

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
OCTOBER 8, 2018**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Gary Pittman, Laurie Thompson, Bill Fraser-Harris, Peter Joslin, Margaret Russell, Ethan McLaughlin, Matt Zucker, Zackery Weimer, Suzie Hogdson, Betsy Tegatz, Nan Mason, Marty Illick, John Quimby, Kate Lampton, Deirdre Holmes, Peter Richardson, Nancy Richardson, and others.

AGENDA ITEMS:

- 6:01 PM Opening of bids: replacement of countertops, sinks and faucets for the Senior Center kitchen
- 6:05 PM Selection of contractor for replacement of countertops, sinks and faucets for Senior Center kitchen
- 6:10 PM Thompson's Point Wastewater System Ordinance Adopt amendment Approve Leaseholder Guidelines Approve TPWAC Tasks and Responsibilities Letter to Leaseholders
- 6:55 PM Interview Ethan McLaughlin for appointment to the Trails Committee for a term ending on April 30, 2020
- 7:05 PM UVM Cycling Road Race—to be scheduled for March or April, 2019
- 7:10 PM Pre-application to the Vermont Recreational Trails Grant Program for State Park Road Path
- 7:15 PM Budget Review Trails Committee 7:15 pm—7:25 pm Board of Listers 7:25 pm—7:35 pm Energy Committee 7:35 pm—7:45 pm Planning & Zoning 7:45 pm—7:55 pm Library 7:55 pm—8:15 pm
- 8:15 PM Conservation Fund application for West Living Trust property at 292 Monkton Road
- 8:40 PM Surface water quality monitoring and reporting; aquatic invasives control & reporting Approve Lewis Creek Association as a "Preferred Vendor" for this service Approve contract with Lewis Creek Associates for FY18-19
- 8:45 PM Request for Bids for Installation of Two Generators (Town Hall & Senior Center)
- 8:50 PM Renewal of service agreements Patterson—boiler preventive service Climate Systems, Inc.—air conditioner & air handler preventive service
- 9:05 PM Potential real estate transaction/purchase (executive session possible)
- 9:15 PM Employee performance reviews (executive session possible)
- 9:30 PM Approve warrants to pay bills

CALL TO ORDER

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

ADJUSTMENTS TO THE AGENDA

None.

OPENING OF BIDS: REPLACEMENT OF COUNTERTOPS, SINKS AND FAUCETS FOR THE SENIOR CENTER KITCHEN

Mr. Morrison opened three bids received for an RFP to replace the countertops, sinks and faucets for the Senior Center kitchen as follows:

- Renovate, Ethan Allen Highway, New Haven, VT
\$8,810 for Corian countertops
\$5,875 for laminate countertops
\$1,950 for 3 sinks
\$1,425 for 3 faucets
\$2,500 labor (includes plumbing)
For a total bid of \$14,685
- Sticks and Stuff
\$8,855 for Corian countertops
\$3,525 for laminate countertops
\$820 plus \$480 times 3 for 3 sinks, 3 faucets (no plumber)
For a total bid of \$10,155
- Poulin Lumber, Williamstown, VT
\$8,753 for Corian countertops
\$2,647 for laminate countertops
\$347 times 2 for 2 sinks
\$1,545 labor (no plumber)
For a total bid of \$11,471

SELECTION OF CONTRACTOR FOR REPLACEMENT OF COUNTERTOPS, SINKS AND FAUCETS FOR SENIOR CENTER KITCHEN

Gary Pittman, Senior Center representative, explained a preference for a Corian countertop versus laminate to eliminate joints and for cleanliness. The Senior Center recommends accepting the bid from Sticks and Stuff, said Mr. Pittman.

Mr. Tegatz said that the Town will pay the budget amount and the Senior Center will pay the difference.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to accept the bid from Sticks and Stuff as the Senior Center contractor to replace and upgrade the kitchen countertops, sinks and faucets at the Charlotte Senior Center, with the Town of Charlotte to pay \$7,500 of the total amount and the balance to be paid by the Friends of the Senior Center.

VOTE: 5 ayes; motion carried.

THOMPSON'S POINT WASTEWATER SYSTEM ORDINANCE Adopt amendment

Mr. Morrison briefly reviewed changes to a draft Thompson's Point Wastewater System Ordinance.

Ms. Spear stated that she would like clarity of who handles what. For example, the Town Treasurer should be responsible for tracking and sending out billings. The Treasurer already has separate accounts established, said Ms. Spear. Mr. Tegatz said that the collection of fees is under the preview of the Town Treasurer as per state statute.

Mr. Bloch noted that the draft ordinance, Article VI, Section 601, says that it is the Commissioners that shall establish separate accounts for the deposit of sewer rents, etc.

CHANGES:

- Article VI, Sections 601, 602 and 603 – add “The collection of rents shall be administered by the Charlotte Town Treasurer.”

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the draft Thompson's Point Wastewater System Ordinance as amended, dated October 8, 2018.

VOTE: 5 ayes; motion carried.

The Selectboard members signed the Notice of Adoption and Ordinance documents.

Approve Leaseholder Guidelines

CHANGES:

- Page 1, Title – insert the word “Disposal” between the words “Wastewater” and “System”
- Page 1, Prohibited Discharges, A and B – delete the “.” at the end of the sentence
- Page 2, Conservation and System Preservation, #1, 3rd sentence – change the sentence to read “...continues to spin then you have a leak.”
- Page 3, Requirements – add “All billing and payments to the Town shall be managed by the Town Treasurer.”

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to approve the draft Thompson's Point Wastewater Disposal System Leaseholder Guidelines as amended, dated October 8, 2018.

VOTE: 5 ayes; motion carried.

Approve TPWAC Roles and Responsibilities

CHANGES:

- Page 1, A – add “...Law 1 VSA, Article 310 and 314 in accordance with Section 801 of the Ordinance.”
- Page 1, B, replace the word “proposals” with “recommends”; add to the end “The two non-voting members, the system engineer and the system operator, will attend each regularly scheduled meeting.”
- Page 1, Committee Responsibilities – add a “:”; #4 – replace the word “Propose” with “Recommend”; #8 – delete word “proposed”; #9 - replace the word

“Proposal” with “Recommend”; #10 – change to read “Review appeals by leaseholders and make recommendations to the Commissioners.”

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve the draft Thompson’s Point Wastewater Advisory Committee Roles and Responsibilities as last revised, dated October 8, 2018.

VOTE: 5 ayes; motion carried.

□ Letter to Leaseholders

EDITS/CHANGES:

- 1st paragraph, 1st sentence – replace the word “wanted” with “want”; insert the word “Disposal” between “System” and “Ordinance”
- 5th paragraph, #2, 1st sentence – delete the word “this”; #3, 3rd sentence – change to read “...System Operator’s...”; 4th sentence – add the words at the start of the sentence “For example, one...”

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve the draft Leaseholders Letter to leaseholders on Lane’s Lane from Dean Bloch, Town Administrator, dated October 9, 2018 as amended, revisions dated October 8, 2018.

VOTE: 5 ayes; motion carried.

INTERVIEW ETHAN MCLAUGHLIN FOR APPOINTMENT TO THE TRAILS COMMITTEE FOR A TERM ENDING ON APRIL 30, 2020

The Selectboard interviewed the candidate’s qualifications.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to appoint Ethan McLaughlin to the Trails Committee for a term ending on April 30, 2020.

VOTE: 5 ayes; motion carried.

PUBLIC COMMENT

Matt Zucker, Church Hill Road resident, explained a request for a speed study on Church Hill Road/Mutton Hill Road/Tavern Road where the posted speed is 50 mph. There have been changes to the character of the neighborhood, which is composed of more residents of young families with children. The CCRPC will conduct a speed study at no cost to the Town, said Mr. Zucker.

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to authorize a speed study on Church Hill Road and the adjacent Mutton Hill Road as requested by the Chittenden County Regional Planning Commission.

VOTE: 5 ayes; motion carried.

UVM CYCLING ROAD RACE—TO BE SCHEDULED FOR MARCH OR APRIL, 2019

Zachery Weimer, UVM Cycling Road Race representative, explained a cycling event to be held on a date in April, 2019. The race course will follow Charlotte-Hinesburg Road, Spear Street, Mt Philo Road, and end at the top of Mt Philo.

Mr. Morrison pointed out that there may still be snow on the top third of Mt Philo in April. Mr. Weimer said that the race could be re-routed if necessary.

There was discussion regarding the course monitor plan at roadway intersections by course marshals and State Police for traffic control and safety; contacting CVFRS for ambulance service; parking at Charlotte Central School; and the need to submit a state permit requesting an exemption to the two-abreast rule.

Ms. Spear noted that area residents do most of their traveling during the day on Saturday's, especially on Spear Street and Hinesburg Road. Mr. Weimer replied that a Team Trial is not as bad as a road race. The bikers could be asked to hug the shoulders and stay out of the roadway as much as possible, suggested Mr. Weimer.

Mr. Fraser-Harris, Charlotte Recreation Commission representative, said that the Team Trial is a high volume event. A Sunday race day was suggested versus a Saturday. Has a date been selected yet, asked Mr. Fraser-Harris. Mr. Weimer explained that a date will be finalized. A Saturday is preferred, said Mr. Weimer.

Mr. Tegatz said that the plan shows that there will be 3 police officers posted at 3 corners. Does this mean with flashing lights, asked Mr. Tegatz. Mr. Weimer replied yes. Volunteer course monitors will wear highly visible vests. He has not communicated with the Shelburne Police Department. He has talked with the Vermont State Police, said Mr. Weimer.

Mr. Fraser-Harris said that he will be happy to liaise and meet with Mr. Weimer again. The logistics need to be monitored closely, said Mr. Fraser-Harris.

Mr. Tegatz asked Mr. Weimer to select a hard date, contact CVFRS, collaborate with Bill Fraser-Harris, and secure a state permit for the ride two-abreast rule exemption.

Mr. Tenney suggested that Mr. Weimer consider volunteer monitors on One Mile Road and Prindle Road as well.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a UVM Cycling Road Race pending the following conditions:

- **Selection of a date not in conflict with any other recreational scheduled events sometime in March or April, 2019**
- **Securing a state permit exempting the event from the two-abreast ride rule**
- **Sign off by the CVFRS Fire and Rescue departments**
- **A police contract to monitor roadway intersections as proposed**

VOTE: 4 ayes, 1 abstention (Ms. Spear); motion carried.

PRE-APPLICATION TO THE VERMONT RECREATIONAL TRAILS GRANT PROGRAM FOR STATE PARK ROAD PATH

Laurie Thompson reviewed a pre-application for a Vermont Recreational Trails grant program for the proposed State Park Road Town trail. The pre-application does not commit the Town to submitting a grant application; only to let the granting agency know that the Town is interested in submitting an application, said Ms. Thompson.

There was discussion regarding 3-4 proposed parking spaces at the corner of State Park Road in the Town right-of-way; signage that the parking spaces are for State Park Trail walkers only; traffic calming to address traffic issues, such as a painted crosswalk, or blinking lights; and a Selectboard suggestion to install a fence or guard rail to delineate parking spaces located behind such fence/guard rail.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve a pre-application to the Vermont Recreational Trails Grant Program for a trail along State Park Road as presented.

VOTE: 5 ayes; motion carried.

BUDGET REVIEW

Trails Committee

Laurie Thompson and Margaret Russell, Trails Committee representatives, reviewed a proposed Trails budget with a request for an additional \$30,000 to complete funding for the State Park Road path. Jim Donovan is working with the ANR regarding wetland permits, and with the Steering Committee regarding a path design. The Trails Committee will return to the Selectboard with an actual grant application in December. The Selectboard will need to sign off on the application, said Ms. Thompson.

Mr. Morrison suggested that an additional \$30,000 should be added to the reserve fund, or warned as a separate stand alone Article at the 2019 March Town Meeting.

Ms. Thompson noted that if traffic calming is added to the cost then it would come to over \$100,000 for the project.

Mr. Krasnow suggested a site visit to view proposed path locations.

Board of Listers

Betsy Tegatz, Lister, reviewed a proposed Lister's budget, which will be lower than the previous year.

Energy Committee

Suzy Hodgson, John Quimby, and Deidre Holmes, Energy Committee representatives, reviewed a proposed budget, and explained costs associated with energy related initiatives.

Mr. Joslin said that the Energy Committee has assisted to get the draft Town Plan compliant with ACT 174. The Planning Commission has approved a motion to forward the draft Town Plan for community review and comment, said Mr. Joslin.

Ms. Hogdson said that the committee has requested a \$1,500 line item for a yet to be determined use. Currently the Library is a main focus and funding will be used to offset some professional services, said Ms. Hogdson.

Mr. Tegatz explained that the Fire Department is exploring the replacement of air conditioning and heat pumps. Would the Energy Committee assist with grants, asked Mr. Tegatz. Ms. Hogdson said that the committee will meet with the Fire Department.

Planning & Zoning

Peter Joslin, Planning Commission Chair, explained a \$1,000 increase for legal expenses due to potential projects by Clark Hinsdale III and Philo Ridge Farm. The Planning Commission may need to hire a consultant for an update of the Land Use Regulations.

Library

Nan Mason, Library representative, explained a 2.3 percent increase in the Library budget. The salary line item doesn't include a Cost of Living increase, said Ms. Mason.

Mr. Morrison asked if the Library will have an addition presentation prepared for the 2018 March Town Meeting. Ms. Mason said that the Bond Committee working is on the bond issue. The Library will raise \$700,000 and will bond for the remaining amount for a total of \$1.4 million. The Library may ask to have a bond warned as an Article for Town Meeting, explained Ms. Mason.

Mr. Tegatz said that planning and zoning permit fees are low, and the boards may recommend increasing the fees by \$10 across the board.

Mr. Tenney suggested letting the state take over the wastewater permit and review process versus the high cost of hiring an engineer to do it. A choice is to make the developer pay the application and engineering fees, said Mr. Tenney. Mr. Bloch noted that Charlotte has a permit fee that is out of sync with the revenue and expenses for handling the review.

Mr. Morrison asked staff to research actuals from previous years to see if revenues match expenses.

**CONSERVATION FUND APPLICATION FOR WEST LIVING TRUST
PROPERTY AT 292 MONKTON ROAD**

David Watts, Marty Illick, and Kate Lampton, Conservation Commission representative, explained a request for \$79,000 from the Conservation Fund for an easement appraised at \$110,000 on 77 acres of the West Living Trust property.

Ms. Illick said that easement language is being prepared, and pointed to the location of the West family property in relation to other conserved land on a conserved land map and riparian map.

In response to a question regarding hunting on the land, Ms. Lampton said that it is up to the land owner to post their land, or not. It is best left to the landowner, stated Ms. Lampton.

Ms. Illick said that the Selectboard is asked to approve the purchase of the easement using the Conservation funds. The project has been on the land acquisition list for many years, said Ms. Illick. Ms. Lampton said that the closing is for the transfer of the easement. The Charlotte Land Trust will purchase the easement, clarified Ms. Lampton.

MOTION by Mr. Krasnow, seconded by Mr. Tenney, to approve a request by the Charlotte Land Trust to use \$79,000 from the Conservation Fund toward the purchase of the West Family Easement project as presented.

DISCUSSION:

Mr. Tegatz asked if the terms of the easement are for development rights. Ms. Lampton replied that it is a straight forward easement. There is a list of restricted or permitted uses, such as no further development, what can be allowed, forestry and open space management, or recreation. A resource assessment helps to refine the language, said Ms. Lampton.

Ms. Illick said that the easement language isn't prepared at this time. There needs to be an ecological assessment that will assist in drafting language, for example, said Ms. Illick. Ms. Lampton clarified that an easement comes after. It is a land deal between the Charlotte Land Trust and the landowner. For example, the Nichol's farm was a Special Treatment Area with more focused language for wetland habitat. At this point there is no easement language ready, said Ms. Lampton.

Ms. Illick said that the Charlotte Land Trust will prepare a negotiation with the landowner, which doesn't involve the Town.

Mr. Tegatz asked if the Selectboard was being asked to designate conservation funds for an easement project that doesn't affect the budget, but is taxpayer money. Ms. Lampton replied that it is spending \$79,000 for 77 acres, which is consistent with every project.

Ms. Spear asked if the public could walk on the land. Ms. Illick replied no; however, it is being used publically now. People fish Lewis Creek and it is actively hunted, said Ms. Illick.

VOTE: 5 ayes; motion carried.

SURFACE WATER QUALITY MONITORING AND REPORTING; AQUATIC INVASIVES CONTROL & REPORTING APPROVE LEWIS CREEK ASSOCIATION AS A "PREFERRED VENDOR" FOR THIS SERVICE APPROVE CONTRACT WITH LEWIS CREEK ASSOCIATES FOR FY18-19

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve Lewis Creek Association as a "Preferred Vendor".

VOTE: 5 ayes; motion carried.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a contract with Lewis Creek Association for FY18/19 for Surface Water Quality monitoring and reporting, and aquatic invasive control and reporting.

VOTE: 5 ayes; motion carried.

Ms. Illick signed the contract. Mr. Morrison will sign the contract at a later time.

REQUEST FOR BIDS FOR INSTALLATION OF TWO GENERATORS (TOWN HALL & SENIOR CENTER)

Mr. Tegatz read a draft RFP to install two generators into the record, and suggested hiring an engineer to perform a site specific review for the Town Hall and Senior Center.

CHANGES:

- Insert “November 13, 2018”, as the meeting date
- Change the deadline to “January 31, 2019” to be operational
- Note that a site visit will be mandatory for contractors prior to submitting a bid. Contractors should contact the Town Hall to schedule a site visit

There was discussion regarding potential locations of the generators; for example, on the west side of the Town Hall; costs for a maintenance program that will require a budgeted line item; and concern that a once a month built-in test mode might affect the electrical and computer systems in the buildings.

Mr. Tegatz suggested that once a unit is installed then the Town could look at annual maintenance contracts.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve a Request for Bids and Bid Form for the installation of two generators at the Charlotte Town Hall and Senior Center, issued October 8, 2018, as amended.

VOTE: 5 ayes; motion carried.

RENEWAL OF SERVICE AGREEMENTS □ PATTERSON—BOILER PREVENTIVE SERVICE □ CLIMATE SYSTEMS, INC.—AIR CONDITIONER & AIR HANDLER PREVENTIVE SERVICE

MOTION by Ms. Spear, seconded by Mr. Tenney, to approve renewal of the service agreement with Patterson Fuels for boiler preventive service, affective January 1, 2019, for one year in the Charlotte Town Hall, Charlotte Senior Center and Charlotte Library as presented.

VOTE: 5 ayes; motion carried.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve renewal of the service agreement with Climate Systems, Inc., for air conditioner and air handler preventive service, affective November 1, 2018 through October 31, 2019, in the Charlotte Town Hall, Charlotte Senior Center and Charlotte Library as presented.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Ms. Spear asked if the fan in the Town Hall lunch room and computer closet have been fixed. Mr. Bloch replied that Climate Systems, Inc., had recommended installing a fan to circulate air. There was an electrical connection issue, said Mr. Bloch. Mr. Tenney asked staff to research the bid contract.

Ms. Spear said that there were scrub trees growing in the cedar hedgerow on the west side of the Fire Station that should be removed. Mr. Tegatz said that he would notify the Fire Station Building Committee.

Mr. Krasnow asked how the lighting for Halloween was provided. Mr. Morrison explained that Josh Flore rented the lights for safety of trick-n-treaters. Josh also manages the traffic, said Mr. Morrison.

MINUTES OF SEPTEMBER 24, 2018

MOTION by Ms. Spear, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of 09/24/2018 as written, with the following correction:

- **Page 4, line 160 – replace the word “East” with “West”.**

VOTE: 5 ayes; motion carried.

POTENTIAL REAL ESTATE TRANSACTION/PURCHASE (EXECUTIVE SESSION POSSIBLE)**EMPLOYEE PERFORMANCE REVIEWS (EXECUTIVE SESSION POSSIBLE)**

Mr. Morrison noted that no action will be taken in Executive Session.

MOTION by Mr. Tegatz, seconded by Ms. Spear, to recess the regular meeting and enter Executive Session for the purpose of discussing potential Real Estate Transaction/Purchase, and for Employee performance reviews where premature knowledge might place the Town of Charlotte at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 5 ayes; motion carried.

The regular meeting was recessed and the Selectboard entered Executive Session at 9:05 p.m.

MOTION by Mr. Krasnow, seconded by Mr. Tegetz, to adjourn Executive Session and reconvene the regular meeting.

VOTE: 5 ayes; motion carried.

Executive Session was adjourned and the regular Selectboard meeting was reconvened at 10:00 p.m.

APPROVE WARRANTS TO PAY BILLS

The Selectboard approved warrant to pay bills,

ADJOURNMENT

The meeting was adjourned at 10:01 p.m.

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