

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
SEPTEMBER 24, 2018**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Carrie Spear, Frank W Tenney, Matthew Krasnow, Fritz Tegatz (arrived at 6:55 p.m.).

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Michael Krasnow, Ed Cafferty, Melanie Peyser, Jane Krasnow, Sue Smith, Callie Griswold, Chris Falk, Vickie Zulkoski, Laurie Thompson, Jim Donovan, Chris Boffa, Abby Foulk, and others.

AGENDA ITEMS:

- 6:01 PM KR Properties, LLC (Possible executive session followed by open session) 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
- 6:15 PM Thompson's Point Wastewater System Ordinance Adopt amendment Approve Leaseholder Guidelines Approve TPWAC Tasks and Responsibilities Letter to Leaseholders
- 6:45 PM Lincoln Applied Geology—contract to conduct monitoring, sampling and reporting at the Plouffe Lane landfill for \$6, 747 for fy18-19 plus \$585 - \$1,135 for PFAS sampling
- 7:05 PM Selectboard schedule—reschedule for November 12 (Veteran's Day) & December 24?
- 7:15 PM BUDGET REVIEW Canine Control Officer 7:15 pm—7:25 pm Shelburne Little League 7:25 pm—7:35 pm Cemetery Commission 7:35 pm—8:00 pm Town Lands Management 8:00 pm—8:15 pm
- 8:15 PM State Park Road Trail—design, permitting, and grant application
- 8:30 PM USDA Grant for Community Food Scrap Composting
- 8:45 PM Tractor Parade

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:05 p.m.

KR Properties, LLC (Possible executive session followed by open session) 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

Mr. (Matt) Krasnow, Selectboard member, recused himself.

Mr. Tenney briefly reviewed a history of the KR Properties, LLC appeal of the Planning Commission Decision and conditions regarding a subdivision application, PC-16-137-

SD, related to the forest and wildlife corridor. The Krasnow family wants to use and manage the forest and wildlife corridor. Adjustments to the Open Space Agreement mainly changed an east-west wildlife corridor slightly. The Stipulation Agreement is still red-lined, said Mr. Tenney.

Mr. Bloch handed out a clean version of the Stipulation, which was sent to the Town Attorney. The Town Attorney has signed off on the Stipulation Agreement. The Selectboard must sign the Stipulation Order and Open Space Agreement, said Mr. Bloch.

Mr. (Michael) Krasnow said that Liam Murphy, applicant's attorney, has signed off on the agreement.

MOTION by Mr. Tenney, seconded by Ms. Spear, for the Town Attorney to submit a proposed Stipulation Dismissal and Order, Docket #41-4-18 VTEC, for KR Properties, LLC.

VOTE: 3 ayes, 1 recused (Mr. Krasnow), 1 absent (Mr. Tegatz); motion carried.

MOTION by Mr. Tenney, seconded by Ms. Spear, to authorize the Charlotte Selectboard Chair to sign the Open Space Agreement between KR Properties, LLC and the Town of Charlotte, for the property located at the corner of One Mile Road and Mt Philo Road in association with the approved PC-17-168-SD Subdivision, dated 09/24/2018.

VOTE: 3 ayes, 1 recused (Mr. Krasnow), 1 absent (Mr. Tegatz); motion carried.

Mr. Morrison said that the documents require a Notary Public signature. He will sign the documents tomorrow at the Town Hall.

Mr. (Michael) Krasnow said that he and Eddie Krasnow will sign the documents as representatives for KR Properties, LLC.

Mr. (Matt) Krasnow returned to the Selectboard.

THOMPSON'S POINT WASTEWATER SYSTEM ORDINANCE Adopt amendment Approve TPWAC Tasks and Responsibilities Letter to Leaseholders

Mr. Bloch reviewed three main points of a draft Thompson's Point Wastewater System Ordinance as follows:

- Cost to extend the sewer line for a prorated \$2,700
- Cost for the original system at \$10,500 paid over 20 years
- Connect per camp by the camp owner's hired engineer with the Thompson's Point Wastewater Manager's oversight, or by the Town's System Engineer

Ms. Spear suggested a shorter term than 20 years to repay a loan. Mr. Krasnow said that 20 years is the same term as the other camps on the same system. The camp owners could pay it off sooner if they wanted to, pointed out Mr. Krasnow.

The Selectboard reviewed the draft Thompson's Point Wastewater System Ordinance.

SUGGESTIONS/CHANGES:

- Section 305, 1st paragraph – delete the three component numbers 1, 2, and 3.
- Section 305, 2nd, 3rd, and 4th paragraph – move the 3rd paragraph to follow the 4th paragraph and order the paragraphs as 1), 2), and 3)
- Section 505, 1st paragraph – change the dates to read “April 15th” and “October 31st”
- Section 1101, Enforcement, 1st paragraph – add the sentence “Before a Notice of Violation is issued the Commissioners will be notified” to the end of the paragraph
- Section 1101 – capitalize the “A” and “B”
- Section 1102, Penalties and Costs – capitalize the “A”, “B”, and “C”

Need signatures for a final clean document.

Approve Leaseholder Guidelines

SUGGESTIONS/CHANGES:

- Page 1, Operating Season, 2nd paragraph – replace the word “pressure” with “pressurized”
- Page 2, Fixtures – showerheads, delete “(total for all showerheads)”
- Page 2, Conservation and System Preservation, #2 – replace the word “during” with “doing”
- Page 2, Wastewater System Components, 1st sentence – replace the word “pressure” with “pressurized”
- Page 2, Wastewater piping and STEP Tanks, 1st sentence – delete “not along the road”

Schedule A

No changes.

Approve TPWAC Tasks and Responsibilities

No changes.

LINCOLN APPLIED GEOLOGY—CONTRACT TO CONDUCT MONITORING, SAMPLING AND REPORTING AT THE PLOUFFE LANE LANDFILL FOR \$6,747 FOR FY18-19 PLUS \$585 - \$1,135 FOR PFAS SAMPLING

MOTION by Mr. Tegatz, seconded by Mr. Krasnow, to approve a Lincoln Applied Geology contract for monitoring, sampling and reporting at the Plouffe Lane Landfill for \$6,747, and to conduct PFAS sampling for an amount not to exceed \$1,135, and to authorize the Charlotte Selectboard Chair to sign the documents on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

PUBLIC COMMENT

None.

SELECTBOARD SCHEDULE—RESCHEDULE FOR NOVEMBER 12 (VETERAN’S DAY) & DECEMBER 24?

Selectboard schedule:

- Tuesday, November 13, 2018, at 7:00 p.m.
- December 17, 2018, at 7:00 p.m.

BUDGET REVIEW**☐ Canine Control Officer**

Carrie Griswold reviewed a level funded budget of \$3,000 and \$900 for the Comfort Hill Kennel contract.

☐ Shelburne Little League

Chris Boffa reported a request of a level funded budget of \$11,500.

☐ Cemetery Commission

Vickie Zulkoski and Chris Falk, Cemetery Commission representatives reviewed a budget request for \$29,650, and a proposal to replace a damaged chain link fence at the West Burying Ground on Greenbush Road with new fencing.

Mr. Morrison noted that there were unexpended funds of \$5,000 in the current FY that could be used for new fencing. Ms. Zulkoski said that the committee will use \$10,000 of unexpended funds for the new fencing. The Mack farm cows cause damage on three sides of the cemetery fence, noted Ms. Zulkoski.

Mr. Krasnow and Mr. Tegatz suggested installing solar powered electric fencing to keep the cows from crowding and to protect new fencing. Electric fencing is easy to install and inexpensive, said Mr. Tegatz.

Ms. Zulkoski reported that the commission is exploring locations for a new cemetery.

Mr. Morrison asked Ms. Zulkoski and Mr. Falk to return to the Selectboard on Tuesday, November 13, 2018, with fencing options.

☐ Town Lands Management

Ms. Spear reported on Wild Parsnip growing at the Plouffe Lane fields and Thompson’s Point parking areas that should be brush hogged. A discussion is needed on how much to cut back hedge rows and open areas on Town lands, said Ms. Spear.

Sue Smith, resident and Charlotte Park and Wildlife Refuge Oversight Committee member, said that she has talked with the Town Administrator and the Conservation Commission regarding the need for a management plan at Thompson’s Point.

Mr. Tenney suggested adding a separate maintenance plan to the brush hogging contract.

Ms. Spear said a Town Management Plan and budget should be prepared for next year. The Selectboard should visit each area to understand what is needed, said Ms. Spear.

NEXT STEPS:

- Staff to create a spread sheet to identify Town land locations and current management contracts (mowing and brush hogging)
- Collaborate with the Charlotte Tree Warden and Sue Smith regarding management of the Thompson's Point trees

STATE PARK ROAD TRAIL—DESIGN, PERMITTING, AND GRANT APPLICATION

Laurie Thompson and Jim Donovan, Trails Committee representatives, reported that the committee is working on a scoping study for designing a path/trail on State Park Road. Mr. Donovan has volunteered his services to get the project to a construction phase, said Mr. Thompson.

Mr. Donovan said that there is a potential for a challenge grant to pay for a consultant to review wetland permit applications, and to auto-cad site plans for a final design . A Steering Committee is being formed and Lane Morrison is the Selectboard representative. Public work sessions are planned for the East and West Villages to gather public input, with a final layout plan to be presented at the end of March, 2019, said Mr. Donovan.

Ms. Thompson reviewed funding for the proposed trail utilizing \$67,000 from the Trails account. An additional \$30,000 more is needed to reach an estimate of \$100,000 to do the State Park Road trail. There are small grants available from the Vermont Forest, Parks and Recreation agency for up to \$50,000, which will require a 20 percent Town match said Ms. Thompson.

Ms. Thompson handed out a written grant schedule, and explained a pre-application deadline of November 15th that requires the Selectboard signatures, and a grant application due date of January 1, 2019, for a March decision. A grant application can be submitted without the permits or final design as long as permits have been applied for, said Ms. Thompson.

Mr. Morrison asked if a similar trail built like the Co-housing trail is possible. Ms. Thompson replied yes. A trail 8' wide with gravel 'X' deep can be done. Selectboard support is needed by the end of October, reiterated Ms. Thompson.

Ms. Smith asked if the State Park Road trail parking issues have been addressed. Mr. Donovan explained the potential for 3-4 parking spaces at the corner of State Park Road and Mt Philo Road in the Town right-of-way, at the vineyard along the Trevor-Melissa Mack Trail, or at the Mt Philo Inn.

USDA GRANT FOR COMMUNITY FOOD SCRAP COMPOSTING

Abby Foulk reviewed a Northeast Recycling Council (NERC) USDA Grant award for Community Food Scrap Composting program for the Town of Charlotte, training

resources, technical assistance, community compost site trainings, and potential partner sites, such as Orchard Road neighborhood, or Champlain Co-housing.

Ms. Foulk said that she will coordinate partner sites and trainings via Front Porch Forum and local newspapers.

Mr. Morrison asked if there is a budget component related to the composting sites. Mr. Bloch replied that he has calls into Casella regarding drop-off site costs, at diverse locations, or at the school. He has not heard back yet, said Mr. Bloch.

NEXT STEPS:

- Ms. Foulk will research sites, costs and options and report back to the Selectboard

TRACTOR PARADE

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to appoint the 2018 Tractor Parade Committee members to include: Carrie Spear, Debbie Christie, Cindy Bradley, June Bean, Dave Denton, Margaret Roddy, and Heather Manning as presented.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Krasnow, seconded by Mr. Tegatz, to approve road closures on October 14, 2018, between the hours of 1:00 pm. and 2:00 p.m. for the following roads: Spear Street Between Carpenter Road and Prindle Road, and Hinesburg Road between Dorset Street and Guinea Road, with traffic to be diverted to detour routes via Carpenter Road, Prindle Road, Dorset Street and Guinea Road as presented.

VOTE: 5 ayes; motion carried.

MOTION by Mr. Tenney, seconded by Mr. Krasnow, to designate the Tractor Parade as a Town of Charlotte Event to be held on October 14, 2018.

VOTE: 5 ayes; motion carried.

SENIOR CENTER RFP FOR KITCHEN COUNTERS

Mr. Tegatz suggested the following corrections/additions to the draft RFP form:

- Page 1, Bid and Specifications, 1st bullet item: replace the word “encouraged” with “responsible for” and add to the end “for proper fit and finish”
- Make sure that the above language is reflected in a contract as well
- Identify the gauge of stainless steel required for the replacement sinks

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the Senior Center RFP to replace and upgrade kitchen countertops, sinks and faucets at the Charlotte Senior Center as amended, dated September 24, 2018.

VOTE: 5 ayes; motion carried.

SELECTBOARD UPDATES

Mr. Morrison reported that the CVFRS Safety Day at the Fire Station was a great success.

MINUTES: September 10, 2018

MOTION by Mr. Tegatz, seconded by Mr. Tenney, to approve the Charlotte Selectboard minutes of September 10, 2018 as written, with edits:

- **Page 2, line 54 – change to read “...the one time applicable legal expense associated...”**
- **Page 5, line 197 – change “200” to read “100’ wide wildlife corridor”**

VOTE: 5 ayes; motion carried.

APPROVE WARRANTS TO PAY BILLS

The Selectboard signed warrants to pay bills.

ADJOURNMENT

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

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 9:10 p.m.

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