

CHARLOTTE SELECTBOARD MEETING
Monday, November 14, 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, Lewis Mudge, Louise McCarren

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

OTHERS:

In person: Alex Dobbs, Juliann Phelps, Karina Warshaw, Judy Laberge, Chris Davis, Carl Herzog, Lynn Hale, Jonathan Silverman, Margaret Woodruff, Robert Smith, Laurie Moser, Mark Moser, King Milne, Janice Heilmann, Anne Marie Andriola, Damaris Herlihy

Remote: Chea Evans, Jacques Larose, Jennifer Owen Adsit, Junior Lewis, Paul Plante, Rebecca Foster, J.D. Herlihy, Alex Dobbs, Carrie Spear, Maura Wygmans, Nancy Faulkner, Carla Von Trapp Hunter,

AGENDA ITEMS:

- 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)
- 6:40 PM Minutes
- 6:45 PM Contract with Repro for printing the 2022 Town Report
- 7:00 PM Public comment
- 7:05 PM Stone's Throw Pizza, 86 Ferry Road - final application for connection to village wastewater system; license agreement for work within Ferry Road right-of-way
- 7:20 PM Presentations on proposed FY24 budgets
 - Recreation Director and Commission – update on Town Beach site plan and capital project planning; facilities budget for FY24—7:20 pm – 7:35 pm
 - Recreation programs budget; Recreation operating budget – 7:35 pm – 7:50 pm
 - Energy Committee—7:50 pm – 8:05 pm
 - Emergency planning—8:05 pm – 8:15 pm
 - Senior Center—8:15 pm – 8:25 pm
- 8:25 PM Firing Range—noise control
- 8:35 PM Library employee compensation – requests for review [possible executive session per 1 VSA §313(a)(3)]
- 8:45 PM Roland's Place Incorporated—application for a Third Class Restaurant/Bar License
- 8:50 PM Selectboard updates
 - Greenbush Road traffic calming
 - Transition of fire and rescue services
 - Explore creation of Local Cannabis Control Board

9:00 PM Adjournment

Adjustments to the agenda

James Faulkner stated that an adjustment to the agenda will be made for an executive session for a personnel issue will take place at 6:40 p.m.

Approve warrants to pay bills

Warrants were signed.

Committee requests for unbudgeted expenditures (time allotted if needed)

None.

MOTION by James Faulkner, seconded by Frank Tenney, to enter into executive session for a personnel issue per 1 VSA §313(a)(3) after making a specific finding that premature general public knowledge would clearly place the public body or person involved in a substantial disadvantage. VOTE: 4 ayes, 0 nays, 1 abstention (Mudge); Motion Carried.

MOTION by Frank Tenney, seconded by James Faulkner, to exit out of executive session. VOTE: 3 ayes, 0 nays, (2 absent); Motion Carried.

Frank Tenney stated that the Selectboard has decided to have a Special meeting on Monday November 21, 2022 at 7:00 p.m.

Public comment

Alex Dobbs stated that he would like to inform the town that he has been elected to be the Vice Chair of the Clean Water Advisory Committee of CCRPC.

Juliann Phelps stated that she is grateful for the speed study around the Charlotte Central School.

Chea Evans stated that she's looking forward to working with the Selectboard as the Town's Representative, and expressed her gratitude and excitement in regard to being elected.

Contract with Repro for printing the 2022 Town Report

James Faulkner stated that a decision needs to be made as to whether to go with a one or two year contract with Repro for printing the 2022 Town Report. It would be a savings if a contract was made for two years vs one year. Matthew Krasnow stated that the town attorney needed to be consulted in regard to a multiyear contract. It's not clear if that is something the Selectboard can do as it may be a violation of the town purchasing policy.

MOTION by Frank Tenney, seconded by Matthew Krasnow, to approve a two year contract with Repro for printing the 2022 Town Report contingent on the town attorney indicating that it's acceptable to do a two year contract and otherwise approve a one year contract. VOTE: 5 ayes, 0 nays; Motion Carried.

Stone's Throw Pizza, 86 Ferry Road - final application for connection to village wastewater system; license agreement for work within Ferry Road right-of-way

Jacques Larose of Civil Engineering Associates stated that this is the final application for Stones Throw Pizza to connect to the municipal wastewater system.

James Faulkner suggested that the Selectboard members take a look at the town administrator's report as it's clear as to what is needed to know about this. He stated that the town should require the applicant to pay for the time of the Town's wastewater consultant and Road Commissioner to review and inspect the installation. This could be done on a reimbursement basis and it could be added as a condition to the approval. This is the responsibility of the one hooking up and not the taxpayer.

Jacques Larose stated that they will be overseeing different critical points in the process. The plan shows that currently the Stone's Throw Pizza has two wastewater tanks off the back of the building on the north side. It shares a system with the Children's Center. Part of the project is separating the Stone's Throw Pizza from the Children's Center and sending the Stone's Throw Pizza's wastewater to the municipal system. He reviewed the site plans. It's a straightforward project and will only take half a day to complete.

Dean Bloch stated that the town's wastewater consultant reviewed the plans and he approved them. He will do a site inspection during the installation. Junior Lewis also reviewed and will be there during the installation as well. There is a license agreement in association with the wastewater system that allows the forced main to be in the town right of way and needs approval by the Selectboard. This is the first connection to the town wastewater system from a private property.

Louise McCarren asked what percentage of the total capacity this represents and Jacques Larose answered that it is 152 gallons of wastewater created by Stone's Throw Pizza. That is around 1/3 of a house's use. Matthew stated that the system has a capacity of over 6,000 gallons per day. Dean concurred with Matthew Krasnow and stated that the Town's application form needs to be amended. Matthew Krasnow expressed his gratitude to Stone's Throw Pizza for taking the steps to complete this as the first ever.

MOTION by Louise McCarren, seconded by Frank Tenney, to approve Stone's Throw Pizza, 86 Ferry Road, wastewater connection to the west village wastewater system as presented in the application WWA-21-2, and the license agreement of which the chair is authorized to sign. The town will require the applicant to pay for the time of the Wastewater Consultant and Road Commissioner to review and inspect the installation.

VOTE: 5 ayes, 0 nays; Motion Carried.

Presentations on proposed FY24 budgets**• Recreation Director and Commission – update on Town Beach site plan and capital project planning; facilities budget for FY24—7:20 pm – 7:35 pm**

Nicole Conley stated that there are several new members on the board and they just met for the first time last week. There are several subcommittees to work on the current site plan that they have so that everybody can work together. This is an ongoing project and there will be a

presentation in the future on this work. This delay is because they decided to not move forward since there are so many new members they wanted to go back and rework and see how things will be done.

Regarding the Capital Plan, Nicole Conley said that roughly five years ago she asked for funding for the Capital Reserve Fund to grow it in order to complete projects such as: playground upgrades, parking lot expansion, renovation of the tennis courts and the softball field. Originally, they asked for \$50k and since then the amount has fluctuated. To date, they have expanded the parking lot and updated the playground. Next will be the tennis courts and the Little League fields. The Little League program has expanded itself to the Champlain Valley Little League which includes Charlotte, Hinesburg and Shelburne. Since they have grown, they would like to have two fields so this would also include the use of the Lake Field. The request amount for the FY23-24 Capital Fund is \$48k and this is to go towards projects that include: the tennis court resurfacing of \$25k, the sport courts replacement of \$300k, the softball field of \$4k and the ramp site work of \$5k. All of these projects are estimated to cost \$334k total.

James Faulkner confirmed that the sport court is to be completed in the future with fundraising and grants. The softball field that's referenced in the project's list is referring to the Lake field. Nicole Conley stated that with the ramp site work, the ramp itself has been approved by the DRB and they are waiting on the ANR which is projected to take 8 weeks.

Nicole Conley read the Recreation Commission's narrative. Following this she stated that the major changes in the budget are that maintenance went up to \$13k and new line items were added. Some of the other increases and new line items are tree removal, \$2k, plumbing, \$1,025, brush/beach land work, \$750, port-o-potty handicapped accessible and for an extended time frame, \$850, bathhouse path/entrance, \$700, woodchip/playground inspection, \$400 and the beach chairs, \$10k. These are estimated amounts for anticipated expenses that may or may not happen. Beach Attendants increased to \$15,100, due to increase in the minimum wage. There is also an increase in garbage removal, to \$420. The skating rink reduced slightly. The tennis courts budgeted amount decreased substantially, from \$2,000 to \$300. Docks in and out went up to \$6,200.

• Recreation programs budget; Recreation operating budget – 7:35 pm – 7:50 pm

Recreation Program budget has increased to, \$49,337, due to increased participants but it will bring in more revenue, \$59,379. Site planning for beach improvements went down \$500. Facility usage fee for using CCS facilities is budgeted at \$7,000. Revenue from beach parking is \$37,000 and recreation program income is around \$61,000. It comes to almost \$7,000 over, when looking at what comes in versus what goes out.

Matthew Krasnow stated that the Recreation Department is revenue neutral so that the taxpayers won't have to pay for it. They have been slowly increasing their season fees to be able to match the aging infrastructure at the beach.

Frank Tenney stated that he understands that the Recreation Department is trying to do more for repairs at the beach with the projected additional revenue.

• Energy Committee—7:50 pm – 8:05 pm

Rebecca Foster stated that the members of the Energy Committee discussed this presented budget. The Energy Committee is requesting level funding in a lump sum of \$4,700 to continue and build on their work. Any expenses over \$1000 will be presented to the Selectboard for approval.

James Faulkner requested that the Energy Committee consider resuming their budget presentation as itemized. It's the responsible way of doing a budget.

Louise McCarren stated that she agrees with James Faulkner that an itemized budget is best. Frank Tenney stated that the budgeted amount isn't a lot and with the Energy Committee it's hard to predict what is going to come up based on energy in these times. It's clear what they have done in the past and what they are projected to do in the future.

Rebecca Foster stated that it will be difficult for the Committee to come up with an itemized budget but they might be able to break it down by two different categories of their mission. This level funding is all to accomplish the mission.

Lewis Mudge stated that he and Frank Tenney attend almost every Energy Committee meeting and he feels the town is getting a good return on this small amount of money that the EC is expending.

Rebecca Foster stated that they haven't been able to track the revenue or money saved that has come from EC projects thus far, for example the savings from their input on the Library's addition.

• Emergency planning—8:05 pm – 8:15 pm

James Faulkner stated that he would like to talk about the centralized emergency operations location. Chris Davis stated that Dean Bloch suggested the Town Hall and the room behind the Town Clerks office as a possible location for the centralized Emergency Operations Center. Dean Bloch stated that wi-fi would be needed in the back room as well as phone lines.

Chris Davis stated that some necessary office supplies are estimated to be \$75.00. Traffic style reflective vests \$175.00. The Senior Center is the designated warming center if the power goes out since they have a generator and the energy committee would provide them with totes so they could give out blankets, snacks etc. in an emergency situation. If an Emergency Operations Center were to be run if the cell towers were down, numeric pagers would be utilized. If the power is down, land lines can be used with old style phones. The paging service is \$147.00 per pager/yr. First year, the purchase of four pagers would come to \$240.00. Service for four pagers/year would come to \$576.00. The total first year would come to \$816.00. In the future year the expense would just be the service cost since the town would own the pagers.

Paul Plante stated from the moment that you get fiberoptics in your house you're paying for the electricity and if the electricity goes off your phone only works with a battery back up in the box for about two hours of talk time and four hours of wait time. Unless you have pure copper wire to your house one shouldn't count on their landlines because if the power goes out there is only four hours of standby.

• Senior Center—8:15 pm – 8:25 pm

Carl Herzog, stated that the salaries in the budget are simply place holders. Activities Director is budgeted at \$63,648 up from \$47,224 that was approved in the FY22-23 budget. Volunteer Coordinator is budgeted at \$13,264 up from \$11,536 that was approved in the FY22-23 budget. Maintenance is the most difficult one to predict and they have budgeted for \$15k in order to cover potential problems. Snow plowing has increased from \$1,800 to \$2,400. Custodial Service has increased from \$9,400 to 11,000. Postage has decreased from \$1,200 down to \$400. Energy has increased from \$7,000 to \$10,000. A new line item is technology and it's budgeted at \$2,000. As far as Program Expenses goes, there have been some good saving ideas made by Lori York. They had been printing out multi bulletins going in the Shelburne and Charlotte News. Instead, they'll have it available online or a hard copy can be obtained at the Senior Center. Program revenue is expected to stay about the same. Total expenses are \$158,362.

Matthew Krasnow stated that he thought the Charlotte News offered the publication of the programming events and times for the Senior Center and the Library for free.

Carl Herzog stated that they have always paid for the printing and it's been somewhere around \$1,000.

James Faulkner asked if there was a way to make the programs at the Senior Center revenue neutral. Carl Herzog stated that Lori York keeps track of all of that. James Faulkner suggested increasing the cost of admission for the programs in order to make them revenue neutral.

Matthew Krasnow stated that improvement could be made with tracking how often donations occur and how much. In particular from the, Friends of the Senior Center, an affiliated nonprofit which is made up of people who use the Senior Center. This is typically a significant amount of money to help with the building maintenance or the programming. It could be impressive to see how much of the expenses have been offset by the Friends of the Senior Center.

Carl Herzog stated that in FY22-23 the Friends of the Senior Center donated over \$11,000 for different additions and maintenance of the building. This year they have spent \$22,000 on the new carpets. They have plans to buy new computers and to develop a new data system. They also have plans to buy new blinds and to complete some painting. Likely it will be around \$30,000 in the next fiscal year, but due to having savings they won't be over budget.

Firing Range—noise control

James Faulkner stated that he gets enough phone calls regarding noise complaints to put this topic on the agenda for discussion. He wants to make sure that people understand that the Selectboard is limited on what it can do with this issue since it's been decided on by the Supreme Court. James Faulkner stated that there has been some discussion with private citizens who are willing to make a monumental contribution in order to alleviate this noise complaint issue of many town residents. This offer wasn't accepted by the landowner.

Louise McCarren stated that she concurs with Frank Tenney, the law is set and this isn't a Selectboard issue. It's an issue between the neighbors in the area. James Faulkner went on to say that he's open to anybody's input or ideas because this continues to be an issue for many

taxpayers. Lewis Mudge confirmed that James Faulkner and Louise McCarren have been communicating with these residents and Louise McCarren stated that the firing range has been grandfathered in. James Faulkner feels that they have tried everything they can to resolve the issue currently.

Library employee compensation – requests for review [possible executive session per 1 VSA §313(a)(3)]

MOTION by Jonathan Silverman, Chair of the Library board of trustees, seconded by Robert Smith, Vice President, that the Library Board and the Library Director enter into executive session for a personnel issue per 1 VSA §313(a)(3), concurrent with the Selectboards executive session. VOTE: 4 ayes, 0 nays; Motion Carried. (Other board members present from the Library Board were Janice Heilmann and Anne Marie Andriola.)

MOTION by James Faulkner to enter into executive session for a personnel issue per 1 VSA §313(a)(3) after making a specific finding that premature general public knowledge would clearly place the public body or person involved in a substantial disadvantage. With an invitation to Library Board members and the Library Director to join the session. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Jonathan Silverman, seconded by Robert Smith, to exit out of executive session. VOTE: 4 ayes, 0 nays; Motion Carried.
(Other board members present from the Library Board were Janice Heilmann and Anne Marie Andriola.)

Louise McCarren left the meeting.

MOTION by Frank Tenney, seconded by James Faulkner, to exit out of executive session. VOTE: 4 ayes, 0 nays, 1 absent, McCarren); Motion Carried.

No action was taken.

Roland's Place Incorporated--application for a Third Class Restaurant/Bar License
Dean Bloch stated that it's a liquor license to serve spirits. The previous license expired October 31, 2022, and this would be a new year long license through the Vermont Liquor Control Department. This can be done at anytime through the portal and the last onewas for 6 months only.

MOTION by Frank Tenney, seconded by James Faulkner, to have the Selectboard convene as the Liquor Control Board. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.

MOTION by Frank Tenney, seconded by James Faulkner, to approve the third class license for Roland's Place Inc. with the Chair to sign. VOTE: 4 ayes, 0 nays, (1 absent, McCarren); Motion Carried.

Selectboard updates**• Greenbush Road traffic calming**

Dean Bloch stated that Chittenden County Regional Planning did a visit and put together these options that are for both north and south Greenbush Road. There are options for six locations on both north Greenbush Road and south Greenbush Road. He shared the report on the screen and gave a summary of all of the options from the study. The options include, clearing brush, speed humps, center splitter islands leaving 9 foot lanes and changing the fog lines to six inches from 4 inches, a speed feedback radar sign, pavement writing of “slow down” and at the intersection with Ferry Road, a landing for a crosswalk. Another suggestion/option was reducing the number of signs mounted on one post.

Frank Tenney stated that he has great concern with a 9 foot lane when he drives a bus that’s 8 feet wide that leaves 6 inches of lane on either side of his bus. Dean Bloch stated that the splitters actually move large vehicles farther away from each other. Frank Tenney stated that that approach moves large vehicles very close to the edge of the road. Matthew Krasnow stated that there may need to be more pavement added outside of the fog lines for pedestrians. Frank Tenney stated that he agrees but he feels that would be quite expensive.

Carla Von Trapp Hunter stated that residents have access to measurement specs and implementation guidelines through VTrans.

Demaris Herlihy stated that traffic calming measures aren’t necessarily designed to keep large vehicles from going over them. The center splitter islands don’t have to be raised, so they can be driven over by larger vehicles.

Bud Shriner stated that the center splitter is to give a visual impression of the road narrowing as does widening the fog line. The actual width of the road doesn’t change so widening the road would actually negate the benefits of these traffic calming options from.

Alex Dobbs stated that when he lived in Sacramento, California he saw a lot of rotaries as a solution to reduce speeds and accidents.

Maura Wygman stated that she would still like to see options such as welcome to the village signs and the idea of some raised crosswalks at all four of the intersections. Also, part of the goal is to move traffic towards the center of the road so that it feels safer to walk on the roads for the pedestrians.

Dean Bloch stated that raised crosswalks at each intersection would be good, but the constrictions that came up were the lack of landings at the intersections. It’s a topic area that can be discussed further. Carla Von Trapp Hunter stated that after speaking with VTrans it was explained to her that if there isn’t a sidewalk they don’t generally put in crosswalks. She is happy with all of the options and is hoping that the Selectboard will consider them.

Chris Davis stated that he supports all the initiatives by all of his neighbors but he feels that without the law enforcement it's not going to make much of a difference. He feels the noise from cars and trucks going over these speed humps at speed is going to create noise pollution levels.

Demaris Herlihy stated that she is grateful for the discussion and for expediting the process. She asked what next steps are? She stated that she would also like to see the welcome to the village signs.

James Faulkner stated that the next steps will be to figure out how to implement the options chosen. Timing with the weather, for the speed tables, will have to be considered, and pricing. Also, he would like to get permission from the homeowners prior to placing speed tables by their homes. Line striping is straightforward. Increasing the size of the roads would be very complicated and costly.

Dean Bloch stated that Sai Sarepalli would be willing to come to the December 12th Selectboard meeting to answer questions.

James Faulkner stated that the questions would be very practical such as when, where and how it affects the pavement? How do you deal with repaving the roads over these speed tables and how do you get permission from the residents. Next steps will be to decide what options will be chosen and how they will be implemented and what the costs are. There are options that aren't listed in this packet as well such as radar signs and blinking lights. Tonight, is simply an update.

Frank Tenney stated the cost of the speed tables is one thing but what about how much it will cost to maintain these speed tables. He asked how long they will last before they need replacing? The cost of the signs needs to be known as well as the cost of maintenance. He stated he's not against these ideas he just wants to be practical and make sure that is gets done the right way the first time around.

James Faulkner stated this is a great season to research the costs etc. Nothing is going to happen until the spring since the majority of these options wouldn't be useful with the winter weather anyway.

JD Herlihy asked what the next step is? Dean Bloch stated that December 12th Selectboard meeting is when Sai Sarepalli would be available to answer questions.

Maura Wygmans stated that on Thompson's Point Road she has seen seasonal speed bumps. She wonders if these removable speed bumps could be trialed on Greenbush Road.

Carla Von Trapp Hunter stated that speed humps can be on roadways of travel of 25 mph or higher, and speed bumps are for 15 mph or less, like in parking lots or for private driveways, because of the impact on the car and rate of speed that they're designed to go over. She's hoping that the Selectboard would solicit the advice and input of the highway department. She feels that it might be possible for Junior Lewis to do the painting on the roadways this fall. She would like his input so that the discussion could be based on fact, versus what folks think is the case with temperature limitations etc.

Frank Tenney stated that Junior Lewis doesn't do the painting; that it is hired out. James Faulkner stated that the Selectboard will be doing some further research on the topic.

Lewis Mudge left the meeting due to connection issues.

• **Transition of fire and rescue services**

Frank Tenney stated that he met with the Transition Committee yesterday and he brought forth a plan. They looked at it and agreed that it looked like a good plan to move forward with. The plan is to speak with James Faulkner in regard to next steps and get the process moving forward. His goal is to try and shoot for July 01, 2023. The plan is broad and will be worked on further to make things more precise. He will also be speaking with neighboring towns to see how they run their town fire and rescue services.

• **Explore creation of Local Cannabis Control Board**

James Faulkner and Frank Tenney concurred that there is a lot of information related to this process. Due to the time and the fact that this is more than an update it should be made an agenda item. Lynn Hale stated that she is grateful for the Selectboard's consideration of creating a local Cannabis Control Board. Existing licenses are out of compliance. She feels that it would be beneficial for the Selectboard to email the state Cannabis Control Boards urging them to do their jobs as the Selectboard may be heard better than individuals have been.

Adjournment

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

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

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