

Town of Charleston
Selectboard Meeting 3/11/2021

MINUTES

Attending: Selectpersons Peter Moskovites, Larry Young and Patrick Austin; Town Clerk & Treasurer Teri Gray; and Selectboard Clerk Colleen Kellogg.

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING

The meeting was called to order at 6:00 pm by Peter Moskovites, Chair, and the board proceeded with Organizations Business.

ORGANIZATIONAL BUSINESS

- Patrick Austin nominated Peter Moskovites as Selectboard Chair for the year, seconded by Larry Young. All in favor; Mr. Moskovites elected Chair.
- Mr. Moskovites nominated Mr. Austin as Vice Chair, seconded by Mr. Young. All in favor; Mr. Austin elected Vice Chair.
- Mr. Moskovites made a motion to continue holding regular meetings on the 2nd and 4th Thursdays of the month at 6:00 pm, seconded by Mr. Austin, and unanimously approved.
- Mr. Austin made a motion to keep the same posting locations for Selectboard notices— Clerk's Office, Post Offices, Scampy's, Charleston School (when open to the public), and the charlestonvt.org website—seconded by Mr. Moskovites and approved unanimously.

Motion by Mr. Austin to approve the minutes of the February 25, 2021 meeting as written, seconded by Mr. Moskovites and unanimously approved. Motion by Mr. Austin to approve the minutes of the March 1, 2021 Information Meeting as written, seconded by Mr. Moskovites and unanimously approved. There was no public comment or road report.

POST TOWN MEETING APPOINTMENTS

- The Selectboard is not aware anyone interested in the office of Constable; and Mr. Moskovites suggested that a longer discussion about town needs may be required. Mr. Young said that training requirements have been a barrier for this office. Mr. Austin suggested the board gather details about the time commitment required for training. To begin, the board asked Ms. Kellogg to post an announcement that the board is seeking interested candidates.
- Sarah Jenness was elected Second Constable March 2nd but submitted a resignation letter because the office conflicts with her service as School Board Director. Motion by Mr. Austin to accept the resignation, seconded by Mr. Moskovites and approved. Board members asked Ms. Kellogg to add the office of Second Constable to the above notice.
- Mr. Young made a motion to appoint Justin Taft Tree Warden, seconded by Mr. Moskovites and unanimously approved.
- Mr. Moskovites nominated Patrick Austin as NEKWMD Director, seconded by Mr. Young, and unanimously approved, with Mr. Austin abstaining.
- Mr. Moskovites made a motion to appoint Sarah Jenness as Pound Keeper, seconded by Mr. Austin and unanimously approved. Ms. Jenness already has the town kennel and wishes to continue these duties.
- Since there is no Second Constable, and since Ms. Jenness wishes to continue Animal Control duties, Mr. Moskovites moved to appoint Sarah Jenness as Animal Control Officer with responsibility for enforcing the town dog ordinance and state law, with written job duties to be finalized at the next meeting, seconded by Mr. Austin and unanimously

approved. Ms. Jenness will be offered the position at the rate she was previously compensated for ACO duties performed as Second Constable.

- Mr. Austin made a motion to appoint Michael Currie as Surveyor of Wood, seconded by Mr. Moskovites and unanimously approved.

OLD BUSINESS

- Board members discussed how to approach repairs to the highway garage roof, agreeing on: (1) the need for each interested contractor to provide an evaluation of why the roof is leaking and recommendation on how to fix it; and (2) that steel roof should be used. Mr. Austin made a motion to put out a request for proposals for contractors to evaluate the existing town garage roof and submit bids to correct the existing problem, seconded by Mr. Moskovites. Discussion points included naming Bernie Pepin as the project contact, the need for a “Clerk of the Works” to oversee the project, and plans to advertise in the newspapers as well as create a list of invited contractors. Board members will consider RFP language and approve a final document at the March 25th meeting.
- Board members discussed how to proceed with a project to repave and upgrade Center School Rd, with a priority on repaving the existing paved section and completing needed drainage upgrades like culverts, ditches and shoulders. Extending pavement would be a second priority. Mr. Young suggested the request for bids require contractors to provide separate prices for existing pavement and for any extension rather than a lump sum. Board members will review previous bid documents for appropriate language and approve a final RFP for paving only at the March 25th meeting. Other upgrades will be completed by the town crew.

NEW BUSINESS

- Mr. Moskovites made a motion to approve a liquor license renewal for the West Charleston Corner Store, seconded by Mr. Austin. Renewal approved and signed.
- Mr. Moskovites agreed to contact VTrans District 9 to set up the annual meeting for an upcoming Tuesday. In advance of the meeting, board members reviewed town bridge inspection reports, and reviewed and signed the Annual Financial Plan and Certification of Compliance for Town Road and Bridge Standards.
- Board members received a copy of the 2020 Local Emergency Management Plan and will review for outdated information. Comments will be shared with the clerk’s office, and an updated draft will be adopted by the April 22nd meeting.
- Highway Equipment Replacement Schedule was reviewed, with no imminent needs.
- Delinquent Tax Collector Grace Frizzell submitted a written proposal to hold a tax sale in 2021 for delinquent 2019 and 2020 property taxes. Mr. Moskovites made a motion to accept the proposal as long as the sale event can be held in compliance with state gathering and capacity restrictions, seconded by Mr. Austin and unanimously approved.

Six Highway and Selectboard orders totaling \$14,274.28 were approved unanimously and signed by all board members.

Seeing no other business, Mr. Young made a motion to adjourn, seconded by Mr. Moskovites, and the meeting adjourned at 7:25 pm. The next meeting will be held Thursday, March 25, 2021 at 6:00 pm.

Approved this 25th day of March 2021 by Selectboard, Town of Charleston