

**Town Administrator's Report**  
**June 10, 2024 Regular Selectboard Meeting**

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**Board of Sewage Disposal Commissioner's – Wastewater Allocation Application WW-23-2**  
**Charlotte Village Partners:**

1. For this application, the Board will need to make a motion to adjourn as the Town of Charlotte Selectboard and reconvene as the Board of Sewage Disposal Commissioners.
2. The Town's Sewer Allocation Ordinance requires a three step process to be taken by the Board during its review of a sewer allocation application. For this application, only two steps are applicable. I have outlined these steps below:
  - a. Please note that Elias Erwin, of Landmark Engineering and Design, has evaluated the application on behalf of the Town and submitted his findings for your review.
  - b. **Step 1 – Feasibility Analysis:** Per the requirements of Article 8 – Step 1, and § 10.1 of the Town's Sewer Allocation Ordinance, the Board must make an affirmative finding that on-site capacity was maximized prior to considering approval of the preliminary sewer allocation application.
    - i. § 10.1(G) also requires the applicant (or their consultant) to certify that on-site disposal capacity has been maximized.
  - c. **Step 2 – Preliminary Sewer Application:** Per the requirements of Article 11 § 11.1, the Board must make several affirmative findings as it considers approval of the preliminary sewer allocation application:
    - i. The proposed system is (1) residential or commercial in origin and (2) there is sufficient uncommitted reserve capacity.
    - ii. Sufficient evidence has been presented demonstrating (1) the proposed system is compatible with the proper operation current village wastewater system and (2) the proposed system will not cause a violation of the State permit or be injurious to the village wastewater system.
    - iii. The proposed system capacity complies with the standards established by this Ordinance.

**Application for Use of Town Facilities:**

1. Juvenile Diabetes Research Fund Bike Race – Glen Deruchie
  - a. This event was previously been hosted in Charlotte in 2023.
2. Green Mountain Bike Club Time Trials – Kevin Basset
  - a. This event has been hosted in Charlotte since 1987.
3. Kelly Brush Foundation's Century Ride - Betsy Cabrera
  - a. This event has been hosted in Charlotte since 2005. A copy of the organizers certificate of insurance will be provided prior to September 7, 2024. Their current certificate is set to expire in July of this year.
4. Covered Bridge 5k, 10k & Half Marathon – Rayne Herzog
  - a. This event has been hosted in Charlotte since 2016.

**Presentation by the Energy Committee on increasing the per kWh charge being levied by the Town's Chargepoint EV charger from \$0.19/kWh to \$0.25kWh:**

1. The Charlotte Energy Committee proposes that the per kWh charge being levied by the Chargepoint EV charger be increased from the current \$0.19/kWh to \$0.25/kWh to cover the current cost of electricity plus the 10% Chargepoint administrative fee plus 10% for any future charger maintenance and repair costs.
2. Based on last year's reimbursement of \$1269 by Chargepoint for electricity supplied, the maintenance and repair portion would represent around \$126 per year. The Energy Committee recommends reviewing the cost/kWh annually.

**Committee request for unbudgeted expenditures – Trails Committee – Request to spend no more than \$500.00 from the Trails Reserve Fund to replace the Ferry Road Trail's bridge:**

1. Jack Pilla is requesting the Selectboard authorize the Trails Committee to use no more than \$500.00 from the Trails Reserve Fund to purchase additional construction materials to replace the Ferry Road Trail's walking bridge.
2. This initial bridge was constructed in 2014. Recent flooding have washed the bridge off trail and resulted in several boards rotting out. Junior Lewis, and the Trails Committee, have worked to install concrete foundations for the new bridge to sit on.
3. There is currently \$54,375.98 remaining in the Trails Reserve Fund.

**Discussion of Employee Bargaining Unit Proposed by AFSCME Local 93 – Possible Executive Session per 1 V.S.A. § 313(a)(1)(E), (a)(1)(F):**

1. Should the Board decide to enter into executive session, they must first make a specific finding that that general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. See 1 V.S.A. § 313(a)(1). The Board may then make a formal motion to enter into executive session per 1 V.S.A. § 313(a)(1)(E), (a)(1)(F).
2. **A possible motion to make a specific finding would be:** "I make a motion finding that these discussions on pending civil litigation, to which the public body is a party, and discussions regarding confidential attorney-client communications would place the public body at a substantial disadvantage."
3. **A possible motion to enter into executive session would be:** "I make a motion to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(E) and (a)(1)(F) to discuss pending civil litigation, to which the public body is a party, with the Town's attorney. And to invite both Dina Atwood and Nate Bareham into this session."

**Discussion, and possible appointment, of the Town's Representative to the Chittenden Regional Planning Commission's Planning Advisory Committee**

1. The Chittenden Regional Planning Commission requests the Selectboard appoint a representative, and alternate, to their Planning Advisory Committee ("PAC") for a term beginning on July 1, 2024 and ending on June 30, 2026.
2. Typically, the Town Planner has been the Town's representative to the PAC. I have spoken with Larry, and he is willing to remain the Town's PAC representative. Should the Board decide to appoint the Town Planner, I would also recommend that the Board appoint the Town Administrator as the alternate representative.

3. **A possible motion would be:** “I make a motion to appoint \_\_\_\_\_ as the Town’s (alternate) representative to the Chittenden Regional Planning Commission’s Planning Advisory Committee for a term beginning on July 1, 2024 and ending on June 30, 2026.”

**Discussion, and possible approval, of renewing a contract with the Chittenden County Sheriff’s Department for traffic enforcement services:**

1. A copy of the proposed contract is included in your meeting packet.
2. I have also provided estimates of what it would cost the town to increase the number of service hours provided by the Sheriff.
  - a. These costs may be considered during the next budget cycle, should the Board decide to increase the number of hours for the FY26 contract renewal.