

CHARLOTTE SELECTBOARD SPECIAL MEETING
Monday, March 7, 2022
Charlotte Town Hall 159 Ferry Road and via teleconference

APPROVED

SELECTBOARD MEMBERS: *In person:* James Faulkner, Frank Tenney, Matthew Krasnow (joined remotely at 7:45 pm), Lewis Mudge, (arrived in person at 7:10 pm), Louise McCarren

ADMINISTRATION: Dean Bloch, Town Administrator (*in person*)

OTHERS:

In person: Mary Mead, Robert Mack

Remote: Carrie Spear, Scooter MacMillan, Paul Plante, Jules Polk

AGENDA ITEMS:

7:00 PM Adjustments to the agenda
7:01 PM Selectboard re-organization

- Determine board structure and elect leadership
- Adopt rules of procedure
- Select newspaper(s) of record for warning meetings
- Approve schedule of regular meetings
- Procedure for signing of warrants

7:15 PM Consideration of accepting Easement Deed from Lori Bruce, Executor of the Shirley Bruce Estate
7:20 PM Town Meeting debriefing
7:35 PM Selectboard liaisons to committees/commissions/boards
7:45 PM Goals, priorities, workplan, and board member assignments
8:00 PM Contract [possible executive session; 1 VSA §313(a)(1)(A)]
8:30 PM Adjournment

CALL TO ORDER

James Faulkner called the Selectboard meeting to order at 7 p.m.

Adjustments to the agenda

None

Selectboard re-organization

- **Determine board structure and elect leadership**

MOTION by Louise McCarren, seconded by James Faulkner to nominate and elect Frank Tenney to be Vice Chair of the Selectboard for the Town of Charlotte.

VOTE: 4 ayes, 0 nays, (Matthew Krasnow absent); Motion Carried.

MOTION by Louise McCarren, seconded by Lewis Mudge to nominate and elect James Faulkner to be Chair of the Selectboard for the Town of Charlotte. VOTE: 3 ayes, 0 nays, (James Faulkner abstained and Matthew Krasnow absent); Motion Carried.

- **Adopt rules of procedure**

MOTION by Lewis Mudge, seconded by Frank Tenney to adopt the Selectboard rules of procedure as presented. VOTE: 3 ayes, 1 nay (Frank Tenney); (Matthew Krasnow absent); Motion Carried.

- **Select newspaper(s) of record for warning meetings**

MOTION by Frank Tenney, seconded by James Faulkner to have the Charlotte News as the newspaper of record for Town Meeting warnings, with The Citizen and/or Seven Days (when timing demands) for other public notices, and an effort will be made to post to the Front Porch Forum when possible. VOTE: 4 ayes, 0 nays, (Matthew Krasnow absent.); Motion Carried.

Matthew Krasnow joined the meeting (remotely).

- **Approve schedule of regular meetings**

James Faulkner stated that the regular meetings scheduled for 2022-2023 were basically the same as last year. Plan is to accept as is and realize that changes will be made as needed as the year progresses.

MOTION by Lewis Mudge, seconded by Louise McCarren to approve the schedule for the Selectboard regular meetings for March 2022 to February 2023 as presented in the packet. VOTE: 5 ayes, 0 nays; Motion Carried.

- **Procedure for signing of warrants**

MOTION by Lewis Mudge, seconded by Louise McCarren to allow the Chair of the Selectboard, James Faulkner, to sign warrants for the employee payroll and for the Vice Chair, Frank Tenney, to sign in his absence. VOTE: 5 ayes, 0 nays; Motion Carried.

Consideration of accepting Easement Deed from Lori Bruce, Executor of the Shirley Bruce Estate.

- James Faulkner explained that in the late summer and fall there was discussion about the storm water coming down Ferry Road and the decision was to re-engineer it, including the ditches and drainage. There are some culverts that need to be re-done on the Shirley Bruce Estate. The issue is if the Selectboard would like to accept the easement, but it doesn't obligate the board to do anything. Accepting the easement gives the possibility of using it if needed.

- Matthew Krasnow shared that the easement would be accepting a gift from the

Shirley Bruce Estate and the gift would allow the town the option to maintain the swale that allows the stormwater runoff from Ferry Road to make it where it needs to go from an engineering perspective to the retention behind the fire station and without this easement it's possible that some point in the future the town would not have access to properly maintain the runoff from Ferry Road storm water. Frank Tenney asked if there was a way to do the storm water down Ferry Road. Matthew Krasnow said there was a study in 2015. This is a large amount of water that comes down Greenbush Road from the south of the intersection and misses the storm water drain at the stop sign of Greenbush and Ferry Roads and travels east and collects more rainwater between the old brick store and the south side of Ferry Road all the way down to the post office. It's a very large surface area that has undersized infrastructure underneath a buried ditch on the south side of Ferry Road. He stated that it's not impossible but it would be much less expensive with the Shirley Bruce Estate.

- Paul Plante asked how the Selectboard could accept an easement on behalf of past owners since the Shirley Bruce Estate was sold and closed on last Friday. James responded that the Selectboard was aware of this and it was written in with the closing.
- Junior Lewis stated that he's not in favor of doing work on private property. He feels it's the new owner's responsibility. He thinks that that might set the town up for an expectation for other property owners to have a similar expectations.
- Frank Tenney stated he feels like it's going to set a precedence by accepting the easement. He's fine with any easement that would allow the town the ability to maintain the ditch next to the town hall entrance, but to go to the west on private property he feel's is an unwise decision.
- Robert Mack stated it would be foolish not to accept it.

MOTION by Louise McCarren, seconded by Matthew Krasnow to accept the easement deed from Lori Bruce, Executor of the Shirley Bruce Estate with no obligation of the town to do anything other than accept the easement as a gift.

VOTE: 4 ayes, 1 nay, (Frank Tenney); Motion Carried.

Town Meeting debriefing

- Louise McCarren thanked Mary Mead and her team for doing all the set up and making it run smoothly.
- James Faulkner stated Town Meeting was on zoom but it was simply an informational meeting.
- Dean Bloch stated the date of Town Meeting day this year made it tricky for the town report to come out in time. He suggested that it might be wise to separate the audit from the town report if the timing is similar in the future because that's what triggers the ten day requirement. Matthew Krasnow commented saying he felt like what took the time was the budget, versus the town audit.

Selectboard liaisons to committees/commissions/boards

- Matthew Krasnow stated that he has a renewed interest in the energy liaison position.
- Lewis Mudge stated that he would like to stay on and would also like to stay on conservation as well.

- Louise McCarren stated that she is happy to stay on the Library and Senior Center.
- Frank Tenney stated that he is happy with where he is at and would like to stay on.

Goals, priorities, workplan, and board member assignments

- James Faulkner shared that tomorrow morning he and Dean will be going around all the sites for mowing and brush hogging with two bidders. These two bidders have requested the opportunity to see where the work needs to be done. They're not choosing a bidder at this time.
- Dean Bloch shared that Louise McCarren wanted to talk about vacation policy and the salary administration policy that hasn't been finalized. Also the Selectboard had previously discussed amending the purchasing policy and dollar limits as far as when you need to get three quotes and when you need to go out to bid.
- Louise McCarren stated that Frank Tenney did a lot of work on the salary administration policy and that this should be added to the agenda on March 14th. She went on to say that it's important to her that when an individual is hired both the salary and the amount of vacation should correlate with their relevant experience.
- Dean Bloch asked when it is time for reappointment does the Selectboard want to interview them. Frank Tenney said that it should be as it has been when a term is up the position should be listed as a vacancy and others should get to apply.
- Dean Bloch shared that the town garage would need to be added to the work plan. Louise McCarren shared that her stepdaughter is a Landscape Architect Professor at Northeastern and she and her students are willing and able to donate a landscape architectural plan that would be simple and maintainable. James Faulkner gave a quick update on the town garage. They're now looking for an architect and a builder. Jim has met with a couple contractors and he'll bring them to the board when he gets enough but so far there have been some good and timely responses.

Contract [possible executive session; 1 VSA §313(a)(1)(A)]

MOTION by Louise McCarren, seconded by Frank Tenney, to enter into executive session under 1 VSA §313(a)(1)(A) with an invitation for Mary Mead and Dean Bloch to join. VOTE: 5 ayes, 0 nays; Motion Carried.

Louise McCarren and Matthew Krasnow left the meeting during the executive session.

MOTION by Lewis Mudge, seconded by Frank Tenney, to come out of executive session. VOTE: 3 ayes, 0 nays; Motion Carried.

No action was taken.

Adjournment

MOTION by Frank Tenney, seconded by Lewis Mudge, to adjourn. VOTE: 3 ayes, 0 nays; Motion Carried.

The meeting was adjourned at 10:00 p.m.

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