it
- It is hard to launch a canoe or kayak into the water at the Beach
- Traffic at the bridge needs to slow down and watch for children, bicyclists, and campers who cross or stop on the bridge; signage may be necessary

Mr. Fraser-Harris said that a ramp and/or ADA access by the bridge is being explored. He is working with Jeff, a commission member, on the St George Memorial. A flag pole may be possible, suggested Mr. Fraser-Harris.

Ms. Spear suggested a "no loitering" sign at the bridge. Ms. McCarren said that the bridge shouldn't be changed. There may be no right answer, said Ms. McCarren.

Mr. Fraser-Harris reviewed that there are three proposals from Landscape architects/designers, and Charlie Proutt has offered services at \$85 per hour. The Selectboard has budgeted \$2,000 to explore ideas for the Town Beach. The commission put out the survey that saved the \$2,000. "Plans" don't include drawings or a master plan, which could cost \$10,000-15,000, said Mr. Fraser-Harris. Mr. Bloch suggested that a plan could be formulated based on the survey results on a per hour basis.

Mr. Fraser-Harris said that he was not sure that a landscape architect was needed to design a playground, although each firm suggested ideas that the commission hadn't thought of; for example, relocating the current beach parking to a different area. Then the users could walk through the prime real estate to the beach. Other ideas were a boardwalk through the wetlands, a walking path around the entire property, and a potential future dog park, said Mr. Fraser-Harris.

Mr. Schriener suggested forming a brain-storming session on-site. The ball field area is pivotal, said Mr. Schriener.

Ms. Reid suggested looking at the past history of the gift of land to the Town on what can be done, or not as per stipulations. Mr. Fraser-Harris asked Ms. Reid to write a history that the commission could publish in the Town Report.

Mr. Tegatz suggested asking Charlie Proutt to produce overlays on a Google map of proposed new uses based on the survey results for a per hour fee. The beach history could be notated, as well. A map could be used to identify the most uses, such as swimming. Then the Selectboard could hold another public meeting with the proposals visualized, said Mr. Tegatz.

Mr. Schriener suggested holding a mini-Charette facilitated by the three firms. Mr. Fraser-Harris said that all three firms said that they could do a Charette for several thousand dollars.

Mr. Fraser-Harris said that if the parking lots were re-configured for nose-in spaces that would increase capacity by 20-25 spaces. A parking space cost is \$250-260 per space, pointed out Mr. Fraser-Harris. Mr. Tegatz said that handicap parking will be needed.

Mr. Krasnow summarized potential next steps as follows:

- The Recreation Commission to meet the second Tuesday of December to assemble survey results
- Schedule a mini-Charrete facilitated by Charlie Proutt at the December 17<sup>th</sup> Selectboard meeting, 5:00 p.m., utilizing map overlays - moving the tennis courts to the current ball field, parking lot configurations, concept plan for upgrading the playground, for example
- Town Beach plans to be cost effective and utilizing local resources

Kiona Heath, resident, asked if the survey asked for respondents contact information. Is there a list of people to be notified, asked Ms. Heath. Mr. Fraser-Harris replied no; the commission will post survey results.

Mr. Tegatz suggested posting the survey results and a map as a next step versus a mini-Charette.

Ms. Reid asked if there was any reason not to do an on-site survey at the beach next summer; what is the hurry, asked Ms. Reid.

Mr. Krasnow thanked Mr. Fraser-Harris for the survey presentation. A Selectboard meeting could be held in January, 2019, which would allow the Recreation Commission time to work with Charlie Proutt, suggested Mr. Krasnow. Mr. Fraser-Harris said that he thinks that something could be ready for a December 17<sup>th</sup> Selectboard meeting. He will confirm possibilities with Charlie Proutt, said Mr. Fraser-Harris.

(NOTE: the Selectboard called a break from 7:11 p.m. – 7:15 p.m.)

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

None.

#### **PUBLIC COMMENT**

None.

#### **HAUENSTEIN LIVING REVOCABLE TRUST—APPLICATION FOR HIGHWAY ACCESS PERMIT (HAP-1810) AT 6317 SPEAR STREET**

Mr. Krasnow reported that the Selectboard conducted a site visit this date. Hugh Lewis Jr, Dean Bloch also attended.

John Hauenstein, applicant, explained a proposal for a curb cut to access a permitted duplex located at 6317 Spear Street. The original driveway was proposed at the west side of the existing barn and would entail paralleling Spear Street. It is not an ideal parking will be issues for winter plowing of roadways. The Charlotte Road Commissioner looked at sight distances and suggested shifting the access to the east. A 400' sight distance is possible at the east side where a 500' sight distance isn't, said Mr. Hauenstein.

Mr. Lewis, Charlotte Road Commissioner, said that a better sight distance is possible if a cedar hedge is removed or relocated. Mr. Hauenstein pointed out that the cedar trees were not on his property.

Mr. Krasnow asked if the trees are in the Town right-of-way. Mr. Lewis replied that the trees are close to the right-of-way. If the branches were trimmed back it wouldn't look good.

Mr. Hauenstein pointed out sight distances on a site map for the east and west bound lanes.

Mr. Tenney asked if all other accesses would be removed. Mr. Hauenstein replied yes; an existing farm access will be removed.

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve an application by the Hauenstein Living Revocable Trust for a Highway Access Permit HAP-18-10, for a property located at 6310 Spear Street, with the following conditions:**

- The driveway access will be moved as far east as possible
- The proposed driveway will be the only access to the parcel

**DISCUSSION:**

**Mr. Bloch clarified that the Charlotte Road Commissioner recommended that the driveway be moved 75' to the east from the existing barn, and that a culvert be installed. Mr. Lewis said that the culvert should be 15"X30'.**

**FRIENDLY AMENDMENT by Mr. Tegatz, to move the driveway 75' to the east, and to install a 15"X30' culvert as recommended by the Charlotte Road Commissioner.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

#### **SELECT BID PROPOSAL FOR GENERATORS FOR TOWN HALL AND SENIOR CENTER**

Mr. Tegatz reviewed that two official bids and one unsealed bid were received. He contacted both official bidders. Peck Electric did not include installation of propane tanks at a cost of \$5,300 per installation. He recommends Reliant Electric as the contractor, said Mr. Tegatz.

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to select Reliant Electric to provide and install generators at the Charlotte Town Hall and Charlotte Senior Center.**

**DISCUSSION:**

Ms. Spear asked that the contract provide incremental costs to come before the Selectboard.

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

**REAPPOINTMENT OF KEN SPENCER AND KIM FINDLAY AS GREEN-UP DAY CO-COORDINATORS FOR 2019**

**MOTION by Ms. Spear, seconded by Mr. Tenney, to reappoint Ken Spencer and Kim Findlay as Green-up Day Co-coordinators for 2019.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

Mr. Krasnow thanked Ms. Findlay and Mr. Spencer for their time and efforts on behalf of the Town. Ms. Findlay thanked Mr. Lewis and Ms. Foulk for their assistance in making Green-up Day successful.

**THOMPSON'S POINT LEASE FOR LOT 146 AT 84 NORTH SHORE ROAD; APPROVE/RENEW A 20 YEAR LEASE TO JEFFREY D. HORBAR AND IRENE HORBAR**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve/renew a Thompson's Point lease for Lot 146 at 84 North Shore Road for 20-years to Jeffrey D. Horbar and Irene Horbar as presented, and to authorize the Charlotte Vice Chair to sign the lease document as a duly authorized agent on behalf of the Town of Charlotte.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

Mr. Krasnow signed the lease document, witnessed by Ms. Spear and Mr. Tenney.

**GRANT APPLICATION TO CSWD FOR PORTABLE WASTE STATIONS FOR EVENTS WITH MATCH OF \$483**

Abby Foulk and Margaret Woodruff reviewed a proposal to purchase and manage side-by-side way-sorting stations.

**MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve a Town of Charlotte match of \$498.25 and a grant application to Chittenden Solid Waste District for portable waste stations for events as presented.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

**FY20 BUDGET REVIEW**

**□ Food waste collection**

Abby Foulk reviewed a proposal to establish a food waste drop off center, and explained a legislative update regarding ACT 148 that removed a requirement for commercial haulers to offer curb side pick up starting in 2018. Homeowners must still divert food scraps. The Town could start small by selecting a central location and have a budget line item as a placeholder for the program. The cost of 4 toters is \$3,120, suggested Ms. Foulk.

Mr. Tenney asked if a drop off site would be fenced. Ms. Foulk replied that there is no design yet.

Mr. Tegatz asked who would provide the labor, or manage the site. Ms. Foulk said that it could be contracted out. It could be located at the Quonset Hut at the school. These are items to be discussed and worked out, reiterated Ms. Foulk.

Ms. Foulk said that there is a Chittenden Solid Waste District (CSWD) grant up to \$5,000 with a 50 percent cost share for infrastructure, such as fencing. The vision is to start small and plan for more. There are issues at the school; for example, insurance, liability, coverage, parking, etc. CSWD provides training for “Waste Warriors”, which could be a Town volunteer position, said Ms. Foulk.

Mr. Krasnow spoke in favor of a school site, noting that there is instant access. Mr. Tenney pointed out that the school buses park at the hut.

Ms. Spear stated that homeowners already pay for trash collection so why have a food scrape site for the whole town. Ms. Foulk explained that trash collection is a private contract between a hauler and a home owner, which can cost \$350 per month. Diverting food scrapes will be a law by 2020, and can be done for \$2.18 per year per household. People can opt out by home composting. Rental owners will manage the cost via the Town tax rate, said Ms. Foulk.

*NEXT STEPS:*

- Ms. Foulk to provide fence options
- Address water run-off concerns and water quality issues
- Consider location options – school, Town Hall
- Identify bus drop-off of children patterns and parking issues at the school
- Provide information regarding Green Mountain Compost, what is accepted, such as bones, oils, etc

□ **CVFRS**

Tom Cosinuke, Dick St George and Patrice Machavern reviewed an FY20 narrative Operating Budget, cost savings via adopting a single leadership structure, operating trends for FY19 and FY20 and Capital Reserve Fund projections as follows:

- Proposed Town appropriation of \$661,064, which is a 0.14 percent decrease from the year before
- Unique expenses to Fire or Rescue
- Affects to a change to a new billing service
- Capital Reserve Fund projections for equipment replacements, such as the 2006 ambulance in FY20, 2014 ambulance in FY23/24, Seagrave pushed out to FY25/26, ambulance replacement life spans of 10 years

Ms. Spear asked why the Rescue crews used the ambulances for personal trips to the Shelburne Market for lunch. Mr. St George explained that EMT crews are allowed to go for fuel or other trips as long as the trip is in the service area. There are 2 techs in the ambulance; one stays in the vehicle to cover calls while a second tech runs the errand. It is standard practice for truck-bundled trips, clarified Mr. St George.

Mr. Krasnow suggested that several line items on the Operating Budget spreadsheet could be combined; for example, combining \$675,000 bond and the \$183,026 interest in FY25/26, or the fourth bond/interest for the Seagrave.

There was discussion regarding additional funding in the Capital Reserve Fund to keep the fund in the black over time (Mr. St George explained that in the past the Town put money aside so that apparatus was paid for in cash versus bonding; it may be time to re-think funding streams,); funding Capital Reserve line items via an up to \$0.03 on the Grand List; and a Selectboard request for CVFRS to return to the Board with a Capital Reserve Fund projection with items needed, or replacements over time and projected timelines.

Ms. Machavern noted that there will be a market rate adjustment for EMT pay rates in the future.

*NEXT STEPS:*

- Town staff to research if interest has been earned on Capital Reserve funds in the past
- CVFRS to identify items needed or replacements over time and projected timelines
- Add a column to the Capital Reserve Projection spreadsheet labeled “Life Span”
- Consider funding the Capital Reserve fund with \$120,000 in FY19/20, \$140,000-160,000 in FY20/22, \$180,000 in FY22/23 and revisit each year
- Explore funding with cash versus bonding
- Contact Town staff if there are/will be any budget impacts to the CVFRS proposed budget in December/January

**DONATION OF TRAIL EASEMENT ALONG TOWN LINK TRAIL**

Laurie Thompson, Trail Committee member, explained a trail easement donation by a Greenbush Road landowner, and a request to have the Town Attorney review the current Trail Easement form. Michael Russell has offered to conduct a land title review pro bono, said Ms. Thompson.

Ms. Thompson pointed out the locations of the Co-housing-West Village corridor, an existing easement on the Mack Farm, donated easement along Greenbush Road, additional easement needed, and Thorpe Brook on a colored site map. Easements are usually 20’ wide with an 8’ wide trail/path located within the easement, explained Ms. Thompson.

Ms. Spear asked staff to send her a copy of the Trail Easement form for review.

Mr. Krasnow asked if the Trails Committee would consider changing the Trail Easement document to a 10’ wide path versus the 8’ wide path, or a buffer that was 50’-100’ versus the 20’. That way a path could divert around a boulder, or significant tree. There is such an easement on the State Park Road easement, pointed out Mr. Krasnow. Mr. Bloch

said that the Co-housing easement is 20' wide with an 8' path. In addition the path is mowed 4' on either side of the path. The form is a basic document, and the Vermont Land Trust document is more complicated, said Mr. Bloch. Ms. Thompson said that the Town now has 20 miles of easements. It doesn't make sense for a wider easement since all the trails are 8' wide. It would be hard pressed to find a land owner that would give a 50' or 100'.

Mr. Tenney said that if the trail width was changed to 10' that does give options to move the trail as necessary. Ms. Thompson replied that a basic easement says 20'. It doesn't specify a trail width; for example, the trail at Kimball Brook goes to 6' wide.

Ms. Thompson said that if look at the first four properties on the site map it shows wetland areas in pink, a potential easement as far away as possible from the wetlands. If there is a 100' easement that would put it down into the wetlands. If it went on the west side of Thorpe Brook then it would go close to the houses. As proposed the 20' easement is on higher land away from the wetlands, stated Ms. Thompson.

Mr. Krasnow said that the scoping study listed three options. Ms. Thompson reviewed the three options. If it goes up by the road then it wouldn't meet the Mack Farm boundary to connect to. It only connects to the Mack Farm as shown as a red line on the site map, stated Ms. Thompson.

Mr. Krasnow reiterated that the easement document language for an additional 10' would give flexibility if there is a need to move a path. Ms. Thompson said that there is an informal path now. People from the Co-housing and the Wildwood West neighborhoods currently walk through there pretty much on the proposed path line, explained Ms. Thompson. Mr. Bloch clarified that the 100' easement on State Park Road was offered by Clark Hinsdale III when he subdivided the property, otherwise all easements are 20' wide.

Ms. Thompson said that there are 5 properties for a trail to cross. The proposed easement is 20' off the properties on a line where the current informal trail is. A legal document outlines the easement and description of the easement. There are two property owners that appear to be agreeable to the easements, and then the Trails Committee would approach the other land owners, said Ms. Thompson. Mr. Bloch said that once a land owner signs an easement document then it would come before the Selectboard.

Mr. Tenney asked if a landowner has put their property up for sale and knows that the Town is interested in an easement, would a prospective buyer need to be told. Ms. Thompson replied that it is the land owner's choice.

Staff to research if there is an approved mechanism to post/notice Town interest in acquiring easements on land identified as potential trails.

Ms. Spear asked if the State Park Road trail will be ADA compliant. Ms. Thompson replied yes. Part of the Trevor and Melissa Mack trail is ADA compliant and Jim

Donovan has talked about parts of the proposed trail as ADA compliant and 5 percent grades, said Ms. Thompson.

Ms. Spear asked if this new trail would be ADA compliant. Ms. Thompson explained that the trail section over Thorpe Brook would have a slope down to a bridge crossing and then up again.

The Selectboard thanked Ms. Thompson for her presentation,

#### **HIRE MINUTES-TAKER FOR SELECTBOARD, PLANNING COMMISSION & ZONING BOARD MEETINGS**

**MOTION** by Mr. Tegatz, seconded by Ms. Spear, to offer a letter of employment to Carol Miklos as the Minute Taker for Charlotte Selectboard, Charlotte Planning Commission and Charlotte Zoning Board of Adjustment.

#### **DISCUSSION:**

**Mr. Tegatz reported that the Selectboard had interviewed candidates and the matter was discussed in Executive Session.**

**Mr. Krasnow noted that the position is not on the Town pay grid. Mr. Bloch clarified that the Minute Taker position is not a Town employee, but is a contract with the Town.**

**FRIENDLY AMENDMENT** by Mr. Tegatz, that the Minute Taker contract start **January 1, 2019 through June 30, 2019.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

#### **SELECTBOARD UPDATES**

##### **Employee performance reviews**

Employee Performance Review schedule:

- December 4, 2018 at 3:30 p.m. – Nicole Conley
- December 4, 2018 at 5:00 p.m. – Aaron Brown
- December 4, 2018 at 5:30 p.m. – Daryl Benoit
- December 4, 2018 at 6:00 p.m. – Dean Bloch

##### **Emergency plumbing work at Senior Center**

Mr. Bloch briefly reviewed a discovery of a plumbing problem with the Senior Center counter tops were replaced. A plumber was hired to fix the issue and has submitted a \$1,700 invoice. The Purchasing Policy, Section 5a, allows for emergency repairs. A question is if the plumbing issue is an emergency, or has the Purchasing Policy been violated, asked Mr. Bloch.

Mr. Tegatz asked if the “emergency” was due a scheduled party, or if it was an emergency repair due to an imminent failure. Did anyone try to contact a Selectboard member, asked Mr. Tegatz. Mr. Bloch explained that there was a party function scheduled the next day and a Thanksgiving dinner.

Mr. Krasnow suggested inviting Senior Center representatives to come before the Selectboard at the December 10, 2018 meeting at 8:50 p.m.

Ms. Spear noted that the Town had a Capital Program that was stopped in 2000. Why not implement a 5 or 10 year projection for the Town, asked Ms. Spear. Mr. Tegatz asked if the Capital Program was funded via impact fee collections.

Mr. Bloch explained that state statutes designate that Planning Commissions create projections for a town. The Town doesn't have a lot of capitalized assets as per Jeff McDonald, former Planning Commission Chair, said Mr. Bloch.

**MINUTES: November 13, 2018**

Approval of the minutes of November 13, 2018 was deferred until the next Selectboard meeting.

**APPROVE WARRANTS TO PAY BILLS**

The Selectboard approved warrant to pay bills,

**ADJOURNMENT**

**MOTION by Mr. Tegatz, seconded by Ms. Spear, to adjourn the meeting.**

**VOTE: 4 ayes, 1 absent (Mr. Morrison); motion carried.**

The meeting was adjourned at 9:40 p.m.

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