

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
AUGUST 20, 2019**

Selectboard Present: Steve Neill; Chair, Albert St. Pierre, Jeffrey Lessels
Staff Present: Jessica Dennis
Additional Attendees: Steven Schneider, UVLSRPC

Meeting was called to order at 5:08 PM.

The Selectboard has asked Mr. Schneider to come in and discuss the Planning and Zoning workload. The Town has an agreement with UVLSRPC through the end of December 2019. Mr. Schneider stated the Planning Board is currently very active and he does not have much time to send Notice of Violation letters. It is understood that Planning Board applications and work load comes in waves, but if the Selectboard wishes to consistently pursue Zoning Violations there needs to be someone in the office more frequently. Additionally, the Town needs to update the Master Plan and should be more consistent about updating and following Master Plan once it's adopted. It is Mr. Schneider's recommendation that the Selectboard consider hiring a full-time Planning Administrator and that the Selectboard should be realistic about the salary needed to find a qualified candidate.

The Selectboard reviewed a letter drafted by Mr. Lessels to Mr. & Mrs. Parda on Scenic Hill Road. Letter will be revised before being sent

The Selectboard drafted an apology to Mr. Thomas Fuller for the June 5th Minutes printed in Our Town.

Another workshop was scheduled for Tuesday, August 27th at 5:00 PM at the Town offices.

ADJOURNMENT:

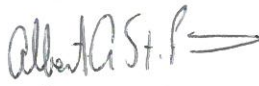
**Mr. St. Pierre moved to adjourn this meeting. Mr. Lessels seconded the motion.
With all in favor, the meeting was adjourned at 6:52 PM.**

Respectfully submitted,
Jessica Dennis

Approved,



Steven A. Neill



Albert St. Pierre



Jeffrey Lessels

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the September 4, 2019, Selectboard meeting.)