

CHARLOTTE SELECTBOARD SPECIAL MEETING
Monday, June 20, 2022
Charlotte Town Hall 159 Ferry Road and via teleconference

APPROVED

SELECTBOARD MEMBERS: *In person:* James Faulkner, Chair, Frank Tenney, Vice Chair, Lewis Mudge, Louise McCarren

Remote: Matthew Krasnow

ADMINISTRATION: Dean Bloch, Town Administrator

OTHERS:

In person: Mary Mead, Moe Harvey Chris Davis, Karina Warshaw, Max Kennedy, Kelly Devine, Jim Hyde, John Hammer, Lori York, Beth Merritt

Remote: Margaret Woodruff, Corey McDonald, Gregory Liebert, Junior Lewis, P. Richardson, Patrice Machavern, Paul Plante, Rebecca Foster, Jenny Cole,

AGENDA ITEMS:

- 5:40 PM Request by Charlotte Library, Charlotte Grange and Charlotte Senior Center to use the Library porch on June 21, 2022 from 4 pm to 8 pm for Charlotte Makes Music
- 5:45 PM Town Garage
- Waive \$500 fee for variance application
 - Review revised designs and cost estimates
 - Resolution of Necessity for Capital Construction Project
 - Declaration of Official Intent of Town of Charlotte to Reimburse Certain Expenditures from Proceeds of Indebtedness
 - Special Town Meeting Warning, August 9, 2022
 - Approve distribution of Request for Bids
- 6:30 PM Emergency Management work-session
- 8:30 PM Adjournment

James Faulkner called the meeting to order at 5:40 p.m.

Request by Charlotte Library, Charlotte Grange and Charlotte Senior Center to use the Library porch on June 21, 2022 from 4 pm to 8 pm for Charlotte Makes Music

James Faulkner stated that the application looked good and he received confirmation from Margaret Woodruff that the library bathrooms will be available to the public during this event through the back door.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the request by the Charlotte Library, Charlotte Grange and Charlotte Senior Center to use the Library porch on June 21, 2022 from 4 pm to 8 pm for Charlotte Makes Music. VOTE: 5 yays, 0 nays;

Motion Carried.**Town Garage****• Waive \$500 fee for variance application**

James Faulkner stated that they may ask for a variance on the 100ft back from Route 7. An application will be filled out. There is a \$500 fee for the variance application and typically this is waived for a town property.

MOTION by Frank Tenney, seconded by Lewis Mudge, to waive the \$500 fee for the variance application for the town garage. VOTE: 5 ayes, 0 nays; Motion Carried.

• Review revised designs and cost estimates

James Faulkner stated that a group met and talked about how to reduce the cost of the town garage. Dean Bloch and James Faulkner spoke with the architect and the estimator and they went through all the ideas and asked for a new estimate. Craig Jennings came back with four different options. The first one cut off \$600,000 and the second, third and fourth cut off \$700,000.

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| 1. Option 1 | \$3,151,069 |
| 2. Option 2 | \$3,096,607 |
| 3. Option 3 | \$3,069,503 |
| 4. Option 4 | \$2,980,995 |

The cost will be somewhere around \$3,100,000, the town has \$1 million from ARPA funds, and \$500k from the capital reserve highway fund. The bond or note will have to be \$1.5 million. A bond or note will be needed and the interest rate will be decided upon at the time of building, based on the best interest rate. They have spoken with the bond bank and banks in regard to the bond or note and it will be a fixed interest rate vs a variable interest rate. Mary Mead stated that the focus of discussion should be on the four options right now because the interest rate will be decided upon later.

Frank Tenney got confirmation from James Faulkner that this is the number for the vote, not an estimate from a contractor and it will still need to go out to bid. Lewis Mudge asked if there were estimates for the tax dollar increase for residents with an understanding that it's dependent on the interest rate at the time. Dean Bloch stated that for \$2 million at 3% interest rate, which is what it was the last time he looked into this, it was going to be around \$85 for the first year for a \$500,000 home, and over twenty years it went down to \$45. James Faulkner feels that they have made deductions everywhere that they can and it can't be built for less than these adjusted amounts. The footprints from the Hinesburg and Ferrisburgh town garages were used by the architect and the estimator and this footprint is what they use all the time. Louise McCarren stated that it makes sense to make it large enough so that changes aren't needed in the future. The vote will take place on August 9th.

Dean Bloch shared that there are documents on the table that are related to the vote. The first is a Resolution of Necessity for Capital Construction Project, which is required by state statute for the town to go into a debt arrangement. The second is the Declaration of Intent which may not be necessary but if the town were to spend money before receiving the bond or note funds, this document would allow for that. The third document is the warning for the vote on August 9th

and the fourth document is for the language for the ballot. All of these documents have had thorough legal review from the town attorney.

- **Resolution Of Necessity for Capital Construction Project**

Dean Bloch stated that, as indicated in this document, the vote does require an informational meeting on August 8th at 6:30 p.m. in the town office and on Zoom. This will take place the night before the vote which will be an Australian ballot vote on August 9th.

MOTION by Louise McCarren, seconded by Lewis Mudge, to approve the Resolution of Necessity for Capital Construction Project for the town garage as presented this evening. VOTE: 5 ayes, 0 nays; Motion Carried.

- **Declaration of Official Intent of Town of Charlotte to Reimburse Certain Expenditures from Proceeds of Indebtedness**

Mary Mead stated that this will likely not be a necessity but that it's a document that offers a safeguard for using funds that the town currently has to begin the project if the bond or note funds are not yet available. It allows for the town funds to be reimbursed.

MOTION by Frank Tenney, seconded by Lewis Mudge, to approve the Declaration of Official Intent of Town of Charlotte to Reimburse Certain Expenditures from Proceeds of Indebtedness. VOTE 5 ayes, 0 nays; Motion Carried.

- **Special Town Meeting Warning, August 9, 2022**

James Faulkner stated that it's required that there is an informational meeting the night prior to the vote. Lewis Mudge stated that he is concerned that someone that hasn't been following all the discussion might be confused by the way the warning is written. He pointed out that Article I states \$3,000,000 and Article II states \$1,500,000 without explaining that \$1.5 million will be covered by ARPA funds and by the capital reserve highway budget funds. Perhaps the informational meeting and the use of Front Porch Forum will help to make sure that all understand that half of the expense for the town garage will be covered without additional taxpayer dollars. Frank Tenney asked if a statement could be added to the warning to help make it a bit clearer right in the warning. Matthew Krasnow stated that the way things are written in the warning are done so on purpose and changing the document isn't necessary. It's the task of the Selectboard to be make sure the public knows what the plan is and to get it out into the newspapers and to have the informational meeting.

MOTION by Lewis Mudge, seconded by Louise McCarren, to approve the Special Town Meeting Warning for the town of Charlotte, August 9, 2022 as presented in the packet. VOTE: 5 ayes, 0 nays; Motion Carried.

- **Approve distribution of Request for Bids**

James Faulkner stated that this is the time to do a request for bids because the commercial builders are already planning/booking into next year. Plans can take place for the spring and possibly some components of the building could be done in the fall. A builder could commit to build in the fall but the materials needed may not be available. There are many moving parts. Dean Bloch stated that the request for bids isn't ready yet, this is a preliminary step to the

process. The bidding will be done through direct mail and publicizing it. Lewis Mudge asked which of the four options will go out to bid? James Faulkner stated that the options helped to clarify the amount of money needed for the bond vote. The options will be decided on at a later date with the builder of choice.

Emergency Management work-session

Chris Davis is the Emergency Management Director and Karina Warshaw is the Emergency Management Coordinator. Chris Davis stated that this work-session is a continuation of emergency management planning for the town of Charlotte that began in 2018. This planning was done with the use of templates from the state level. Max Kennedy, from VT Emergency Management, helped write a draft of the plan and Karina Warshaw brought back information to the table as well. With this information the Local Emergency Management Plan, (LEMP) was created. In the case of an emergency this plan will be used and it will open up the emergency operations center. The plan gives direction of who to call and what to do.

Jim Hyde stated that he's a resident of Charlotte and he has experience as a public health professor and he's an epidemiologist by training. He has experience with preventative services during emergency. He trained public health professionals on risk management and risk communication. Most of what he did was around bioterrorism.

Lori York stated that she's the director of the Charlotte Senior Center and the Senior Center is one of the potential emergency shelter locations.

John Hammer stated that he's a retired Naval Officer with a lot of experience with management.

Kelly Devine stated that she's the Vice Chair of the Planning Commission in Charlotte and very interested in the emergency management plan for the town. Back in 2010 she was part of an emergency pandemic planning team with the state of VT.

Jenny Cole stated that she works at the Charlotte Library. She feels it would be good to keep up with the emergency plan.

Margaret Woodruff, Director of the Charlotte Library, stated that she is a part of this session to be aware and prepared and able to help in the case of an emergency.

Patrice Machavern stated that she's here tonight to represent Charlotte Fire & Rescue. She feels that Charlotte Fire & Rescue will become a hub in an emergency management situation system with all of their radios and staff that can help.

Chris Davis stated that if there are road issues and an inability to get to the town sites in an emergency situation the emergency management sites would be moved to neighboring towns for a response. Karina Warshaw stated the emergency management includes being ready, responding and recovering. Max Kennedy stated that information gathering and dissemination of the Emergency Operations Center, EOC is the most important component in his opinion. Chris Davis stated that they are communicating with the schools to see if they could possibly be an emergency shelter location.

Karina Warshaw stated that the authority of the emergency management plan activation comes from the Selectboard Chair and in his absence the Vice Chair followed by the Emergency Management Director, and the Emergency Management Coordinator. There will be cross training so that if someone is out of town someone else can step in and cover in their absence. Max Kennedy stated that VT Emergency Management has a Watch Officer on call 24/7 to do resource allocations. If the town reaches out to the Watch Officer and it looks like an event that is regional, they activate the State Emergency Operations Center.

Karina provide slides, which were viewable on the big screen. The slides indicated that jobs in an EOC are: EOC Manager, Public Information, Administration, Situational Awareness, Logistics Support, Finance, Full Team to support the Incident Commander.

The EOC is not a place for the general public to gather during an emergency. Potential Triggers for EOC activation in Charlotte include: Mass Flooding, Tornado/Wind Microburst, Hazmat Truck/Train Accident, Active shooter, Pandemic, Train Derailment, Ice Storm/Blizzard, terrorism, Cyber Crime that Affects the Town, Commercial/Military Airplane Crash. Any incident that is beyond the scope of a normal emergency response. Max Kennedy stated that it should be decided upon who will cover for those that are unavailable in an emergency situation.

Chris Davis said planning needs to include a scenario where cell towers are down. (Satellite radios could be used or land lines.) A role play scenario was reviewed. Signage placement was discussed.

Discussion was had on how to educate the general public on how to be prepared. Canada's emergency management plan has an expectation for the public to have supplies in place to be able to get by for three days in order to give the state time to open up roads etc. Max Kennedy stated that the population that is most vulnerable are the elderly. Lori York would be involved in reaching out to this population. Max Kennedy stated that emergency translation teams are available through the State Emergency Management Team.

Karina Warshaw and Chris Davis are trying to spread the word to Charlotte residents to make sure that they get registered with VT Emergency Alert if they aren't already. Patrice Machavern suggested that the Charlotte Emergency Management Plan include a local emergency management front line number.

Margaret Woodruff stated that the Library and the Senior Center are designated cooling centers and she asked what the temperature benchmarks are for activation of the cooling centers. Max Kennedy stated that heat wave alerts and guidance will come from the state level as they work closely with the National Weather Service and Department of Health.

Municipal buildings that have generators are: the Town Hall, the Senior Center, and the Fire Department. The Library and the elementary school don't. CVU does but the High School's location is in Hinesburg. There are many trainings available through the state. Max Kennedy stated that he highly recommends an online hour and a half seminar that could really be helpful. Chris Davis and Karina Warshaw will share these training resources with the Selectboard.

The plan is to meet quarterly.

Adjournment

MOTION by Lewis Mudge, seconded by Frank Tenney, to adjourn. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

The meeting was adjourned at 8:30 p.m.

Minutes respectfully submitted, Brooke Milo, Minute Taker. Edits by Dean Bloch.