

Town of Charleston
Selectboard Meeting 3/09/2023

MINUTES

Attending: Selectpersons Patrick Austin, Tim Jenness, and Peter Moskovites; Planning Commission Chair John Kellogg; Road Foreman Wendell Hastings; 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 Chair Pat Austin. Colleen Kellogg noted the following changes to the agenda. Under Old Business: cell phone for the Animal Control and Health Officer. Under New Business, Constable appointments were removed as both were elected at Town Meeting, and a request from the Delinquent Tax Collector to hold tax sale was added.

POST TOWN-MEETING ORGANIZATIONAL BUSINESS

- Peter Moskovites nominated Pat Austin as Selectboard Chair, with second by Tim Jenness. With no other nominations, Pat Austin was elected Chair for the year.
- Mr. Austin nominated Peter Moskovites as Selectboard Vice Chair, with second by Tim Jenness. With no other nominations, Peter Moskovites was elected Vice Chair for the year.
- 2023 Meeting dates were reviewed. As Mr. Jenness cannot attend the March 23rd meeting, Pat Austin offered a motion to reschedule the second March meeting to Wednesday the 22nd. The motion was seconded by Peter Moskovites and approved. Ms. Kellogg will post and warn the new meeting date.
- The current newspaper of record is the Barton Chronicle. Posting locations are the Town Clerk's Office, East & West Post Offices, Scampy's store, and Charleston Elementary. Mr. Moskovites moved to keep newspaper and locations the same, seconded by Mr. Austin and unanimously approved.

Pat Austin moved to approve the minutes of the February 23, 2023 meeting as written, seconded by Peter Moskovites. There was no discussion, and the minutes were approved unanimously. There was no public comment.

ROAD REPORT

- Wendell Hastings said the crew has been fighting potholes, pulled a truck back on the road over the weekend, and winged back the whole town 3 days. They aim to put gravel on Ten Mile Square Rd to deal with frost-heaved culverts.
- Mr. Hastings asked if he must guarantee 40 work hours per week during winter. The schedule is adjusted in response to weather and workload, and not all employees choose to accrue comp time, which can be used to complete the 40 hours. The office staff will contact the HR specialist at VLCT for guidance.
- Dale Mead is installing a new driveway culvert at this property, and the town culvert policy was discussed. It is the property owner's responsibility to purchase and install driveway culverts. They must first consult with the Road Foreman, and the culvert must be sized and located according to his specifications
- Mr. Hastings asked if the town wanted to sell sand from the Barton Pit. The Town of Brownington is interested. The matter was tabled until next meeting.
- Mr. Hastings mentioned a problem with rubbish totes being left in the way of the plow. The Chair said that totes are supposed to be left curbside but NOT in the road. When items are

placed in the town right-of-way, like totes and mailboxes, the town cannot be held liable for damaged caused by necessary snow removal.

- The Morgan-Charleston Rd sign is missing and will be ordered once a vendor is identified.

OLD BUSINESS

- The Chair recapped an agreement between the town and JA McDonald to excavate and crush 20,000 CY gravel from the Barton Pit at a price of \$7/yd. They crushed about 11,000 CY last year, and then moved out for the season. Mr. Austin will contact them to find out their plan for fulfilling the contract. The above ground gravel is harvested, but the floor has good material. Mr. Hastings currently estimates a 7-8,000 CY stockpile in the pit, so the town has enough for summer but definitely needs to crush for fall.
- Ms. Kellogg provided a report on ARPA funds. The town received a total of \$297,800.50 and in 2022 spend \$46,000 on a new roof for the highway garage and \$13,440.92 on heat pumps for the Town Clerk's Office. A balance of \$238,359.58 remains. The funds must be allocated by 12/31/2024 and spent by 12/31/2026. Public input is required so all ARPA discussions take place in public Selectboard meetings and are noticed on agendas.
- Regarding an estimate received at the last meeting from Ivers Electric to replace fluorescent fixtures in the garage and Clerk's office, Ms. Kellogg confirmed that the prices are separate and either building could be done and invoiced separately. Mr. Hastings confirmed that the garage fixtures are new enough to accept LED tubes, and he has already begun replacing some. There is no need to update garage fixtures at this time.
- Mr. Austin said he has taken calls and questions from many vendors about the generator job, and a few proposals have come in. He plans for the town to do any excavation needed. The generator will likely be served by two round tanks located ten feet from the generator.
- Teri Gray said she has been in touch with FirstNet, the Emergency Responses cell phone network, and they are processing the town's eligibility. She will notify Sarah Jenness when the phone is set up. At that time, she will also look into moving Wendell Hastings phone from Brownington to Charleston's account.

NEW BUSINESS

- In preparation for the Annual Financial Meeting with VTrans, board members accepted and signed the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory.
- An annual report required for the Municipal Roads General Permit was reviewed, signed and will be submitted.
- Charleston's First and Second Constable were elected at Town Meeting so no appointments were needed. The board asked that the newly elected officers attend an upcoming meeting to discuss duties, town needs and budget, etc. The Clerk staff will contact them and provide VLCT contacts and other information. Peter Moskovites will also research what duties can be carried out without law enforcement training.
- Pat Austin moved to reappoint Justin Taft as Town Tree Warden. The motion was seconded by Tim Jenness, and Mr. Taft was reappointed.
- Peter Moskovites moved to reappoint Pat Austin as Charleston's NEKWMD Supervisor. The motion was seconded by Tim Jenness, and Mr. Austin was reappointed.
- Peter Moskovites moved to reappoint Blair Moulton and Darald Moulton as Town Fence Viewers. The motion was seconded by Pat Austin, and both were reappointed.
- Pat Austin moved to reappoint Mike Currie as Inspector of Lumber, Shingles, and Wood. The motion was seconded Tim Jenness, and Mr. Currie was reappointed.
- Delinquent Tax Collector Grace Frizzell submitted a letter of request to hold a tax sale this year and to turn over to the town attorney any amounts not received as of June 1st for tax sale.

Peter Moskovites moved to approve the request, seconded by Pat Austin, and the request was approved.

Two Selectboard order totaling \$18,254.27 and four Road orders totaling \$14,064.86 were approved unanimously and signed by all members.

ANNOUNCEMENTS/INFORMATION

- Selectboard members and the Foreman are asked to attend the Annual Financial Meeting with Trans on Tuesday, March 14th at 8:00 am at the Town Clerk's Office.
- VLCT is setting up a new Municipal Assistance portal. Each official needs a unique email. Board members asked Ms. Kellogg to set up emails for Peter Moskovites and Tim Jenness.

The Chair called for Executive Session at 7:09 pm to accept generator proposals received. Session ended at 7:14 pm with no action taken.

Seeing no other business, Tim Jenness made a motion to adjourn the meeting, with a second by Peter Moskovites, and the meeting adjourned at 7:15 pm. The next regular meeting will be held Wednesday, March 22, 2023 at 6:00 pm.

Approved this 22nd day of March 2023:

Selectboard, Town of Charleston