

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
September 10, 2018**

APPROVED

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

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Gail Callahan, Mary Mead, Moe Harvey, Sue Smith, Hugh Lewis Jr, Mark Dillenbeck, Charlie Baker, Marty Illick, Kate Lampton, Joanna Cummings, Ed Cafferty, Amos Baehr, Gary Pittman, Eddie Krasnow, Jane Krasnow, Krista Hoffsis, Michael Krasnow, and others.

AGENDA ITEMS:

- 6:00 PM Thompson’s Point Wastewater System Ordinance—adopt amendment
- 6:40 PM Emerald Ash Borer Preparedness Plan
- 7:05 PM Senior Center—replacement of kitchen countertops
- 7:15 PM Charlie Baker, Executive Director, Chittenden County Regional Planning Commission—Annual Report
- 7:30 PM Budget Review □ Charlotte Land Trust 7:30 pm—7:40 pm □ Conservation Fund 7:40 pm—7:55 pm □ Lewis Creek Association 7:55 pm—8:05 pm □ Conservation Commission 8:05 pm—8:20 pm
- 8:20 PM KR Properties, LLC □ Proposed settlement of appeals of Planning Commission’s Findings of Fact and Decisions for Preliminary Plat Application (PC-16-137-SD) and Final Plat Application (PC-17-168-SD), Superior Court Environmental Division Docket No. 41-4-18 Vtec □ Open Space Agreement
- 8:40 PM Application for Recertification of Plouffe Lane landfill for environmental monitoring (post-closure care)

CALL TO ORDER

Mr. Morrison called the meeting to order at 6:07 p.m.

THOMPSON’S POINT WASTEWATER SYSTEM ORDINANCE—ADOPT AMENDMENT

Mr. Bloch reviewed that a draft Thompson’s Point Wastewater System Ordinance was reviewed by the Town Attorney. Minor changes/edits to Section XI, Enforcement, were suggested by the attorney, said Mr. Bloch.

The Selectboard reviewed the draft and the following edits were suggested:

- Section 219 – the system engineer is Civil Engineering Inc
- Section 305, 2nd paragraph, 1st sentence – change to read “Before the required final...”
- Section 704, 1st sentence – change the date of “October 31” to “November 15th”

- Article XI, Section 1101 – move the new subsection “c” from Section 1102 to the end of the 1st paragraph of Section 1101 – “...violation continues. Each day any such violation...”
- Section 1102 - new subsection “d” becomes the original subsection “c”
- Add a memo under Section 305 regarding the three different costs/payment schedules noting a recalculation the one-time applicable legal expense costs associated with the system extension to Lane’s Lane from \$9,300 to \$2,300 per lot (1/4 of 9,300), for connection/hookup to be \$2,329 per connection (1/7 of \$16,300), and depreciated cost of the original construction of \$10,500 to be paid back over a 20-year period
- Stipulate that Steve Williams, or the Town of Charlotte’s Thompson’s Point Wastewater System’s Manger, has to sign off on the individual Lane’s Lane hook up connections if an independent engineer is hired by a Lane’s Lane owner to do the hookup “...at a minimum the costs will include the cost of the Town’s engineer, or if a private operator does the work...”

EMERALD ASH BORER PREPAREDNESS PLAN

Mark Dillenbeck, Charlotte Tree Warden reported that a committee composing of Mr. Dillenbeck, Hugh Lewis Jr, Dale Bergdahl, Amos Baehr, Joanna Cummings and BJ Comai have met three times, and have created a proposed Emerald Ash Borer Preparedness Plan. The committee is asking a Selectboard member to join the committee as a liaison, said Mr. Dillenbeck.

Ms. Spear volunteered as the Selectboard liaison.

Mr. Morrison asked the committee to prepare an estimated budget for implementation of the plan.

NEXT STEPS:

- Complete the Ash Tree Inventory
- Prepare a supplemental budget for FY2019-2010 starting July 1, 2019 of \$20,000
- Prepare a budget of \$20,000 for the period of late fall 2018 to early spring 2019 for cutting/treating Ash trees
- Staff to identify potential available funds for the 2018-2019 tree removal/treatment budget
- Post a public notice of the Emerald Ash Borer Preparedness Plan with identified trees to be removed, or for possible treatment as public outreach and education
- Mail a post card to Charlotte residents regarding the Emerald Ash Borer
- Collaborate with the Charlotte Library regarding a demonstration project to remove 2-4 Ash trees on the north side of the library as a public educational project and replant trees
- Utilize the Ruter Fund to purchase replacement trees to be planted on the Library grounds
- The Emerald Ash Borer Committee to prepare a 2019 March Town Meeting presentation regarding the plan

ADJUSTMENTS TO THE AGENDA

No changes.

PUBLIC COMMENT

No comments.

SENIOR CENTER—REPLACEMENT OF KITCHEN COUNTERTOPS

Gary Pittman, Senior Center Board member, reviewed three quotes to replace the Senior Center kitchen countertops, and a recommendation to accept a quote from Sticks and Stuff for the amount of \$9,475. Plumbing and fixture costs estimated at \$1,200 were not included in the quote, said Mr. Pittman.

Mr. Tegatz asked if an RFP bid request was put out for the project as per the Purchasing Policy. Mr. Pittman replied no.

Sue Smith, resident, suggested replacing the countertops with a less expense laminate versus a solid surface “living stone” product.

Mr. Morrison asked where the funding would come from. Mr. Bloch replied that the Town had funds in the Improvement and Repair fund.

Staff will assist the Senior Center Board in drafting a formal RFP for a complete countertop replacement including plumbing and fixture costs, to be advertised as per the Purchasing Policy

CHARLIE BAKER, EXECUTIVE DIRECTOR, CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION—ANNUAL REPORT

Charlie Baker, Chittenden County Regional Planning Commission Executive Director (CCRPC), and Marty Illick, Charlotte CCRPC representative, reviewed an annual CCRPC report and budget.

Mr. Baker will forward a more detailed rail road crossing transportation project scheduled for Charlotte, prepare a plan for a lower cost option affordable housing analysis for the Town of Charlotte, and update the Selectboard as a combined dispatch service progresses. Mr. Baker noted that Shelburne had voted not to join the combined dispatch service. Charlotte contracts with Shelburne dispatch for service, explained Mr. Baker.

BUDGET REVIEW **Charlotte Land Trust**

Kate Lampton, Charlotte Land Trust representative, reviewed a level funded request for an amount of \$5,000.

 Conservation Fund

Kate Lampton reviewed that several conservation projects were ramping up. The committee is requesting a \$40,000 allocation in the coming fiscal year.

□ **Lewis Creek Association**

Krista Hoffsis and Marty Illick, Lewis Creek Association representatives, reviewed a \$2,700 budget request for water quality stewardship and invasive species management.

□ **Conservation Commission**

Amos Baehr, Conservation Commission representative, reviewed a proposed \$7,000 budget request.

Mr. Tenney suggested that the commission inform a property owner when a trail camera is being installed on a property, even if it would be on a trail easement/right-of-way.

Ms. Spear asked how many Town owned laptops were being used by committee/commission members and where were the laptops kept.

There was discussion regarding spraying for invasive species in rights-of way that should be budgeted in the Conservation Commission budget or in the Highway budget; wildlife crossing signage and the costs for posts and installation; and a question if the Lewis Creek Association and Habitat Restoration, Bob Hyams, are on the Town's Preferred Vendor List.

Mr. Baehr said that the funding for spraying invasive species was not in the budget. In the past the Lewis Creek Association was a sole provider, said Mr. Baehr. Ms. Illick said that she would report back on highway budgeting for spraying. Lewis Creek Association has contracted with the Town in the past as a sole source with the Town Administrator's guidance, explained Ms. Illick.

Mr. Tegatz said that if \$1,000 was spent then it falls under the Purchasing Policy. Mr. Baehr replied that the Conservation Commission keeps an eye on where funding was going and prioritizes spending regarding invasive species.

Mr. Morrison asked Lewis Creek Association to provide a document on why Lewis Creek should be on the Preferred Vendor List, to include invoices and specific details for a future Selectboard agenda.

KR PROPERTIES, LLC □ Proposed settlement of appeals of Planning Commission's Findings of Fact and Decisions for Preliminary Plat Application (PC-16-137-SD) and Final Plat Application (PC-17-168-SD), Superior Court Environmental Division Docket No. 41-4-18 Vtec □ Open Space Agreement

Matthew Krasnow recused himself due to a familial connection to the KR Properties, LLC.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to recess the regular meeting and to enter Executive Session for the purpose of discussing Legal Matters where premature knowledge might place the Town of Charlotte at a disadvantage, and to invite the Town Administrator to attend.

VOTE: 4 ayes, 1 recused (Mr. Krasnow); motion carried.

The Selectboard recessed the regular meeting and entered Executive Session at 8:36 p.m.

MOTION by Ms. Spear, seconded by Mr. Tegatz, to adjourn Executive Session and reconvene the regular meeting.

VOTE: 4 ayes, 1 recused (Mr. Krasnow); motion carried.

Executive Session was adjourned and the regular Selectboard meeting was reconvened at 8:55 pm.

Mr. Tegatz reported that no action was taken in Executive Session. The Selectboard agrees with the concept of 100' wide wildlife corridor and staff will revise the documents. The Selectboard will make a motion to sign the documents at a Special Selectboard meeting in two weeks, explained Mr. Tegatz.

Mr. Krasnow rejoined the Selectboard.

APPLICATION FOR RECERTIFICATION OF PLOUFFE LANE LANDFILL FOR ENVIRONMENTAL MONITORING (POST-CLOSURE CARE)

MOTION by Mr. Tegatz, seconded by Ms. Spear, to approve completion of a Recertification of the Plouffe Lane Landfill for Environmental Monitoring application as presented, and to authorize the Charlotte Selectboard Chair to sign the document on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Tegatz reported that the new fire truck, air packs and gas meters have been delivered, and the fire department is training on the equipment.

Mr. Tegatz reported that a Safety Fun Day at the CVFRS Station is scheduled for all day, Saturday, September 22, 2018.

Mr. Morrison reported that the new Route 7 tunnel/trail dedication ceremony was held Saturday, September 8, 2018. A new trails map was released.

Mr. Bloch said that the State Park Trail Steering Committee is seeking a Selectboard liaison for the committee. Selectboard members are invited to attend the next committee meeting on Tuesday, September 18, 2018 at 7:00 p.m.

MINUTES: August 27

MOTION by Mr. Tenney, seconded by Mr. Tegatz, to approve the Charlotte Selectboard minutes of August 27, 2018 as written, with edits:

- Page 5, line 203 – change to read “seconded by Mr. Tegatz”
- Page 5, line 225 – “Motion by Mr. Tegatz, seconded by Mr. Tenney”, line 227 “VOTE: 4 ayes, 1 absent (Mr. Krasnow); motion carried.”

VOTE: 4 ayes, 1 abstention (Mr. Krasnow); motion carried.

ADJOURNMENT

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:07 p.m.

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