

Town Administrator's Report Selectboard Meeting on March 11, 2024

Selectboard Re-organization:

- Determine board structure and elect leadership.
 - For the past several years, the Selectboard has elected a Chair and Vice Chair.
 - To undertake this procedure, you can either authorize the past Chair to accept a nomination and call for a vote, or you can elect an Interim Chair to conduct this election.
 - Following election of the Chair, the Chair can accept nominations for Vice Chair.
- Rules of Procedure
 - The Selectboard has adopted (sometimes with amendments) the Charlotte Selectboard Rules of Procedure; the 2023 version is included in the packet.
 - In 2011, the Selectboard adopted a Conflict of Interest Policy—and the policy requires all new board members to acknowledge receipt of the policy in writing.
- Select newspaper(s) of record for warning meetings
 - 17 V.S.A. 2641(b) requires the designation of a newspaper for warning Town Meetings. Notices for Planning Commission and Zoning Board hearings also need to be published.
 - The Charlotte News is published every other week, which creates a problem for holding hearings in a timely manner. For the past several years the Selectboard selected The Charlotte News for warning Town Meeting, and The Citizen and/or Seven Days as necessary to meet deadlines for other public notices and for legal classifieds.
- Approve schedule of regular meetings
 - Historically, the Selectboard has been meeting on the 2nd and 4th Monday of each month.
 - This year, there are three potential conflicts with that current schedule:
 - Memorial Day falls on Monday, May 27th, this year.
 - Veterans Day falls on Monday, November 11th, this year.
 - In December, the second Selectboard meeting would fall on Monday, December 23rd. While this technically does not conflict with the Christmas holidays, I was unsure if members would want to schedule a meeting between a Sunday and the Christmas Eve holiday.
 - A draft meeting calendar, with suggested meeting dates, is included in your packet.
- Selectboard liaison assignments
 - Liaison assignments from the past two years are in the packet. Board members can indicate at the meeting which assignments they prefer for the coming year.
- Review Selectboard agenda request form
 - After hearing from several members of the Selectboard, I drafted a form to could be used for a request to be on the Selectboard's agenda.

Town Administrator's Updates

- Update on the Holmes Creek Covered Bridge Repairs.
 - Repairs of the Holmes Creek Covered Bridge have been completed by VT Heavy Timber.
 - A report has been sent to VTrans indicating that the bridge has been repaired to their specifications.

Request to Approve \$30,000 from the Charlotte Conservation Fund

- The Vermont Land Trust ("VLT") is making an application to the Vermont Housing and Conservation Board ("VHCB") for funding of a farmland conservation project. The Charlotte Land Trust ("CLT") has partnered with VLT for this project.

- As part of this project funding, CLT and VLT are applying for a Charlotte Conservation Fund grant for \$30,000. The application has received the requisite approval from the Conservation Commission, Recreation Commission and Trails Committee, and now is being presented to the Selectboard.
- CLT and VLT have a hearing scheduled with VHCB on March 20th, 2024. In part, they would like to have prior approval of this funding to show community support to better leverage VHCB funding.

Charlotte Tree Warden, Mark Dillenbeck – Presentation and Discussion of Multiple Items:

- Review of the Town’s proposed Tree Planting Agreement.
 - This agreement was first presented to the Selectboard in December, 2023. The goal of this proposed Tree Planting Agreement was to update the older version of this agreement and mitigate the Town’s liability. Mark Dillenbeck has requested time to discuss potential updates to that agreement. Both Mark’s draft, and the original, are included in your meeting packet.
- Request to approve storing trees temporarily at the Town Garage and to use the Town Garage’s water spigot(s) for watering said trees.
 - Tree plantings have been tentatively scheduled to begin on Saturday, April 13th, 2024, at both State Park Road and at the Town Garage.
 - As part of this, the Mark Dillenbeck requests the Board’s permission to store the trees temporarily in the Town Garage and to use the water spigot(s) at the Town Garage for watering these trees during the summer and fall. The Road Commissioner has been informed and has no issues with these requests.

Presentation of the Current Beach Event Policy and Possible Amendments

- The Recreation Commission Chair and the Recreation Director have asked the Selectboard to review several suggested amendments to the current Beach Event Policy. The updated Beach Event Policy is included in your meeting packet.

Discussion of a proposed Town Lands Fire Ordinance

- The Recreation Commission, and several adjoining landowners, have concerns about security and “night activity” at the Charlotte Town Beach during the summer months. The Recreation Commission Chair, the Recreation Director, and I have discussed the possibility of drafting a Town Lands Fire Ordinance.
- The Board could authorize a Board member(s), the Town Administrator, or the Recreation Commission to work on developing a draft Fire Ordinance for the Board to review.

Request to authorize the Town Administrator to determine when a traffic study can be conducted on Ferry Road

- The Chittenden Country Regional Planning Commission (“CCRPC”) confirmed that no traffic study or traffic judgement has been completed on Ferry Road between the intersection of Lake Road and Greenbush Road. As a result, the Town is unable to authorize placement of signage on that section of Ferry Road.
- I am requesting that the Selectboard authorize me to work with CCRPC to schedule a traffic study for early summer, pending final approval by the Selectboard.

Request to approve an updated Planning & Zoning Fee Schedule

- The Town Administrator requests the Selectboard approve an updated Planning & Zoning fee schedule. This new schedule eliminates wastewater and water supply permit fees associated with the Town’s delegation agreement.

Liquor Control Board:

- These are both renewals.