

CHARLOTTE SELECTBOARD MEETING
Monday, March 28, 2022
Charlotte Town Hall 159 Ferry Road and via teleconference

APPROVED

SELECTBOARD MEMBERS:

In person: James Faulkner, Chair; Frank Tenney, Vice Chair;

Remote: Matthew Krasnow (from 6:40-8:30pm); Louise McCarren

Not present: Lewis Mudge

ADMINISTRATION: *In person:* Dean Bloch, Town Administrator

OTHERS:

In person: Adam Dantzcher, Bill Fraser-Harris, Sue Smith, Ethan Rowland, Jacob Steinfeld, Aydin Carpenter, Wolfger Schneider, Lori York, Rene Sanchez, Walter Gates

Remote: Andrew Milliken, Braxton Robbason, Carrie Spear, Chea Evans, JD Herlihy, Jessie Bradley, Jill Moore, John Limanek, Junior Lewis, Juliann Phelps, Karina Warshaw, Meghan Metzler, Mike Dunbar, Paul Plante, Rebecca Foster, Scooter MacMillan, Stephen Hale, Dylan Guilmette, Jason Barnard, Tom Maffitt, Jacqueline DeMent, Mark Dillenbeck, Isiah Moore, Mary Mead

AGENDA ITEMS:

- 5:45 PM Site visit @ 1775 Dorset Street for Highway Access Permit application HAP-22-02
- 6:30 PM Adjustments to the agenda
- 6:31 PM Approve warrants to pay bills
- 6:35 PM Committee requests for unbudgeted expenditures (time allotted if needed)
- 6:36 PM Minutes: March 14, 2022; March 18, 2022
- 6:40 PM Approve contracts: Town Mowing/Maintenance; Cemetery Mowing; Brush-hogging
- 6:50 PM Gregory and Lynn Cluff—application for Highway Access Permit HAP-22-02 to widen an existing driveway that currently serves the Hyerstay dwelling, for the purpose of serving Cluff Lots 1 & 2; create a new access to serve the Hyerstay dwelling; and repurpose the existing Cluff driveway to be used for agricultural purposes only
- 7:00 PM Public comment
- 7:05 PM Recreation Commission application to use Town Beach for Town Beach Party-July 16
- 7:10 PM Recreation Commission/Bill Fraser-Harris—application to use Town Beach for Music at the Beach series-July 20, July 27, August 3, August 17
- 7:15 PM Donation of Town Beach parking passes to the Charlotte Grange for fundraiser
- 7:20 PM UVM Cycling Club Home Road Race on Hinesburg Road, Spear Street & Mt. Philo Road - April 23
- 7:30 PM Interviews for committee appointments and reappointments

- Andrew Milliken—reappointment to the Charlotte Park & Wildlife Refuge Oversight Committee for a term ending on April 30, 2025
 - Braxton Robbason—reappointment to the Charlotte Park & Wildlife Refuge Oversight Committee for a term ending on April 30, 2025
 - Christy Gallese—reappointment to the Recreation Commission for a term ending on April 30, 2025
 - Tom Maffitt—reappointment to the Thompson’s Point Wastewater Advisory Committee for a term ending on April 30, 2025
 - Rebecca Foster—reappointment to the Energy Committee for a term ending April 30, 2024
 - Jacqueline DeMent—reappointment to the Energy Committee for a term ending on April 30, 2024
 - Karina Warshaw—reappointment as the Charlotte Emergency Coordinator for a term ending on April 30, 2023
 - Mark Dillenbeck—reappointment as the Charlotte Tree Warden for a term ending on April 30, 2023
 - Isiah Moore—reappointment as the Animal Control Officer for a term ending on April 30, 2023
 - John Limanek—reappointment to the Trails Committee for a term ending on April 30, 2024
 - Stephen Hale—appointment to the Trails Committee for a term ending on April 30, 2024
- 8:30 PM Request for assistance from CCRPC to do a speed/engineering study and make recommendation for Hinesburg Board in the vicinity of Charlotte Central School
- 8:35 PM Senior Center Coordinator—retitling of position and posting vacancy
- 8:40 PM Masking policy for Town buildings
- 8:45 PM Audit for FY22—approve engagement letter with Sullivan, Powers & Co.
- 8:50 PM Waive penalty for late filers of Homestead Declaration
- 8:55 PM Town Garage
- Contract for Preliminary Design
 - Contract for Estimating Cost of Construction
- 9:00 PM Updates
- 9:05 PM Adjournment

CALL TO ORDER

James Faulkner called the Selectboard meeting to order at 6:30p.m.

Site visit @ 1775 Dorset Street for Highway Access Permit application HAP-22-02

Dean Bloch stated that Frank Tenney, Junior Lewis, Louise McCarren, the two landowners/applicants, one neighbor and the applicants’ engineer were present.

Adjustments to the agenda

None

Approve warrants to pay bills

Warrants signed by James Faulkner and Frank Tenney. Louise McCarren stated that she will sign the warrants first thing in the morning.

Committee requests for unbudgeted expenditures (time allotted if needed)

None

Minutes: March 14, 2022; March 18, 2022

Due to the need for a quorum the Minutes for March 14 will be reviewed at a later time/date.

MOTION by Louise McCarren, seconded by Frank Tenney to approve the minutes for March 18, 2022. VOTE: 3 ayes, 0 nays, (2 absent), Motion Carried.

Approve contracts:**Town Mowing/Maintenance**

James Faulkner stated that in the packet provided by Dean Bloch there are three bids for Town Mowing/Maintenance. Guilmette Landworks, LLC \$23,902.95, Fortin's Lawn Care \$29,600 and Chris's Lawncare & Mini Excavating, LLC \$48,000. James drove around with Fortin's Lawn Care to show the areas that will need mowing. Guilmette Landworks, LLC was contracted for this service last year and Chris's Lawncare & Mini Excavating, LLC has done this work for the town in past years.

Matthew Krasnow joined the meeting.

Matthew Krasnow asked where Fortin's Lawn Care and Chris's Lawncare & Mini Excavating, LLC are located. Dean Bloch stated that the two owners are brothers and that Chris' business is out of Charlotte and Fortin's Lawn Care (Brian Fortin) is out of St George.

Sue Smith spoke asking if Mr. Guilmette had a different capacity to get work done compared to last year? She wonders if it's just himself and his mower or if he has more help this year? Dylan Guilmette explained that this past winter he got two additional employees. Sue Smith asked if he had a limit to particular days that he was able to perform the work for the town last year? Dylan Guilmette stated that he was available daily and each day he did an area of the town.

Louis McCarren asked Dylan Guilmette if he had any take aways with his first year of experience working for the town. Dylan reported that he now has a solid understanding of what needs to be done and how it should be done.

James Faulkner stated that Fortin's has the capacity to do this work for the town but that the bid is higher.

Scooter MacMillan asked for clarification on the bids and asked if these are brothers competing against each other? This was confirmed.

MOTION by Louise McCarren to award the Town Mowing and Maintenance Contract for 2022 to Guilmette Landworks, LLC. There was no second for this motion. Motion died.

MOTION by James Faulkner, seconded by Frank Tenney, to award the Town Mowing and Maintenance Contract for 2022 to Fortin's Lawn Care. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Cemetery Mowing & Maintenance

James Faulkner stated that there are two bids; Adam Dantzcher \$5,390 and Chris's Lawncare & Mini Excavating, LLC \$8,500. Jim Laberge, Cemetery Commissioner, stated he has been happy over the past year with Adam Dantzcher.

MOTION by Frank Tenney, seconded by Matthew Krasnow, to award the contract for Cemetery Mowing and Maintenance to Adam Dantzcher. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Brush-hogging

James Faulkner stated that there are four bids for this contract. Fortin's Lawn Care & Snowplowing \$4,550, Adam Dantzcher \$6,460, Chris's Lawncare & Mini Excavating LLC \$8,000 and Fire Brick, LLC for \$10,600. James Faulkner stated that Adam Dantzcher has been doing the brush-hogging for the past four years and that he had an opportunity to see his work and it was done well in his opinion.

Sue Smith stated that Adam Dantzcher has done a great job being delicate around the vulnerable trees along Greenbush Road, which is really valuable.

Bill Fraser-Harris asked Dean Bloch to clarify if the area discussed near the tennis courts would be included in the brush-hogging bid versus the mowing bid? Dean Bloch confirmed it was originally an area included in the mowing. James Faulkner stated that the area is not mow-able at this time due to a lot of brush and tree stumps and that this could be added to Adam Dantzcher's work which will go under his hourly rate.

MOTION by James Faulkner, seconded by Louise McCarren to award the contract for Brush-hogging to Adam Dantzcher. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Gregory and Lynn Cluff—application for Highway Access Permit HAP-22-02 to widen an existing driveway that currently serves the Hyerstay dwelling, for the purpose of serving Cluff Lots 1 & 2; create a new access to serve the Hyerstay dwelling; and repurpose the existing Cluff driveway to be used for agricultural purposes only.

Louise McCarren stated that she went to the site and it looks like an improvement to her.

Frank Tenney stated that the application appears as if it has three road cuts.

He went on to say that this application includes a new road cut, an existing road cut and the neighbor's driveway road cut that is going to become an agricultural entrance. He asked why there isn't three applications?

Jason Barnard, the applicants' engineer stated that there are two existing driveways there now. One is the Hyerstay existing driveway and one is the Cluff existing driveway. Jason asked for the S1 or S2 drawing to be brought up for the Selectboard's viewing. The application includes an improvement to an existing access (the Hyerstays' driveway), which would then become the Cluffs' driveway. This driveway will be widened and improved to the town of Charlotte standards so that it accesses the highway at the appropriate slope and it will also have the correct diameter culvert which it doesn't currently. The application also includes a new access for Dale Hyerstay down to the south as seen on the map, and this is the new access in this application. The plan is to leave the existing driveway on the north end, which is currently Mr. Cluff's and it will be used as an agriculture access for a small maple sugaring operation that includes 200-300 taps and would only be used during the spring of each year.

Frank Tenney asked, if this is a new highway access permit for Mr. Hyerstay property, then why isn't Mr. Hyerstay applying for this? Jason Barnard answered that this was part of the Cluff project to complete this application. The application is relative to his parcel. Frank Tenney stated that he isn't the applicant though. Dean Bloch pointed out that Mr Hyerstay did sign the application. Frank stated that he had to sign it simply as the property owner.

Frank Tenney questioned if widening the other driveway from 12' to 14' needed an application of its own? Jason Barnard said he didn't think it required a separate application based on his conversation in the field with Junior Lewis but he did agree that it seems confusing being that the Cluffs are the applicants, and it's their subdivision that is driving this new driveway and application. The Cluffs signed on as the applicant and the landowner signed on as the landowner in order to have both parties represented.

Matthew Krasnow stated that he understood what Frank Tenney was saying but he doesn't see anything problematic with the application as presented so he's in support of it.

James Falkner asked for clarification while looking at S1 drawing where it says "existing gravel drive to be removed" from the existing Hyerstay driveway. Jason Barnard confirmed this to be accurate. James asked if the section of the existing Cluff driveway, that is going to be repurposed as an agricultural access, would also have a portion of it removed and Jason confirmed this to be the case. James asked that it be put on the plan indicating this so that the road is used only for the agriculture purpose and so that it doesn't connect to the middle driveway.

Matthew Krasnow stated that he agreed with James Faulkner's request but he wondered if there was any issue with an agricultural road being gravel. James Faulkner explained that he was trying to assure by requesting it be placed on the

plans that the agriculture access was simply that and that it didn't connect to a driveway. Matthew Krasnow explained he was just inquiring if the town has the authority to mandate the gravel be removed. Jason Barnard stated that he agreed with James Faulkner's point that that section of the road should be removed beyond the sap tank as to assure that it's an agricultural access only.

Junior Lewis stated that what they were planning to do was to leave the existing drive undisturbed as gravel so that it could be used as an agricultural access and the portion beyond the sugar house and sap tank would be removed.

Frank Tenney stated that if this is to be approved then the Selectboard is allowing another curb cut to be created when as a whole they are supposed to try to limit the curb cuts. He wonders if there might be a way around an additional curb cut.

Matthew Krasnow stated the Selectboard does try to limit them but that he feels there is a differentiation between agriculture access and residential access.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the application for Highway Access Permit HAP-22-02 with an addition to the plans (S1 and S2 drawing) to include the removal of the gravel drive beyond the sap tank on the agricultural access road and to include Mr. Hyerstay as the co-applicant. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Public comment

Rene Sanchez, CVSD Superintendent, stated that there is an equity audit coming up where they will be requesting information to help them to better understand how the district is doing with serving all of the students. Surveys will be sent out and they will be holding focus groups. Also a five-year strategic plan is going to be done through the VT School Board Association so they will be sending out surveys for this as well and holding focus groups that the community will be invited to participate in the planning.

Louise McCarren thanked Superintendent Sanchez for his time but that she wanted to comment on the fact that they needed to revisit the use of the CCS facility. Superintendent Sanchez agreed with this and said that it could be part of the discussion groups for the five-year strategic plan and he welcomed her to join.

Recreation Commission application to use Town Beach for Town Beach Party-July 16

James Faulkner stated that in the past there has never been a permit required and he wonders if a conditional use permit might be needed. He asked how this differs from a private enterprise holding a function on private property? He has seen functions on the Town Hall property and the Town Beach without need for a permit. Frank explained that has been because it's town property and not private property.

Dean Bloch stated that his understanding is that the Town Beach been used for public

gatherings for many years preceding the land use regulations.

MOTION by James Faulkner, seconded by Frank Tenney to approve the Recreation Commission's application to use Town Beach for Town Beach Party July 16, 2022. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Recreation Commission/Bill Fraser-Harris—application to use Town Beach for Music at the Beach series-July 20, July 27, August 3, August 17

Frank Tenney asked Bill Fraser-Harris for clarification of the request that it's a town event and not an event that Bill is asking to have there.

Bill Fraser-Harris stated that he would love to have this as a town event and feels there is no reason to have this as anything but a town event since the town benefits from it 100%, and increased parking revenue goes to the town as well. The only expense is to pay the musicians and the reason he's on the application is because he's the guarantor of their payment. He will collect the money at the event to pay the musicians. So far, every year the town has benefitted and it goes into the recreational capital fund and last year it was close to \$1,000 that went to the town directly.

Dean Bloch stated that the concern that was raised was that the funds raised goes directly to Bill Fraser-Harris and the question is what is the accounting mechanism for that? There are no names and addresses of everyone that gives a donation.

Matthew Krasnow stated that his understanding is that some of the concern is that some of the donations are done via Venmo. This event has sustained success thanks to Bill Fraser-Harris advocating for it from the start. Matthew stated that all payments could go through the town. Creative work tonight could be to think about how to weave this concert series into the regular operations of the town recreation programming. Thinking about what the most efficient way to do that and still meet Bill's generous offer to be the guarantor just in case the people that attend don't end up meeting the minimum payment requested from the musicians. This could be streamlined to make it part of a permanent town sponsored event and eliminate the accounting concerns that came up from Mary Mead at the end of the concert series last year.

James Faulkner stated that this could be put on the work plan for next year and accept things as is for this year.

Matthew Krasnow said the town auditor would likely want the donations going to a private Venmo account to cease. Making this a town event would eliminate the need for Bill Fraser-Harris to carry insurance for this event since it would be covered by the existing town insurance. These two points could be thought on and discussed at the next board meeting in two weeks.

Bill Fraser-Harris stated that he felt that Matthew Krasnow made presumptive statements about him. Matthew Krasnow clarified that he was simply repeating what he had heard Bill say just prior and he was wanting to advocate for Bill to not need to supply

the insurance for the event. He went on to say that the next two weeks would allow for the Selectboard to have the opportunity to think about how to accept donations from personal Venmo accounts. The passing of “the hat” could still take place as well. Bill stated that he would like to be able to fundraise in the manner that he has been successful at as in past years. Bill stated that 10-15% of donations are done electronically.

Louise McCarren stated that she’s in favor of passing this tonight. She feels the Venmo piece can be taken care of later.

Bill Fraser-Harris stated that his insurance for the event isn’t insuring the town of Charlotte, it’s insuring him. Where he is presenting the event, he’s covered for any liability up to 2 million dollars at that location. Frank Tenney asked if the location has been named. Bill stated the town beach location has been named and the town of Charlotte at that location has been named.

James Faulkner asked that Bill Fraser-Harris get the Fire and Rescue to sign off. Dean Bloch stated that it was a timing thing but that the Fire and Rescue did get a copy of the application.

Bill Fraser-Harris said with this year being a Bill Fraser-Harris event he would like to request the assistance of the town for all degree and manner. He might request help with advertising such as putting it on the town website.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve the Recreation Commission/Bill Fraser-Harris—application to use Town Beach for Music at the Beach series-July 20, July 27, August 3, August 17 as a private event. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Donation of Town Beach parking passes to the Charlotte Grange for fundraiser

James Faulkner stated that this donation is two passes to the Grange for a value of \$30 each. Bill Fraser-Harris stated that this came up a month ago following a request from the Charlotte Grange. It was brought to his attention that this donation needed approval from the Selectboard. It seems to him that approval from the Selectboard for a specific number of passes/year for charitable purposes would be the most efficient way to go.

Matthew Krasnow stated that he felt it would be best to start this out the right way by setting this up so that the Recreation Director would have the authority to gift a specific number of passes per year as approved by the Selectboard. He would be comfortable writing this into the job description of the Recreation Director. The Selectboard could also opt to do the same with the Recreation Commission and they could vote on the donations as well. James Faulkner stated he agrees with Matthew Krasnow. Louise McCarren stated that she also agrees and that whatever needs to be done to delegate this to the Recreation Commission, that that should be done as well.

In response to a question as to how this could be implemented, Dean Bloch stated that this could be a once a year approval and it could be built into the budget stating X amount of dollars allotted for donations per year.

MOTION by Matthew Krasnow, seconded by Louise McCarren, to authorize the Recreation Director to allow up to 10 beach passes per year to be gifted for charitable purposes by the Recreation Director or upon request from the Recreation Commission by a majority vote. An amendment to be made to the Recreation Director's job description. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

UVM Cycling Club Home Road Race on Hinesburg Road, Spear Street & Mt. Philo Road - April 23

Ethan Rowland stated that he was present on behalf of the UVM Cycling Club. The Club is looking to hold a collegiate cycling race on Saturday April 23 on the roads around Mt Philo. They would be using Charlotte Central School as parking and registration for the event which would include port-o-lets. The race would begin there and travel along Hinesburg Rd to Spear St and then Mt Philo Rd. Beginning at 10am groups of riders would do between 3-6 laps of the course. There would be to waves of these riders in the morning at 10am and in the afternoon at 1pm. Police officers will be posted at designated areas as shown on the map provided. There will be a car in front of each group and behind each group to increase the safety of the race.

James Faulkner asked about the ambulance on standby that was stated in the application. Ethan Rowland stated CVFRS is working on lining up a crew to be there and the UVM Cycling Club will pay for this service.

Louise McCarren asked how many riders total? Ethan Rowland stated that there would be 300 riders as a maximum but they would not all be riding at once.

James Faulkner asked if this was an annual race vs a series of races. Ethan Rowland confirmed it was to be an annual race only.

Carrie Spear asked when this race was last run and how long the duration of the race would be? Ethan Rowland stated that it was last put on in 2019 and that the time trials begin at 8:30 am and the master races would end by 4:30 pm. Carrie Spear stated that in 2019 she recalls this race and the closing of the Hinesburg Charlotte Road during the race without the town's knowledge of this road closure. She asked if this would be happening again this year? Ethan Rowland stated that he wasn't aware of this as he wasn't a student at UVM at that time but this year there is no plan to close any of the roads during the race.

Wolfger Schneider asked if stop signs would be enforced? Ethan Rowland stated that they will not be enforcing stops by the riders but that it will be a clockwise loop. The corners would have police directing traffic.

Bill Fraser-Harris stated that he doesn't recall any road closure in the past with

this race but he does recall some wait time behind the racing groups. Each stretch is only 1-2 miles making this wait time brief. In the past UVM has liaised well with the Charlotte Recreation Commission and he has been on the email chain thus far. He asked if they plan to use any signs to help notify of the race. Ethan Rowland stated that they plan to use signs. Bill Fraser-Harris suggested that the liaison continue with the town as to inform the town's people of this race through front porch forum etc.

Ethan Rowland stated that in future years they would like to make this more of a community based event vs just collegiate participants.

Carrie Spear stated further concerns in regard to the last time the race took place in 2019 and Ethan Rowland stated that the riders would have to stay on the right hand side of the yellow line so the west-bound automobile travelers would be clear throughout the race.

MOTION by Louise McCarren, seconded by James Faulkner, to approve the UVM Cycling Club Home Road Race on Hinesburg Road, Spear Street & Mt. Philo Road - April 23. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Interviews for committee appointments and reappointments

- Andrew Milliken—reappointment to the Charlotte Park & Wildlife Refuge Oversight Committee for a term ending on April 30, 2025**
- Braxton Robbason—reappointment to the Charlotte Park & Wildlife Refuge Oversight Committee for a term ending on April 30, 2025**
- Christy Gallese—reappointment to the Recreation Commission for a term ending on April 30, 2025**
- Tom Maffitt—reappointment to the Thompson's Point Wastewater Advisory Committee for a term ending on April 30, 2025**
- Rebecca Foster—reappointment to the Energy Committee for a term ending April 30, 2024**
- Jacqueline DeMent—reappointment to the Energy Committee for a term ending on April 30, 2024**
- Karina Warshaw—reappointment as the Charlotte Emergency Coordinator for a term ending on April 30, 2023**
- Mark Dillenbeck—reappointment as the Charlotte Tree Warden for a term ending on April 30, 2023**
- Isiah Moore—reappointment as the Animal Control Officer for a term ending on April 30, 2023**
- John Limanek—reappointment to the Trails Committee for a term ending on April 30, 2024**

MOTION by Louise McCarren, seconded by Frank Tenney, to approve all of the reappointments in the agenda. All those that would like to speak will be given an opportunity. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

- Stephen Hale—appointment to the Trails Committee for a term ending on**

April 30, 2024

Stephen Hale stated that he and his wife moved to town last November and they have always enjoyed getting involved in towns where they have lived as volunteers. He and his wife are avid hikers and skiers and they've done all the Charlotte trails.

Bill Regan stated that he would endorse Stephen's application. He feels that Stephen brings a lot of trail building experience to the table and his background of an environmentalist will help with doing the trails correctly.

MOTION by James Faulkner, seconded by Frank Tenney, to appoint Stephen Hale to the Trails Committee for a term ending on April 30, 2024. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

Request for assistance from CCRPC to do a speed/engineering study and make recommendation for Hinesburg Rd in the vicinity of Charlotte Central School

James Faulkner stated that as far as he knows there is no cost to the town. Dean Bloch confirmed this information. Louise McCarren stated that it's a difficult section of the road and she's in favor of anything that can be done to make it safer.

J.D. Herlihy asked if there is a need for an engineering study for a school zone to change the speed limit? Dean Bloch said the state requirement states that an engineering study is required to change the speed limit even for a school zone.

Maura Wygmans stated that she read the comments from CCRPC and it sounded like the signs that are currently up and in place aren't in compliance with proper school zone signage. It sounded like they weren't giving the town permission to update the signs without an engineering study. She asked Dean Bloch if he interpreted it that way as well. Dean Bloch stated that there is an option to make the signage reflective surface brighter but in his opinion, it made sense to have the study done first and to get all of the recommendations. Maura Wygmans stated that she has concerns with timing and asked when this study is supposed to take place and how long will it take to be completed once started. Dean Bloch stated that it usually takes around one month to six weeks.

Frank Tenney asked what the difference was with the two signs there now. He wonders what the difference/effect it will have to make these changes and that it made more sense to have the study done first.

James Faulkner stated that one of the suggestions was an LED flashing light sign. Maura Wygmans stated that the LED flashing light sign done sooner than later would have a positive effect in her opinion. She wants to prevent this from taking too long in general but would like to see the signage work done/updated now. Frank Tenney and James Faulkner concurred that they could look into the 24/7 blinking sign in the interim of the study.

Dean Bloch said that usually the town gets signs through the Road Commissioner

and he asked Junior Lewis for his thoughts. Junior Lewis stated that in his opinion signage wasn't going to do anything with slowing the traffic down but the flashing light might. He feels having the State Police more visible/present in that location would be the most helpful. Junior said he will look into the blinking signs. He feels this is a school issue with the drop off and pick up with parents parking on both sides of the road causing a visibility issue when pulling out of the school.

Frank Tenney feels this is something the school should look into as well in regard to their entrance and exits. Dean Bloch suggested that this be put into a letter to the school and drafted by himself and Frank Tenney. Frank Tenney agreed with this plan.

MOTION by Frank Tenney, seconded by Louise McCarren, to approve the Request for assistance from CCRPC to do a speed/engineering study and make recommendation for Hinesburg Rd in the vicinity of Charlotte Central School.
VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Senior Center Coordinator—retitling of position and posting vacancy

Louise McCarren said she's spoken with Lori York and there isn't a lot of change here. Walter Gates made a point that past Senior Center Coordinators have performed their jobs, and if something additional needed doing, they would do these things even if they were not necessarily in their job descriptions.

James Faulkner stated the position is budgeted for 15 hours and he asked if this change would exceed 15 hours. Mr. Gates stated that due to the vacancy for three months this year it would be okay with the 15 hour budget, though he would like to see it go to 18 hours at some point.

Lori York stated that the Senior Center has been very active lately. They have been providing around 170 meals weekly and they offer around 25 programs weekly. All of these activities have really highlighted that as an organization the Senior Center needs to be more efficient. She feels the number one way to be more efficient is with developing a database and being able to provide online registration and payment for the participants. That's the major change in the job description. She would like to also look at the continuity of the operation. If she were to need sick time or to take vacation there is no staff to cover her absence.

- Dean Bloch stated that Lori York has been giving 200% and that this would be a positive move forward.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve Senior Center Coordinator—retitling of position and posting vacancy for 15 hours/week.
VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Masking policy for Town buildings

James Faulkner stated that he feels that it would be appropriate to have masks optional at the town hall.

Lori York stated that the general consensus is that they are moving towards masks optional at the Senior Center.

Dean Bloch stated that a motion could be made specifically for the town hall only, allowing the Senior Center and the Library to establish their own policies if they want to. He's not certain that it's necessary to have a masking policy for all Town buildings. Frank Tenney stated that he's in favor of no town masking policy but rather to leave it so the Library and the Senior Center can have their own masking policy if desired.

MOTION by Frank Tenney, seconded by James Faulkner to remove the town masking policy. VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Audit for FY22—approve engagement letter with Sullivan, Powers & Co.

James Faulkner stated that Mary Mead is happy with this company.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve the engagement letter with Sullivan, Powers & Co. for the audit for FY22 with the Chair to sign. VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Waive penalty for late filers of Homestead Declaration

James Faulkner stated that this is fairly routine and Frank Tenney concurred stating that it happens almost every year.

MOTION by James Faulkner, seconded by Louise McCarren, to waive penalty for late filers of Homestead Declaration. VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Town Garage (Contract for Preliminary Design, Contract for Estimating Cost of Construction)

James Faulkner stated that the most important thing to understand is that there is a small window of time to get this done. Discussion about a bond vote was had but developing a preliminary design is needed first, followed by a cost estimate for construction. Basically, the town needs to pay to get an estimate of what the project is going to cost. This estimate would give an idea of how much money to go to the voters for with a bond. One thing that needs to be done ASAP is to agree to pay someone for the estimate. The other issue is that we can't get an estimate if we don't know what the design is. In the interim they are trying to come up with a basic design. In terms of getting everything done on time it looks like we may need to have a town wide Special Meeting sometime in the 3rd or 4th week of May. The town has purchasing policies which may complicate things. Jim said he has been told it will be a ballpark of \$18-20k to get an estimate of what it's going to cost the town to build the building.

Louise McCarren suggested adding this topic to the next meeting when the quote for the estimate would be available. Frank Tenney stated that \$18k seemed like a lot just to get an estimate to put out to bid on the project. He asked if research has been

done to compare costs of other similar buildings and James Faulkner stated that they have done a lot of research. This research has included size of the building, radiant heat, 150/60, 16' high etc. Frank Tenney asked what this information is going to give the town in comparison to just going out to bid.

Dean Bloch stated that the project is time sensitive. The estimate will include specifications that are realistic in terms of what the building will involve. This will create a packet that includes estimates from mechanical engineers, the architect, the building contractor and subs to say this is exactly what is needed to build this building. The design/build companies would then bid on it. It's the information needed to go to bid. The less detail the town provides the higher the contingency will be with the bids from the design/build companies.

Mary Mead stated that the timeline and the bond vote in May isn't realistic. Based on past timelines for a bond vote, having a bond vote in May when it's the 28th of March is simply unrealistic in her opinion.

James Faulkner stated that this advice is from the town attorney, architects, designers and builders that they can get a bond vote by that time. They will be talking to a bond bank tomorrow morning. They are following the experts advise. There are a couple of builders available to do the work and he doesn't want to lose any potential opportunity.

Mary Mead stated that she feels it shouldn't be rushed and time should be taken to look for buildings to use if the garage doesn't get built in time for next winter which would give the town more time to get the garage built right.

Louise McCarren stated that she completely supports the planned next steps presented by James Faulkner.

Updates

No updates.

Adjournment

MOTION by Louise McCarren, seconded James Faulkner, to adjourn. VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

The meeting was adjourned at 9:25 p.m.

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