

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, September 26, 2022**  
**Charlotte Town Hall 159 Ferry Road and via teleconference**

**APPROVED**

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

*Remote:* Matthew Krasnow, Louise McCarren

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

**OTHERS:**

*In person:* Scooter MacMillan, Judy Hill, Anthony Kinson, John Kerr, Kyra Wegman, Carla Hunter, Erich Finley, King Milne, Susan Smith, Bill Fraser-Harris, Robin Reid, Denise Durling, Juliann Phelps, Damaris Herlihy, Kendall Frost, Rich Ahrens, Chris Preston

*Remote:* Rebecca Foster, Christina Asquith, Elisa Miller, Sayuri Koerner, Lane Morrison, Mary Mead, Carrie Spear, J.D. Herlihy, Jenny Cole, Cathy Marshall, Bryce Mullin, Rob Mullin, Paul Plante, Katherine Cohen, Junior Lewis

**AGENDA ITEMS:**

- 6:00 PM Site visit—329 Hills Point 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 Briar Alpert-request for Highway Access Permit HAP-22-13 to move driveway at 329 Hills Point Road
- 6:40 PM Request for safety study on Route 7
- 6:45 PM Energy Committee – request to reduce number of members from 7 to 5
- 6:50 PM Minutes: August 8, September 12, September 19
- 7:00 PM Public comment
- 7:05 PM Revision/clarification of the function and mission of the Recreation Commission
- 7:15 PM Interview applicants for revamped Recreation Commission
- 7:30 PM Special Events Coordinator (volunteer position)
- 7:40 PM Budgeting process for FY24
- 8:00 PM Creation of more parking at the Senior Center
- 8:15 PM Grand list errors and omissions for 2022
- 8:25 PM Potential hiring of consultant to assist with transition of fire & rescue services from private not-for-profit to town department [possible executive session per 1 VSA §313(a)(1)(A)]
- 8:50 PM Selectboard liaisons to CVFRS and Recreation
- 8:55 PM Selectboard updates
- 9:00 PM Adjournment

James Faulkner called the meeting to order at 6:30 p.m. (Louise McCarren was absent at the start of the meeting; all others were present).

**Site visit—329 Hills Point Road for 6:35 PM agenda item**

The site visit took place at 6:00 p.m.

**Adjustments to the agenda**

Matt asked whether appointments to the Recreation Commission had been added to the agenda. Dean said this was already included. So there were no adjustments.

**Approve warrants to pay bills**

Warrants were signed as well as HAPs.

**Briar Alpert-request for Highway Access Permit HAP-22-13 to move driveway at 329 Hills Point Road**

James Faulker stated that the applicant has a u-shaped driveway that has two curb cuts and he would like to change the driveway to one curb cut. Junior Lewis was there and the sight distance is within the requirements as is the grade for water drainage. Junior Lewis concurred with this information and stated that where the applicants are putting the new driveway there is better visibility than there was with the other locations. There are no culverts needed. Dean suggested two conditions: the new driveway needs to slope away from Hills Point Road at a 3% grade, and the current driveways are to be removed.

**MOTION by James Faulkner, seconded by Frank Tenney, to approve Highway Access Permit HAP-22-13 for 329 Hills Point Road with the condition that the two existing driveways will be removed and revegetate, and the new driveway will have a slope of 3% away from Hills Point Road. VOTE: 4 ayes, 0 nays, 1 absent (McCarren); Motion Carried.**

**Request for safety study on Route 7**

Dean Bloch stated that this was discussed at the last meeting. He plans to reach out to the state to see if they can do a safety study. He reached out to Regional Planning and got a contact name and plans to contact that person. He also plans to reach out to the Chittenden County Sheriff to see if they can provide additional officers to provide traffic enforcement in town.

James Faulkner reiterated that this is a state road and this is the best the Selectboard can do with this issue.

**Minutes: August 8, September 12, September 19**

James Faulkner stated that Louise McCarren had requested a revamp of the August 8<sup>th</sup> or August 15<sup>th</sup> minutes and she's unavailable this evening.

**MOTION by James Faulkner, seconded by Frank Tenney, to approve the Charlotte Selectboard meeting minutes for Monday, September 12, 2022. VOTE: 4 ayes, 0 nays, 1 absent (McCarren); Motion Carried.**

**MOTION by Frank Tenney, seconded by James Faulkner, to approve the Charlotte Selectboard meeting minutes for Monday, September 19, 2022. VOTE: 4 ayes, 0 nays, (1 absent); Motion Carried.**

**Energy Committee – request to reduce number of members from 7 to 5**

Rebecca Foster stated that the committee is requesting this reduction in members because they struggle with having vacancies much of the time. They are happy with the five members that they currently have and would be open to more if that situation were to arise in the future. James Faulkner concurred that the committee could request for more members in the future if desired.

**MOTION by Frank Tenney, seconded by James Faulkner, to approve the request to reduce the Energy Committee to a 5 member board for the town of Charlotte. VOTE: 4 ayes, 0 nays, 1 absent (McCarren); Motion Carried.**

### **Selectboard updates**

James Faulkner asked the Selectboard to think about whether the speed at CCS should be reduced to 25 mph at all times of the day or if it should be enforced for just the two hours of drop off and two hours of pick up times. He would like this to be decided on tonight.

CCRPC included quite a few signs in the plans. He stated that he feels making an actual school zone is needed with the necessary signage as well as marking the asphalt, "School Zone". He also stated that in his opinion the reduction in the speed limit to 25 mph in the school zone should be for the entire duration of the school day. The flashing light sign may be possible but there is further work to be done on that so it would be appropriate to do the rest now since school is in session. Frank Tenney and Lewis Mudge concurred with the reduction in speed to 25mph during the hours of the school day. Frank Tenney stated that another issue that needs to be addressed there are all the cars stopped on the road at pick up and drop off times. A solution could be signage for no parking on traveled lane or no standing. Matthew Krasnow stated that he was in favor of the school zone and reduction in speed limit for the length of the school day as well but he felt as though this needed to be warned and voted on at the next meeting. All concurred.

### **Public comment**

Denise Durling, a resident of Charlotte stated that she has spoken in the past in regard to the 50mph speed limit on Ferry Rd. There is one small sign only. She shared a report that was done in 2020 and nothing has been done with it since. Due to the curve at Wings Point Road and at the road being a dirt road, 50mph isn't safe. She stated that the study done in 2020 was paid for by the residents of Charlotte, it has a great plan of action and she questions why it hasn't been followed through with and requested that it get done.

Robin Reid stated that she's concerned about the Land Use Regulations vote happening in November since it doesn't give enough time for public opinion.

Erich Finley, a resident of Charlotte who lives on Greenbush Road, stated that he has concerns about speeding on Greenbush Road. He has four children under five years of age. He stated there are more children living on the road now than in the past and there is more traffic and nothing has been done. Flashing lights in the proposed area wouldn't affect any neighbors because it's a part of Greenbush Road that doesn't have any homes on it. He stated that he feels this hasn't been taken seriously and the town of Charlotte doesn't have the same police presence as Shelburne. He gets passed while traveling on his road at 25mph every day.

Frank Tenney stated that he got past just this morning while driving a school bus on Spear St at 45mph.

Carla Hunter, a resident of Charlotte who lives on Greenbush Road, stated that she has a petition highlighting safety concerns of the speeding on the Greenbush Road, signed by 36 residents of the road. Of these 36 residents there are 26 young children. The petition reflects all but 8 households that have spoken who are anticipated to sign with only two in abstention.

Kyra Wegman read a letter written by her husband stating concerns with the speeding on Greenbush Road. She submitted the letter to the Selectboard.

Ken Spencer stated that he walks Greenbush Road almost daily and he concurred with all the concerns already stated. He stated that there are varying speeds along the road and lack of consistency is problematic.

Damaris Herlihy, a resident who lives on the corner of Greenbush Road and Ferry Road, stated that she is also concerned with the safety of the roads in the town of Charlotte and she'd like to see all come together to come up with a solution to the problem.

King Milne, a resident who lives on Greenbush Road, stated that he was hit at the intersection while jogging 6-7 years ago. He went on to state that this has been an issue that the Selectboard has known about for 20 years without any action taken.

Kendall Frost, a resident who lives on Ferry Road next to the Brick Store, stated that she feels less safe on the roads in Charlotte in comparison to Burlington.

Juliann Phelps, a resident who lives on Greenbush Road stated that she lives in the 45 mph area of the road. She stated that she wrote a letter ten years ago regarding the issue with speeding on Greenbush Road. She also stated that on every major road into Charlotte the speed limit goes up, and she wanted to highlight this fact.

#### **Revision/clarification of the function and mission of the Recreation Commission**

Matthew Krasnow stated that there has been a reorganization that happens every year with the committees. The Recreation Commission wants to let the Selectboard know they would like to think about the mission of the Recreation Commission and how to best serve the Recreation Department as it grows in a coordinated fashion with the Recreation Director. They plan to do that at their next meeting and will bring this information to the Selectboard. In the interim there are two positions that are open on the Commission. They have two candidates that have submitted their letters of interest. James Faulkner stated that this should wait until the Recreation Commission meets and can provide the Selectboard with their suggestions.

Christina Asquith stated that she wanted to speak in support of Bill Fraser-Harris on the Recreation Committee. She and her three daughters have appreciated his commitment and care that he has given to the town.

Robin Reid stated that she seconds Christina Asquith's remarks. She stated that the beach needs more volunteers. If there are many people interested in these two positions then they should all be looked at versus just the two that have gotten their interest letters in. Slow down the process.

### **Interview applicants for revamped Recreation Commission**

James Faulkner stated that there are two applicants that are interested in the open positions on the Recreation Commission.

Sayuri Koerner stated that she is interested in being on the Recreation Commission. She's currently coaching the kindergarten soccer team and she coaches basketball. She has two young children at CCS and is very involved in recreation and would love to volunteer.

Elisa Miller stated that she is interested in being on the Recreation Commission. She has been involved in the recreation department at CCS and she has three young children that attend CCS. She has coached soccer and basketball. She's currently a stay at home mother and she is connected to the community and has worked closely with Nicole Conley. She would like to give back to the community.

Frank Tenney stated that these positions haven't been put out to the public as of yet, which is the normal protocol for new positions on boards. All concurred to follow procedure. The topic will be taken up at the next Selectboard meeting. These positions will be filled for a term ending April 30<sup>th</sup>, 2024.

### **Special Events Coordinator (volunteer position)**

James Faulkner stated that there are town events that require a lot of work and a Special Events Coordinator would be helpful with running these events. Frank Tenney stated that he's not against the idea but he made a point that all of the events that are town events have committees. Mary Mead stated that there is a Recreation Director that handles all that a Special Events Coordinator would handle and therefore she doesn't see the need. James Faulkner stated that this topic is to be picked up again at a later date.

### **Budgeting process for FY24**

James Faulkner stated that Dean Bloch has put together a draft schedule for budgeting for FY24; James stated he would like to move the dates up to provide more time. Dean Bloch stated that the first presentations will be October 10<sup>th</sup> and those are all lined up. It's difficult to budget a year in advance, and there was discussion about allowing some leniency if the money isn't spent on what it was budgeted for, but the committees must explain why this is the case. Another topic discussed has been to give each committee a flat amount of funds, but this isn't something that has been discussed thoroughly as of yet. James Faulkner stated that sending a letter for donations could be sent out at this time. Also, a letter to each committee will be sent out reviewing the budgeting process etc. written and sent by himself and Dean Bloch.

### **Creation of more parking at the Senior Center**

Lane Morrison stated that with all of the activities at the Senior Center there is a parking issue. Currently there are 9 handicapped parking spots, and signs for four of these have been covered, and there have been no issues. They would like to change the four handicapped spaces that are

in the island and add two more additional spots. He stated that he met with Dean Bloch and Keith Osborne, and Keith said there is no site plan review required. The plan was shared on the screen. Lane Morrison feels the five handicapped spaces near the building are sufficient. Lewis Mudge stated there's a larger issue with the parking overflow behind the fire station. James Faulkner agreed that that's a larger issue that will need to be addressed at some point. Lane Morrison stated the Fire Department has been supportive of their expanded needs and they have not interfered with the fire lanes. He went on to state that the Senior Center would like to repaint the lines in the parking area and that work would come out of the maintenance budget and the estimate is around \$1,000.

Louise McCarren joined the meeting remotely.

**MOTION by Frank Tenney, seconded by James Faulkner, to allow the Senior Center to move forward with the changes to the parking spaces as proposed to include the parking striping to come out of the Senior Center maintenance budget. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Grand list errors and omissions for 2022**

John Kerr stated that by state statute this needs to come before the Selectboard for a motion to accept these changes to the grand list and by the same statute they're required to submit the Grand List on June 15, 2023. The Selectboard was given a summary and the end result is that the Grand List grows by \$15,257.00. There will be a reappraisal in FY23 so they want to be sure this is captured now in the 2022 Grand List.

**MOTION by James Faulkner, seconded by Lewis Mudge, to accept the 2022 Grand List errors and omissions report for the town of Charlotte as submitted. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Potential hiring of consultant to assist with transition of fire & rescue services from private not-for-profit to town department [possible executive session per 1 VSA §313(a)(1)(A)]**

James Faulkner stated that there are two applications that have been submitted.

Tony Kinson stated that he has been reading a lot on the leadership issue that the Charlotte Fire & Rescue has in the newspaper and he feels that it highlights that if a million dollars is going to be spent on this service, the Selectboard has to have some oversight on what's going on there. He feels there should be more transparency to what the money is used for. He stated that shared services would be wise. These things should be considered during the process that the Selectboard goes through for moving from contracted services to a town department.

**MOTION by Lewis Mudge, seconded by James Faulkner, to enter into executive session under contracts per 1 VSA §313(a)(1)(A) after making a specific finding that premature general public knowledge would clearly place the public body or person involved in a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried**

**MOTION by James Faulkner, seconded by Lewis Mudge, to exit out of executive session in order to invite members into the executive session. VOTE: 5 ayes, 0 nays; Motion Carried.**

**MOTION by James Faulkner, seconded by Lewis Mudge, to enter into executive session under contracts per 1 VSA §313(a)(1)(A) after making a specific finding that premature general public knowledge would clearly place the public body or person involved in a substantial disadvantage. An invitation was made for Dean Bloch to attend. VOTE: 5 ayes, 0 nays; Motion Carried**

Louise McCarren left the meeting. James Faulkner stepped out of the room briefly.

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

James Faulkner returned to the meeting.

**MOTION by Matthew Krasnow, seconded by Frank Tenney to not approve either of the proposals from this bid and to direct Dean Bloch to contact VLCT and CCRPC to look into developing a scope of work for a more specific coordinator for the position that the town needs to transition to municipal Fire and Rescue Service. VOTE: 4 ayes, 0 nays, 1 absent (McCarren); Motion Carried.**

#### **Selectboard liaisons to CVFRS and Recreation**

James Faulkner stated that there is a need for two liaisons. One liaison for CVFRS for the interim until the final switch is made and one for the Recreation Department. He also stated that he would like to see Frank Tenney as the CVFRS liaison. Frank Tenney accepted this position.

**MOTION by James Faulkner, seconded by Lewis Mudge, to appoint Frank Tenney as the liaison to the CVFRS. VOTE: 3 ayes, 0 nays, 1 abstention (Tenney), 1 absent (McCarren); Motion Carried.**

**MOTION by James Faulkner, seconded by Frank Tenney, to accept Matthew Krasnow as the liaison to the Recreational Commission. VOTE: 4 ayes, 0 nays; Motion Carried.**

#### **Selectboard updates**

James Faulkner stated that the Selectboard has very little authority over the cannabis issue. This is a responsibility of the Planning Commission not the Selectboards. Frank Tenney concurred and stated that it is up to the PC to write the zoning bylaws and the DRB to do any approvals. The Selectboard can only request that the PC put this issue in their work schedule for the Land Use Regulations.

Paul Plante stated that it's his understanding that the town has to opt in with the state for retail sales and he wondered if it applied to growers. Dean Bloch stated that it doesn't apply to cultivation; it's a different license. As of right now there has been no requests for retail. For certain types of production, it's not considered agricultural so it would be regulated by the Land Use Regulations. The Town would need to vote to opt in to allow retail. Matthew Krasnow stated that retail is legal in VT if it's also approved by the voters of a municipality. It's always within the power of any citizen to put out a petition that receives 5% of the registered voters to put anything on a town ballot that they want.

James Faulkner stated that there was someone that attempted to camp out at the beach in a tent. Nicole Conley got right on it with ordering signs that say “no camping.”

James Faulkner stated there was a pre bid meeting with subcontractors today for the town garage. He feels it went well. A couple more people have shown interest since then. The bids will open on October 10, 2022. There is need for a Clerk of the Works to manage all of this. John Kerr’s resume was shared. James stated that this will be put on the agenda for vote at the next meeting. This would be a preferred vendor situation.

Lewis Mudge stated that he spoke to Junior Lewis about the speeding issues on Greenbush Road and he’s on board with making it happen. He will have the conversation with CVFRS also about the reduced speed limit and the speed bumps.

### **Adjournment**

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

The meeting was adjourned at 9:30 p.m.

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