

Town of Charlotte
Selectboard
Meeting Conducted At Town Hall and via Teleconference
August 22, 2022

APPROVED

Selectboard : In person: James Faulkner (Chair), Frank Tenney (Vice Chair), Louise McCarren (in person & remote). Remote: Matthew Krasnow (joined at 6:40 p.m.) Not present: Lewis Mudge

Staff: Dean Bloch, Town Administrator (in person); Danielle Atherton, Minute Taker (from recording)

Others: In person: Audi Guha, Heather Roberts, Michael Roberts, Peter Demick; remote: Paul Plante, Margaret Russell, Bill Regan, Nancy Faulkner, Scooter MacMillan, Claudia Mucklow, JD Herlihy, Maggie Korey, Nicole Conley, Bill Fraser-Harris, Rob Mullin, Tom Juiffre, Susan Smith, Junior Lewis, Kyra Wegman, Lane Morrison, Patricia O'Donnell, Juliann Phelps, and others.

Posted Agenda:

6:00 PM	Site visit—2737 Lake Road for 6:35 PM agenda item
6:30 PM	Adjustments to the agenda
6:31 PM	Approve warrants to pay bills
6:35 PM	Application for Highway Access Permit HAP-22-09 by Margaret and Michael Russell for agricultural access at 2737 Lake Road
6:40 PM	Trail sign fabrication and installation contract
6:50 PM	Minutes: July 25, August 3, August 8, August 15
7:00 PM	Public comment
7:05 PM	Interview Peter Demick for appointment to the Conservation Commission for term ending April 30, 2024
7:10 PM	Removal of hazard trees at the Town Beach
7:20 PM	Memorandum of Agreement with CVSD re: use of district facilities
7:30 PM	Donovan/O'Donnell—request for fee waiver for Final Plan Application
7:35 PM	Contract with Bock LLC for Senior Center's database management
7:45 PM	Contract with Techgroup for computer support in FY23
7:55 PM	Shifrin Roadway Agreement and Waiver
8:00 PM	Establishment of a School Zone on Hinesburg Road near CCS
8:15 PM	Registration with Public Utility Commission for Town Garage
8:20 PM	Hire Northwoods Ecological Consulting to submit wetland permit application for Village Loop Trail
8:25 PM	Request for Proposals for consultant to assist with the transition of fire & rescue services to the Town

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8:35 PM Employee compensation—requests for review [possible executive session per 1 VSA §313(a)(3)]
8:50 PM Selectboard updates
9:00 PM Adjournment

CALL TO ORDER: James Faulkner called the meeting to order at 6:30 p.m.

Site visit—2737 Lake Road for 6:35 PM agenda item: James Faulkner stated himself, Frank Tenney, Louise McCarren and Dean Bloch were present for the site visit earlier in the day.

Adjustments to the agenda: There were no changes to the agenda.

Approve warrants to pay bills: James Faulkner advised the board to sign the bills.

Application for Highway Access Permit HAP-22-09 by Margaret and Michael Russell for agricultural access at 2737 Lake Road: MOTION by Frank Tenney; seconded by James Faulkner, to approve HAP-22-09 by Margaret and Michael Russell for agricultural access at 2737 Lake Road. Dean Bloch added the access is on the neighboring property and there is an existing easement. VOTE: 3 ayes, 0 nays; motion carried.

Matthew Krasnow joined the meeting (remotely).

Trail sign fabrication and installation contract: Bill Regan stated earlier in the summer a bid was put out for the sign project. They only received one response and it was a very high bid. They decided to ask for a second bid, and received 3 estimates which were significantly lower. After analyzing the bids, the committee decided to go with Design Signs of Essex for a price not to exceed \$17,588.00. This price is \$417.17 higher than the lowest bid, however, the lowest bid would have provided plastic signs and Design Signs will be using cedarwood. Design Signs is also able to complete the job this fall. A third bid was received by Building Character, but it was by far the highest bid and they wouldn't be able to complete the work this year. James Faulkner added the first bid was over \$29,000.00 and opening it up for a second bid was well worth it. MOTION by Louise McCarren; seconded by James Faulkner, to hire Design Signs of Essex to make and install the trail signs for \$17,588.00, to be paid by the Trail Reserve Fund. VOTE: 4 ayes, 0 nays; motion carried.

Minutes: July 25, August 3, August 8, August 15: MOTION by James Faulkner; seconded by Matthew Faulkner, to approve the meeting minutes for July 25. VOTE: 4 ayes, 0 nays; motion carried. MOTION by Frank Tenney; seconded by James Faulkner, to approve the meeting minutes for August 3. VOTE: 4 ayes, 0 nays; motion carried. MOTION by Louise

McCarren; seconded by Frank Tenney, to approve the meeting minutes for August 8.
VOTE: 4 ayes, 0 nays; motion carried.

Contract with Techgroup for computer support in FY23: Dean Bloch explained the contract has not changed from before, but the price changed from \$1020.00 to \$1256.00. The cyber security element is important in case someone accidentally opens an attachment or a link containing a virus or potential hack. Louise McCarren asked how does the town back up important information and if it's physically put in a vault? Dean Bloch replied that no, but they have a service that provides data restoration, which can restore the server. Frank Tenney understood the need for training, but for \$30.00/month it shouldn't be necessary every month indefinitely. He suggested to use their basic service for now, to train the employees and possibly look into other options. Louise McCarren asked if the town can upgrade throughout the year if necessary? **MOTION by** Frank Tenney; seconded by James Faulkner, to approve the contract with Techgroup for computer support in FY23.
VOTE: 4 ayes, motion carried.

Public comment:

- Heather Roberts told the board about a non-profit she started in January called After Action. It seeks to improve the economic outcomes of trauma providing mental health services, financial literacy programming and trade skills, and entrepreneurship. They are focusing on 3 specific trauma areas.
 1. Veterans and Survivor's Support
 2. SA & DD Survivor's
 3. Foster Care System

They are raising awareness and are looking for donations and community support. They can be contacted at ***Myafteraction.org***.

- Scooter MacMillan noted the August 15th minutes weren't discussed. Dean Bloch explained the minute takers are on vacation and they will be completed shortly.

Interview Peter Demick for appointment to the Conservation Commission for term ending April 30, 2024: Peter Demick asked to be appointed to the Conservation Commission because he felt animals and forests need to be protected and policies of development may need to be re-thought. Maggie Korey felt Peter has a lot of experience and his commitment would be a good fit for the commission. Claudia Mucklow agreed and added that Peter is a long-time member of the community and he would be an asset to the town. **MOTION by** Louise McCarren; seconded by Frank Tenney, to appoint Peter Demick to the Conservation Commission for term ending April 30, 2024. **VOTE: 4 ayes, 0 nays; motion carried.**

Removal of hazard trees at the Town Beach: James Faulkner stated the Recreation Committee has \$750.00 in the budget for tree removal. To simplify things, the Selectboard got an estimate for one tree, a 28" cottonwood, from 3 different companies to compare the

cost.

Nicole Conley explained the tree is laying on another tree and is rotting out and said the cost could be lowered if they didn't have to remove the large trunks. She offered alternatives, such as lining the parking area with cut tree logs/blocks. Bill Fraser-Harris agreed and thought the \$760.00 estimate was including the tree removal, but he offered to get clarification.

James Faulkner restated the budget is \$750.00 and suggested to remove just the dangerous one for now. Nicole Conley asked if they only remove the Cottonwood this year, if next summer they could have the remaining trees removed. Bill Fraser-Harris felt it was important to remove the other trees as well. The board agreed to do a site visit to review the other trees. The beach will be open for another 2.5 weeks and the work is expected to be done by the first 2 weeks of September. **MOTION by** Louise McCarren to hire Teacher's Tree Service to remove the 28" top priority Cottonwood, with the remainder to be deferred until after the site visit; as amended. VOTE: 3 ayes, 1 nay (Tenney). Motion carried.

Frank Tenney felt all of the trees need to come down; whether that needs to be done now, or before the beach opens next year, it's important. Matthew Krasnow agreed they should trust the professional's opinion and if they are dangerous, it should be a priority. Since it is an emergency, there is room in the purchasing policy to have it removed without the Selectboard. The board decided to do a site visit for the remaining trees on Wednesday 8/24 at 9am, and add this to the agenda for the next meeting.

Memorandum of Agreement with CVSD re: use of district facilities: Louise McCarren asked Nicole Conley if she had enough space for her equipment. She replied no, her storage space currently only fit basketballs. James Faulkner advised there will be storage in the near future. Nicole Conley said many organizations are coming to Recreation because they can be covered liability-wise since they are utilizing the school. It's become difficult to know what to charge since now there is an hourly rate to utilize the gym. Frank Tenney would like to see this in writing. She is requesting this to be put on a future agenda; the board agreed.

Louise McCarren left the meeting (she rejoined later remotely).

Donovan/O'Donnell—request for fee waiver for Final Plan Application: Dean Bloch explained there was a subdivision proposed by Jim Donovan and Patricia O'Donnell. They had submitted an application for 9 lots which was a major subdivision and they paid \$5,500.00 at preliminary. If it continued as a major subdivision, they wouldn't have to pay anything at final. However, they reduced the subdivision to 3 lots, which made it a minor subdivision. In that case, they weren't expected to pay until the final. Having them pay twice doesn't seem right. They are asking to have the final fee waived which is \$1,500.00.

Patricia O'Donnell said this wasn't their decision, the DRB required them to start over. **MOTION** by Frank Tenney; seconded by James Faulkner, to waive the \$1,500.00 for the 3-lot subdivision for Donovan/O'Donnell. **VOTE: 3 ayes, 0 nays; motion carried.**

Louise McCarren joined the meeting remotely.

Contract with Bock LLC for Senior Center's database management: Dean Bloch explained this program will be developed for the Senior Center. This is the best program for their needs to serve the clientele. Lane Morrison added it will keep track of those who participate in classes and payments. This contract is reasonable and cost effective and the Friends of the Senior Center will pay \$1,500.00 for the first year. Louise McCarren attended the presentation by Brian Bock and was very satisfied with the answers she received from her questions; her only concern was the lack of prevention for hacking of information.

Dean Bloch did speak with their references and he was very satisfied with those. The two concerns are:

- 1.) The contract has an arbitration clause, which the town attorney advises against. The town attorney suggests mediation and then litigation instead.
- 2.) In regards to insurance, it was suggested to have professional liability insurance with a cyber security element. That cost is being researched.

Dean felt a motion could be approved with the conditions that those be finalized. Matt Krasnow asked if Techgroup could provide the cyber security since the town runs the senior center. Dean Bloch said that each town building's computer system is independent.

MOTION by Louise McCarren; seconded by Frank Tenney, to approve the contract with Bock LLC for Senior Center's database management, with the senior center financing the first year. Amended to add: with insurance and a dispute resolution clause to be finalized with the town attorney. **VOTE: 4 ayes, 0 nays; motion carried.**

Shifrin Roadway Agreement and Waiver: Dean Bloch spoke with the town attorney and Mr. Shifrin's attorney. They both agreed to remove lot 1 from the agreement, since lot 1 isn't served by the same road as Lots 2-4. **MOTION** by James Faulkner; seconded by Frank Tenney to remove lot 1 and to approve the agreement. **VOTE: 4 ayes, 0 nays; motion carried.**

Establishment of a School Zone on Hinesburg Road near CCS: James Faulkner explained that two suggestions were made.

- 1.) Lower the speed limit.
- 2.) Digital speed permanently mounted.

He explained the plan is to remove and replace the old school signs. The board reviewed the eight details of signage and their applications. Frank Tenney asked what the speed

would be when the lights aren't flashing. The current speed limit is 30 mph, but would be 25 mph when flashing. Matt Krasnow suggested a site visit, and James Faulkner agreed that is critical. Frank Tenney asked about the traffic flow after school, and if there should be a study done to see if that's optimized by the traffic. The board will discuss this again after the site visit. JD Herlihy would like the process expedited since it has been a topic for six months. Juliann Phelps agreed and would like a date and time established for the site visit, and asked if a police officer could help enforce these as well. James Faulkner said this will be added to the next agenda, the site visit will be completed before the next meeting, and they will move forward as fast as possible.

Registration with Public Utility Commission for Town Garage: James Faulkner explained that due to the inflation reduction act, when purchasing solar panels, the town can now get a 30% credit. If they register with the PUC before 9/1, they will lock in the price, and it would be good for a year and they should get the permit by October. The permit is \$500.00, with a potential to save \$2,000.00. Louise McCarren supported this, but wanted it known that the PUC gives today, they may take away tomorrow. Matthew Krasnow felt this would be a good investment, and agreed with Louise McCarren that there is technology risk. **MOTION by** James Faulker; seconded by Frank Tenney, to have SunCommon apply for the permit with the PUC. **VOTE: 4 ayes, 0 nays; motion carried.**

Louise McCarren left the meeting (temporarily).

Hire Northwoods Ecological Consulting to submit wetland permit application for Village Loop Trail: Bill Regan explained there is a very muddy area south of Ferry Road. This past spring a wetland expert was consulted, and in July it was inspected by the State. The wetland permit application needs to now be filled out. It is an extremely lengthy and complicated form so he is asking the same consultant, Northwood Ecological Consulting, who was consulted in the spring, to assist with this application. James Faulkner clarified this would come out of the trail reserve fund. **MOTION by** Frank Tenney; seconded by James Faulkner, to hire Northwoods Ecological Consulting to submit a wetland permit application for Village Loop Trail. **VOTE: 3 ayes, 0 nays; motion carried.**

Louise McCarren returned to the meeting (remotely).

Request for Proposals for consultant to assist with the transition of fire & rescue services to the Town: A draft Request for Proposals (RFP) was given to the Selectboard by Dean Bloch. The amount was previously open-ended, but it was added not to exceed \$30,000.00. Frank Tenney said the candidate will need experience in accounting, payroll, billing, job descriptions, etc. Matthew Krasnow said they need someone familiar with the industry who can run a service and also to be able to interface with CVFRS. They will also need to learn about current operations. Frank Tenney agreed, but added they need to create new portions of the operations as the town function changes. He was unsure if one

person could be able to do all of these functions, and they would have to see who applies. CVFRS will also be recommending candidates. The board made an edit to the draft and agreed the RFP should be put out ASAP. **MOTION by** James Faulkner; seconded by Matthew Krasnow, to approve a Request for Proposals for consultant to assist with the transition of fire & rescue services to the Town. **VOTE: 4 ayes, 0 nays; motion carried.**

Selectboard updates: James Faulkner said there has been an update on Halloween. The cost of the crossing guards has been taken care of by Eli Lesser-Goldsmith, but a schedule is being requested by Eli. An issue of liability has also come up. Dean Bloch said the Vermont League of Cities and Towns indicated that hiring traffic assistance, as has been proposed, will cover that issue. James Faulkner said no motion was needed.

Employee compensation—requests for review [possible executive session per 1 VSA §313(a)(3)]: James Faulkner explained that some employees are asking for a review which will require an executive session. **MOTION by** James Faulkner; seconded by Louise McCarren, to enter an executive session to review employee compensation. **VOTE: 4 ayes, 0 nays; motion carried.** **MOTION by** James Faulkner; seconded by Frank Tenney, to come out of the executive session. **VOTE: 4 ayes, 0 nays; motion carried.** No action was taken in the executive session.

MOTION by Frank Tenney; seconded by James Faulkner, to adjourn the meeting. **VOTE: 4 ayes, 0 nays; motion carried.** The meeting was adjourned at 9:15 pm.