

**Town of Charleston**  
**Selectboard Meeting 04/14/2022**

MINUTES

Attending: Selectpersons Patrick Austin, Peter Moskovites and Larry Young; Road Foreman Bernie Pepin; Residents Sarah Jenness, Chris Wright, and Kim Edwards; Tyler Billingsley of East Engineering (remote); and Selectboard Clerk Colleen Kellogg.

*THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING.*

The meeting was called to order at 6:001 pm by Patrick Austin, Chair. Discussions of (1) Health Officer position and (2) retail cannabis were moved to public comment to accommodate the residents attending to for these matters.

Peter Moskovites moved to approve the minutes of the March 24, 2022 meeting as written, seconded by Larry Young and unanimously approved.

Bids to replace a large culvert on Ten Mile Square Rd were opened with the following results: J.P. Sicard - \$181,603; JBL Hauling & Excavating - \$92,533; and RG Gosselin - \$148,910.

**PUBLIC COMMENT/HEALTH OFFICER/CANNABIS**

Sarah Jenness is interested in serving as the Town's health officer. Mr. Moskovites moved to appoint Mrs. Jenness as Town Health Officer; seconded by Mr. Austin and unanimously approved.

Chris Wright and Kim Edwards are pre-approved for a retail cannabis license by the VT Cannabis Control Board and would like to apply for a license to begin selling this October in Charleston. They are hoping Charleston will "opt-in" and allow licenses to be granted in town, and they request Selectboard support. Because the decision requires a town election brought about by a petition signed by 5% of voters or by Selectboard action, board members suggested that gathering petition signatures would be a good way for Mr. Wright and Ms. Edwards to conduct community education and awareness about their plan. The board was generally supportive, recommended they proceed with a petition, and the board will respond by warning a special election within 60 days of receiving a valid petition.

**BID AWARD**

Mr. Austin moved to award the Ten Mile Square Rd Culvert job to JBL Hauling & Excavating, seconded by Mr. Young and approved unanimously. Tyler Billingsley will be in touch with JBL to execute a contract and discuss how to proceed.

Mr. Moskovites called for executive session to interview a candidate for the Grader Operator position, seconded by Mr. Austin with session beginning at 6:30 pm. Session ended at 6:53 pm. Mr. Moskovites moved to offer Fred Baraw part-time employment as Grader Operator at \$25 per hour, with second by Mr. Austin. Mr. Austin will contact Fred Baraw tomorrow.

**ROAD REPORT**

Board members will meet with the highway crew on Tuesday the 19<sup>th</sup> at 7:30 am to discuss staffing and personnel matters. The meeting will be warned, but most will discussion occur in executive session.

Bernie Pepin said roads are a mess and the crew has been working to fix them—grading, hauling stone and gravel, and some ditching. He needs to start ditching work on Ten Mile Square Rd. Colleen Kellogg will find out if the town can proceed with grant-funded work on that road.

Mr. Pepin confirmed that landowner Butch Moulton has a livestock fence across the legal Trail "Rocky Ledge Rd." Since this is a public right of way that must remain accessible, the Selectboard asked that the

Clerk's office send a letter to the property owner letting him know that the fence must be taken down by May 9<sup>th</sup>, and that if it is not, then the town will take further action.

#### OLD BUSINESS

- Discussion of ARPA funds was tabled to the next meeting. Discussion of a potential ARPA funded project to install heat pump heating and cooling units in the Town Office was moved to new business.
- Retail cannabis was discussed earlier during public comment.
- A final Incident Report Form for employees to report workplace incidents was reviewed and approved and will be made available to the highway crew and other employees.
- Mr. Young asked about the status of the highway garage roof and if the new insulation is getting wet. Mr. Pepin said he still sees leaks. Mr. Young said that getting the highway garage roof fixed well is a priority and would like ARPA funds used for this if needed.

#### NEW BUSINESS

- Bid award and Town Health Officer decisions were made earlier in the meeting.
- The Town must appoint a representative to the Regional Emergency Management Committee (REPC) and Ms. Kellogg is willing to serve as long as it does not interfere with her Asst. Clerk & Treasurer duties. Motion by Mr. Austin to appoint Ms. Kellogg, second by Mr. Moskovites and approved.
- Mr. Moskovites would like the board to consider notifying landowner Alan Davis that future work in the ROW must be cleared with the Selectboard. He is researching the matter and will try to have a draft for the next meeting.
- VLCT's recommended change to Personnel Policies was tabled to the next meeting.
- Mr. Austin moved to offer employer-paid single-person eye insurance (VLCT Eye-Med Option 5) with the option to add family members through payroll deduction, seconded by Mr. Young and approved. Ms. Kellogg will set up the plan for the start of the first available month.
- Mr. Moskovites moved to approve a Marine Permit for Kingdom Games' Echo Lake Swim on Weds August 10, 2022, seconded by Mr. Austin and approved.
- Mr. Austin moved to install mini-split heating and air-conditioning units in the Town Office, at a cost not to exceed \$16,000, with work to be done by Tardif Heating & Mechanical and Rusty's Electric, seconded by Mr. Moskovites and approved.
- Mr. Moskovites has been in contact with property owner Michael Rice and will have a draft letter concerning junk vehicles and ROW encroachment for board consideration at a later meeting.

Two Selectboard orders totaling \$16,091.85 and six Road orders totaling \$35,956.20 were approved unanimously and signed by all members.

#### ANNOUNCEMENTS & INFORMATION

- The Clerk's Office has received complaints about unsolicited purchase offers from Aldea Homes and wants property owners to be aware.

Seeing no other business, Mr. Moskovites moved to adjourn the meeting, seconded by Mr. Austin, and the meeting adjourned at 7:32 pm. The next meeting will be held Thursday, April 28, 2022 at 6:00 pm.

Approved this 28<sup>th</sup> day of April 2022:

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Selectboard, Town of Charleston