

# CHARLOTTE SELECTBOARD

Agenda for Tuesday, June 9<sup>th</sup>, 2025

Charlotte Town Hall, 159 Ferry Road

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To join meeting online (via Zoom) please click the link [here](#).

To join meeting by phone please call **1-929-205-6099** and dial the **Meeting ID** and **Passcode** below:

- **Meeting ID:** 880 2491 0208
- **Passcode:** 123456

*Please contact Nate Bareham, Town Administrator at (802)-425-3071 ext. 5 or at [townadmin@townofcharlotte.com](mailto:townadmin@townofcharlotte.com), with any comments, questions or requests for accommodations for this meeting. Reasonable accommodations shall be provided upon request to ensure this meeting is open and accessible to everyone.*

## MEETING AGENDA:

<i>TIME</i>	<i>ITEM</i>
<b>6:00 PM</b>	Site Visit for HAP-25-01 at 435 Dorset Street
<b>7:00 PM</b>	Approval of Consent Agenda a. Meeting Minutes for May 12 <sup>th</sup> & 27 <sup>th</sup> , 2025
<b>7:05 PM</b>	Adjustments to the Agenda
<b>7:10 PM</b>	Public Comment for items not on the Agenda
<b>7:15 PM</b>	Selectboard & Town Administrator's Updates
<b>7:20 PM</b>	Highway Access Permit (HAP-25-01) – MJ Sleeper & Liam O'Farrel
<b>7:30 PM</b>	Selectboard interview, and possible appointment, of Eli Lesser-Goldsmith to the Conservation Commission
<b>7:40 PM</b>	Review of Charlotte Tree Planting, and Tree Removal, applications with the Tree Warden
<b>7:50 PM</b>	Discussion, and possible action, on an ADA ramp and handicap parking space at the Town Beach
<b>8:05 PM</b>	Charlotte Board of Sewage Disposal Commissioners: a. Discussion of Annual Sewer Use Rates – Quarterly Administrative & Infrastructure Fee
<b>8:25 PM</b>	Discussion, and possible action, on renewing the Town's ChargePoint service agreement
<b>8:30 PM</b>	Discussion of Personnel – Executive session likely per 1 V.S.A. § 313(a)(3)
<b>8:40 PM</b>	Discussion of Town Contract(s) – Executive session likely per 1 V.S.A. § 313(a)(1)(A)
<b>8:50 PM</b>	Signing of Warrants
<b>9:00 PM</b>	Adjournment

**Selectboard Members:** Lee Krohn, Chair; Frank Tenney, Vice Chair; Lewis Mudge; Natalie Kanner; JD Herlihy

**Town Administrator:** Nathaniel Bareham

**Minute Taker:** Brooke Milo

**Next Meetings:** June 23<sup>rd</sup>, 2025; July 7<sup>th</sup>, 2025

## Town Administrator's Report June 9<sup>th</sup>, 2025

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### **Site Visit for HAP-25-01 at 435 Dorset Street**

- a. Selectboard Members, and the Town's Road Commissioner, will be on site to inspect site for a proposed permit amendment from a residential drive to a commercial drive.

### **Approval of Consent Agenda:**

- a. Meeting Minutes for May 12<sup>th</sup>, 2025, and May 27<sup>th</sup>, 2025
  1. Minutes of the last regular Selectboard meeting.
- b. **A suggested motion is:** "I move to approve the consent agenda for June 9<sup>th</sup> as presented."

### **Highway Access Permit (HAP-25-01) – MJ Sleeper & Liam O'Farrel:**

- a. Application:
  1. This highway access permit was submitted to amend their existing residential access to a commercial access, in order to serve an approved daycare facility.
  2. A copy of the application and site plan is included in your meeting packet.
- b. Procedural History:
  1. On May 14<sup>th</sup>, 2025, the Development Review Board approved Application # DRB 25-034-CU/SP allowing a proposed daycare facility at 435 Dorset Street. Under the decisions and conditions of that approval, the applicant is required to "obtain a new highway access permit to reflect the commercial use of the property" prior to a zoning permit being issued.
  2. Per the Town's Highway Access Permit Policy, a copy of the application was provided to the Road Commissioner for his review, and adjoining property owners have been notified of tonight's hearing. No letters of support/opposition have been received.
- c. Applicable Regulations:
  1. Highway Access Permit Policy:
    - "A permit approved by the Selectboard is required for all driveways, entrances, curb cuts and approaches ("access points") within a town highway right-of-way. No construction may take place until the town has issued a highway access permit."
  2. Charlotte Land Use Regulations, Chapter III (see p. 29):
    - Section 3.2(a)(4): "(d)riveways and roads should be located to achieve appropriate site distances . . . at least 225 feet (on center) from an intersection with a public road."
    - Section 3.2(a)(5): "(t)he width of a proposed driveway, road or parking area shall not exceed the applicable state standard (B-71, A-76 as most recently amended for the proposed use)."
  3. VTrans B-71 Standards for Residential and Commercial Drives:
    - Commercial drive are required to have a 24'-40' width per Detail C.

- d. Discussion:
  - 1. Because this is a pre-existing access, it already meets the requisite site distances prescribed by the Town’s Land Use Regulations.
  - 2. The updated commercial access will be required to abide by B-71 Standards for Residential and Commercial Drives (see “Detail C” for two-way undivided commercial drives). This reference would be included in their formal highway access permit, and inspected by the Road Commissioner upon completion of the access.
- e. **A suggested motion is:** “I move to approve highway access permit 25-01 as presented, and authorize the Town Administrator to issue the highway access permit”

**Selectboard interview, and possible appointment, of Eli Lesser-Goldsmith to the Conservation Commission:**

- a. A copy of Eli’s application is included in your meeting packet.
- b. **A suggested motion is:** “I move to appoint Eli Lesser-Goldsmith to the Conservation Commission for a term beginning on June 10<sup>th</sup>, 2025 and ending on April 30<sup>th</sup>, 2027.”

**Review of Charlotte Tree Planting, and Tree Removal, applications with the Tree Warden:**

- a. Cliff Mix, and Mary Cheney, have prepared applications for the planting and removal of trees on Town property. We have allocated time on tonight’s agenda for the Tree Warden to review these applications with the Selectboard, and answer any questions you may have on these documents. Copies of those forms are included in your meeting packet.
- b. Under 24 V.S.A. § 2502, the Town’s tree warden “shall have control all shade trees within the municipality.” As such, no action is required by the Selectboard for the Tree Warden to implement these applications.

**Discussion, and possible action, on an ADA ramp and handicap parking space at the Town Beach:**

- a. The Recreation Commission requested time to discuss the potential installation of an ADA compliant ramp at the Charlotte Town Beach.
- b. In conjunction with this project, there have been discussions re. the paving a handicap compliant parking space at the Charlotte Town Beach. The [2010 ADA Standards for Accessible Design](#), Chapter 5, provides the following requirements for handicap accessible car parking spaces:
  - 1. Be at least 96 inches wide
  - 2. Have an access aisle at least 60 inches wide
  - 3. Have no more than a 1.48 (2.08%) slope in all directions
  - 4. Have a surface that is firm, stable, and slip-resistant
  - 5. Have a sign with the international symbol of accessibility on it, mounted at least 60 inches above the ground (measured to the bottom of the sign)
  - 6. A parking space access isle which meets the following standards:
    - i. Width. Access aisles serving car and van parking spaces shall be 60 inches (1525 mm) wide minimum.
    - ii. Length. Access aisles shall extend the full length of the parking spaces they serve.
    - iii. Marking. Access aisles shall be marked so as to discourage parking in them.

- c. A copy of the plans for the ADA compliant ramp have been included in your meeting packet.
- d. Additionally a quote from Lewis Excavating for site preparation for the possible handicap parking area have also been included in your meeting packet.

**Charlotte Board of Sewage Disposal Commissioners (Discussion of Annual Sewer Use Rates – Quarterly Administrative & Infrastructure Fee):**

- a. The Selectboard will need to recess and reconvene as the board of sewage disposal commissioners.
  - 1. **A suggested motion is:** “I move to recess as the Charlotte Selectboard and reconvene as the Charlotte Board of Sewage Disposal Commissioners.”
- b. At your last meeting, the Board of Sewage Disposal Commissioners approved the proposed "initial connection fee" for those wishing to connect to the Town’s West Village Wastewater System.
- c. This time has been set aside for the Board to discuss how you want to structure the Quarterly Administrative and Infrastructure Fee, and to request any clarifying information that the Board would like to have the Town Administrator research before a final fee structure is approved. A brief summary is provided below.
- d. Discussion of the Quarterly Administrative & Infrastructure Fee:
  - 1. The Quarterly Administrative and Infrastructure Fee covers the pro-rata share of overall administrative costs, including annual system inspections, audit, billing, and the like. This is a flat fee based on the number of connections to the system divided by \$5,000 of estimated administrative costs [Quarterly costs = (\$5,000/3)/4].
  - 2. The question that the Board should discuss is whether Town facilities should be included in the number of connections used to calculate the Quarterly Administrative and Infrastructure Fee.
    - i. An argument can be made that anybody who is connected to the system should pay their fair share of the overall administrative costs for the system.
    - ii. The other argument is that these new connections have created some of these new administrative costs, and should therefore be responsible for covering these additional costs.
- e. Once this discussion has concluded, the Board will need to reconvene as the Selectboard.
  - 1. **A suggested motion is:** “I move to adjourn as the Charlotte Board of Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard.”

**Discussion, and possible action, on renewing the Town’s ChargePoint service agreement:**

- a. In 2020, the Selectboard authorized the purchase and installation of a electric vehicle charging station at the Charlotte Town Hall. This authorization included a 5-year Commercial Cloud Plan, and a 5-year Assure Maintenance and Management Plan for a total cost of \$3,999.00.
- b. These services are set to expire on June 16<sup>th</sup>, 2025. ChargePoint has provided a 3-year renewal agreement for these services at a cost of \$3,780.00.

- c. **A suggested motion is:** “I move to approve the renewal of the ChargePoint Commercial Cloud Plan and Assure Maintenance and Management Plan, as presented.”

**Discussion of Personnel – Executive session likely per 1 V.S.A. § 313(a)(3):**

- a. To enter into executive session, **a suggested motion is:** “I move to enter into executive session to discuss the possible appointment of an Assistant Recreation Director, and a Zoning Administrator, per 1 V.S.A. § 313(a)(3). I further invite Nate Bareham into this session.”

**Discussion of Town Contract(s) – Executive session likely per 1 V.S.A. § 313(a)(1)(A):**

- a. This requires a two-part motion of the Selectboard.
- b. First, the Selectboard must find that pre-mature general public knowledge would clearly place the Selectboard at a substantial disadvantage.
  - 1. **A suggested motion is:** “I move to find that premature general public knowledge of these discussions on an existing Town contract would clearly place the public body at a substantial disadvantage.”
- c. Second, the Selectboard may then make a motion to enter into executive session.
  - 1. **A suggested motion is:** “I move to enter into executive session for the discussion of a Town contract per 1 V.S.A. § 313(a)(1)(A). I further invite Nate Bareham into this session.”

1 **CHARLOTTE SELECTBOARD MEETING**  
2 **Monday, May 12, 2025**  
3 **Charlotte Town Hall 159 Ferry Road and via teleconference**  
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*  
6

7 **SELECTBOARD MEMBERS:** *In person:* Lee Krohn, Chair; Frank Tenney, Vice Chair;  
8 Lewis Mudge; Natalie Kanner; J.D. Herlihy  
9

10 **ADMINISTRATION:** Nathaniel Bareham Town Administrator  
11

12 **OTHERS:**

13  
14 **In person:** Jeremy Kent, Pete Hessney, Alexa Lewis, Nancy Wood, Ruth Uphold, Mike Dunbar,  
15 John Snow, Robert Caldwell, Moe Harvey, Deirdre Holmes, Mike Yantachka, Mary Mead  
16

17 **Remote:** Alise Certa, Brett Yates, Carrie Spear, CVFRS- Chief, Hugh Lewis Jr., Patrice  
18 Machavern, Paul Plante, Sarah Reeves, Jacques Larose  
19

20 **AGENDA ITEMS:**  
21

- 22 7:00 PM Approval of Consent Agenda  
23 a. Meeting Minutes for April 28, 2025, and May 7th, 2025  
24 b. Sullivan, Powers & Co., Audit Scope and Objectives for FY25  
25 c. Site Plan Fee Waiver for the Charlotte Grange  
26 7:05 PM Adjustments to the Agenda  
27 7:10 PM Public Comment for items not on the Agenda  
28 7:15 PM Selectboard & Town Administrator's Updates  
29 7:20 PM Discussion of Contracts – Executive session likely per 1 V.S.A. § 313(a)(1)(A)  
30 7:40 PM Chittenden Solid Waste District FY26 Budget – Sarah Reeves, Executive Director  
31 8:00 PM Budget Update with Charlotte Volunteer Fire & Rescue Service  
32 8:10 PM Charlotte Board of Sewage Disposal Commissioners:  
33 a. Establishing Annual Sewer Use Rates  
34 b. Final Allocation Application for Charlotte Village Partners, LLC  
35 8:30 PM Charlotte Energy Committee:  
36 a. Resolution to re-name the Charlotte Energy & Climate Action Committee  
37 b. Update on the Town Energy Modernization Project  
38 c. Proposed Bike Repair Station Location  
39 8:55 PM Discussion, and possible action, on a Charlotte Code of Ethics and Investigation  
40 Ordinance  
41 9:00 PM Appointment of Representatives to the Chittenden County Regional Planning  
42 Commission  
43 a. CCRPC Board of Representatives  
44 1. Dana Hanley – Representative for Charlotte  
45 2. Deirdre Holmes - Alternate

46 b. CCRPC Transportation Advisory Committee  
47 1. Deirdre Holmes – Representative for Charlotte  
48 9:05 PM Signing of Warrants  
49 9:10 PM Adjournment

50

### 51 **Call to Order**

52 Lee Krohn called the meeting to order at 7:02 p.m.

53

### 54 **Approval of Consent Agenda**

55

56 **a. Meeting Minutes for April 28, 2025, and May 7th, 2025**

57 **b. Sullivan, Powers & Co., Audit Scope and Objectives for FY25**

58 **c. Site Plan Fee Waiver for the Charlotte Grange**

59

60 Natalie Kanner stated that she would like to remove the Sullivan, Powers & Company audit  
61 scope and objectives for FY25 from the consent agenda to allow for discussion.

62

63 **MOTION by J.D. Herlihy, seconded by Lewis Mudge, to approve the consent agenda as**  
64 **amended. VOTE: 5 ayes, 0 nays; Motion Carried.**

65

### 66 **Adjustments to the Agenda**

67

68 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to amend the agenda to substitute**  
69 **the Sullivan, Powers & Co., Audit Scope and Objectives for FY25 with the Discussion of**  
70 **Contracts agenda item. VOTE: 5 ayes, 0 nays; Motion Carried.**

71

### 72 **Public Comment for items not on the Agenda**

73 Pete Hessney stated that his daughter, son in law and grandchildren live in Charlotte off from  
74 Ethan Allen Highway/Rt 7 and the speed limit is set at 50mph but the traffic there travels well  
75 beyond that speed. He is extremely concerned about safety and urged the Selectboard to take  
76 measures to make this area of travel safer.

77

78 Nancy Wood stated that she would like to know when the affordable housing trust fund will be  
79 on a Selectboard meeting agenda and the topic of the town meeting alternative hybrid model.

80 Lee Krohn stated that the Selectboard does remember those two topics.

81

### 82 **Selectboard & Town Administrator's Updates**

83 Natalie Kanner stated that the Recreation Director is back in a part time capacity. She expressed  
84 sincere gratitude to the Recreation Commission for all their hard work covering in his absence.

85

86 Natalie Kanner stated that the Energy Committee is working hard on the town Modernization  
87 Project and will present an update later in tonight's meeting. She went on to state that the  
88 Library Board of Trustees has presented an MOU for the Selectboard that will be on a future  
89 agenda.

90

91 Lewis Mudge stated that a meeting took place with the union last week and there will be another  
92 one next week that he and Natalie Kanner will attend.

93  
94 Natalie Kanner stated that the Charlotte Conservation Commission doesn't presently have a  
95 liaison and this should be addressed at a future Selectboard meeting.

96  
97 J.D. Herlihy stated that the Senior Center is in the process of filling the new position of assistant  
98 to the Director.

99 Nathaniel Bareham stated that the interviews haven't started yet. The Senior Center Board has  
100 done a preliminary round of discussions with applicants and they will be putting forward  
101 recommendations for the Selectboard to interview at a later date.

102  
103 J.D. Herlihy stated that the Senior Center is working on an MOU and it's in draft form at this  
104 point.

105  
106 J.D. Herlihy stated that the Planning Commission is working on updates to the LURs but nothing  
107 is on the schedule yet regarding specifics.

108  
109 Lee Krohn stated that he attended the first meeting of the Trails Committee with their new 10  
110 member board and all members were present.

111  
112 Lee Krohn stated that CVFRS will be presenting this evening and they will be looking for a new  
113 business manager as Patrice Machavern will be stepping down. Discussions are in progress in  
114 regard to what form this role might take. Some of the responsibility will shift to the chief.

115  
116 Nathaniel Bareham stated that Spear Street paving was completed on May 7<sup>th</sup> and the road is  
117 officially open for business. He went on to state that he has received some calls from the public  
118 stating that the town didn't receive full reimbursement. He went on to state that it might make  
119 sense to put out a statement in both Front Porch Forum and the town website that the town is  
120 covering the cost of the paving but every other cost associated with the Spear Street project has  
121 been covered through the Federal Highway program, just to make sure the record is clear. The  
122 town of Charlotte is covering roughly \$30,000 worth of paving expenses but the latter half of the  
123 984,000 was reimbursed in full to the town. There are no known additional grants out there to  
124 help to cover the paving expense. Hugh Lewis Jr. will be paving less of the average amount of  
125 repaving of roadways in Charlotte due to this expense but these funds are something that was  
126 already in the Highway budget and not an additional expense to the town's budget.

127 Natalie Kanner received confirmation from Nathaniel Bareham that the expense for paving  
128 stayed within the Highway budget.

129  
130 Nathaniel Bareham stated that a phone call came in regarding the pump station at the town beach  
131 and that there some ground water infiltration was heard by one of the operators that helps the  
132 town manage the West Village wastewater system. The initial change of the pump station was  
133 due to the precast concrete pump station having some cracks in it which allowed for groundwater  
134 to infiltrate which caused the pump to burn out so it's something that will be taken care of in the  
135 next day or two to make sure that it's not an issue before the town beach opens for Memorial  
136 Day.

137 Nathaniel Bareham stated that some of the members of the Recreation Commission were  
138 working to get a plumber out to the bath houses to make sure the systems were looking good and  
139 he reached out to the gentleman who does the town's portable water systems to try and get him to  
140 chlorine shock the system since it's been shut down for two years. These two things are actively  
141 happening now.

142

143 **Sullivan, Powers & Co., Audit Scope and Objectives for FY25**

144 Natalie Kanner stated that Sullivan, Powers has done fantastic work with their auditing for the  
145 town but there needs to be a discussion amongst the Selectboard regarding defining the process  
146 of going out for bid to allow for more clarity. This would be accomplished by having policy in  
147 place that states the necessary frequency.

148 J.D. Herlihy concurred stating that it was brought to his attention that it is good practice to  
149 change who is hired as the independent auditors from time to time. UVM's policies is around 3-  
150 5 year mandates for auditor change. This year will make the eleventh year contracting with  
151 Sullivan, Powers.

152 Natalie Kanner stated that having a policy in place puts the Selectboard in a better place to  
153 negotiate contracts in general and ensures that the town is getting the services that they need. It's  
154 late at this point in the year for this year to go out for bid but for the future this is one of a  
155 couples contracts that should be refreshed.

156 Lee Krohn concurred and stated that this is important especially with financial management.

157 Frank Tenney stated that a good point was made at the last Selectboard meeting which was that  
158 if you have a good contractor that has worked well for a long time it may not be advantageous to  
159 spend the time and money to go out for bid.

160 Natalie Kanner stated that going out for bid doesn't necessarily mean that the contractor will be  
161 changed it just gives the town the opportunity to see what other options are out there.

162 J.D. Herlihy stated that some individuals have reached out to him regarding better practice with  
163 changing the town auditors from time to time. Falling into comfort with an auditor might be a  
164 rationale for the need for change.

165 Discussion was had regarding the pros and cons of staying with town contractors in general that  
166 has a positive track record and going out for bid in order to potentially go with a new contractor.

167 Frank Tenney stated that it could be very challenging to come up with the language for a single  
168 policy for the multitude of jobs. It could be a column added to the list of contracts to be  
169 reviewed as to when each should go out for bid.

170 Nathaniel Bareham stated that he will get this topic added to a Selectboard meeting agenda  
171 sometime this fall and will add this frequency of out to bid added to the sheet.

172 Alexa Lewis stated that the Federal General Accounting Advisory Board issues advice on  
173 auditors for towns local government, state governments and so on. Their recommendation is to  
174 look at changing auditors at least every three to five years. The town's purchasing policy says a  
175 contract should go out for bid every year if it's over \$5000. An additional benefit in going out  
176 for bid is that it gives the opportunity to ask the individual auditors questions that might arise like  
177 current questions revolving around donations and fund policies etc.

178 Discussion was had regarding the fact that Sullivan, Powers typically comes before the  
179 Selectboard with a draft audit to allow for questions despite it not happening last year.

180

181 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the contract with**  
182 **Sullivan, Powers & Co., Audit Scope and Objectives for FY25. VOTE: 5 ayes, 0 nays;**  
183 **Motion Carried.**

184

185 **Chittenden Solid Waste District FY26 Budget – Sarah Reeves, Executive Director**

186 Sarah Reeves gave a presentation of the Chittenden Solid Waste District FY26 Budget which can  
187 be seen in tonight's meeting packet. Sarah Reeves stated that CSWD FY26 budget looks very  
188 similar to last years budget with a revenue just over \$16 million and the anticipated revenue is  
189 just under \$16 million dollars.

190 Lee Krohn stated that it is very interesting to note that CSWD bylaws require votes of each  
191 member municipality even though there is actually no local money going to it.

192 Lewis Mudge received confirmation from Sarah Reeves that the capital fund is going to be 3 to  
193 3.5 million dollars over 2 years.

194 J.D. Herlihy received confirmation from Sarah Reeves that the increase in the tipping fee will  
195 remain even after the project to help fund future capital projects.

196 Sarah Reeves stated that the main reason that this fee will remain as the main source for capital  
197 funding is because the existing materials recycling facility was always putting its excess revenue  
198 into the capital reserve. The new facility once it's commissioned will need every dollar of  
199 revenue generated to pay its operational needs, the debt service on that facility and to fund its  
200 capital.

201

202 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the Chittenden Solid**  
203 **Waste District FY26 Budget. VOTE: 5 ayes, 0 nays; Motion Carried.**

204

205 **Budget Update with Charlotte Volunteer Fire & Rescue Service**

206 Jon Snow stated that there is a modest surplus through the first three quarters. Most of the  
207 expense savings occurred in the first half of the year when there was staffing difficulties and  
208 before they were the full time chief on board. Patient billing has been persistently below budget  
209 expectation and historic run rate. He went on to state that the actual call volume has decreased  
210 updated through April the call volume is down about 28% year over year. Some of this is due to  
211 the staffing challenges in the first and second quarter of the fiscal year but some of it is structural  
212 with some of the surrounding communities having increased their ability to respond. The  
213 response matrix has been adjusted with the result that CVFRS gets fewer calls in certain areas of  
214 the region where historically they have. Jon Snow stated that there is no fiscal problem right  
215 now but the dynamic is not favorable and will set a ground for a challenging FY26. The  
216 assumptions were based on the run rates a year ago rather than currently. Roughly twelve  
217 percent of the revenue is coming from Medicaid.

218 Lee Krohn received confirmation that the fewer call rates from the mutual aid area is due to the  
219 other areas having more staffing and ability to cover their own areas now.

220 John Snow stated that the decline in call volume is also due to a likely change in the matrix  
221 which is basically a phone tree of which agency to call first and it would seem Charlotte is no  
222 longer at the upper part of this list. He went on to state that he doesn't believe that the call  
223 volume has reduced due to decreased calls in the town of Charlotte but rather decreased calls in  
224 the mutual aid service area. This change in the matrix may be due to geography and availability  
225 of alternative responders. There is no concrete data available to provide clear cut understanding  
226 as to why the matrix has changed but this would be beneficial.

227 Patrice Machavern stated that there is an assessment fee which is a 3.5% tax assessment driven  
228 directly from CVFRS' patient billing revenue. Currently senate bill 31 is working its way  
229 through Montpelier. The act itself is related to a temporary suspension of the ambulance agency  
230 provider tax which would suspend the 3.5% assessment fee paid on those patient billing  
231 revenues. If approved and it goes through the process it will be effective for FY26. She went on  
232 to state regarding the questions about the matrix, it's not something individual ambulance  
233 agencies determine it's a decision based and discussed at District 3 board meetings where each  
234 agency has a seat at the table. They look at geography and ability to serve. Essentially the  
235 question is asked which scenario provides the highest pre-hospital patient outcomes and this is  
236 how the matrix is decided upon.

237 John Snow stated that the state is looking at this as Patrice MacHavern stated and it's being  
238 looked at federally. Some of the federal conversations include limiting the markup for states  
239 contributions through taxes to Medicaid recipients.

240 Frank Tenney received confirmation from John Snow that the only change to the Charlotte  
241 primary coverage area is a very small area of Monkton is no longer included which was dropped  
242 about a year and a half ago.

243 John Snow stated that if the bill is passed to drop the assessment tax and keep the reimbursement  
244 where it is that will be good news.

245

#### 246 **Charlotte Board of Sewage Disposal Commissioners:**

247

248 **MOTION by Lee Krohn, seconded by Natalie Kanner, to recess as the Selectboard and**  
249 **convene as the Charlotte Board of Sewage Disposal Commissioners. VOTE: 5 ayes, 0 nays;**  
250 **Motion Carried.**

251

#### 252 **a. Establishing Annual Sewer Use Rates**

253 Mary Mead stated that with looking at the worksheet, the first box, the initial connection fee is  
254 something that could be approved by the Selectboard this evening. The rest of the worksheet  
255 requires more discussion such as the second box which says quarterly administrative and  
256 infrastructure fees. Currently there is no contract to service the town sewer system. This is  
257 currently out for bid. In the interim we look at what has been paid in the past for servicing  
258 different things and therefore the \$5,000 is an estimate. She went on to state that the number of  
259 system connections is a Selectboard decision to make. The town is counted as one which  
260 includes the fire station, the senior center, the library and the town hall. Added to this would be  
261 Stones Throw Pizza and Mike Dunbar's place which makes three. This number doesn't have to  
262 be decided on tonight.

263 Mary Mead stated that the original committee that worked on the town sewer project felt a fee  
264 needed to be assessed. The numbers within this box are a constant and not something that will  
265 change year to year like the other boxes. The third box is the total administrative fixed cost and  
266 this can be adjusted annually. The fourth box is the estimated cost for a sinking fund for the  
267 town sewer system. She went on to state that the third and the fourth boxes are specific to the  
268 specific gallons per day that the building that's hooking on is requesting. The current  
269 spreadsheet being reviewed this evening is specific for Mike Dunbar's property. The end result  
270 shows that the fee is \$541 per quarter. In the ordinance there is a section on this quarterly fee  
271 and a usage fee based on reading the meter every quarter. There are no meters on the town  
272 buildings. Any buildings that are to be added to this system should definitely have meters.

273 Nathaniel Bareham stated that there are three subsets of quarterly fees. In this case it is the  
274 annual Burns property lease, the sinking fund contribution and the capacity fee. All expenses for  
275 the installment and readings of the meters go to the applicant.

276 Discussion was had regarding the benefits of allowing businesses the use of this septic system.

277 Frank Tenney stated that he has concern that this is an in ground system and most municipalities  
278 don't have in ground public systems and the replacement costs and ability is different.

279 Frank Tenney stated that some capacity has been set aside for municipal use for future potential  
280 need.

281 Lee Krohn stated that the ordinances actually require the Charlotte Board of Sewage Disposal  
282 Commissioners to review the fee schedule annually. It would seem there is no harm in either  
283 approving just the connection fee or the whole proposal this evening understanding that the  
284 board is committed to reviewing this sooner than annually.

285 Mike Dunbar received confirmation from J.D. Herlihy that it's typical to meter the outflow on a  
286 sewage system.

287 Jacques Larose, stated that he is Mike Dunbar's engineer and submitted the application on his  
288 behalf. The intent of the water meter is to meter the water coming into the building and that  
289 would give you the rates for sewer.

290 Natalie Kanner stated that article ten in the approved sewer use ordinance would need to be  
291 edited in order for the town to set the responsibility on the monitoring of the water use on the  
292 user as it's currently written that it's the responsibility of the town.

293 Nathaniel Bareham stated that the way this was handled with Stones Throw Pizza when they  
294 hooked up to the system was there was an addendum attached to the final allocation  
295 authorization and connection authorization stating that the applicant would be the primary  
296 monitor of their meter.

297 J.D. Herlihy stated that the initial language stating the town being responsible for reading the  
298 meters makes sense since otherwise it's really the honor system that the landowner, homeowner,  
299 business owner is reporting the amount of water used.

300 All concurred that there isn't anyone from the town at this time that could read the meters.

301 Discussion was had regarding potential increase in system use. All concurred that this is  
302 something that might want to be revisited in the future.

303

304 **MOTION by Lee Krohn, seconded by Natalie Kanner, to approve a partial sewer system**  
305 **approving only the initial connection fee of \$48.85 per gallon per day. VOTE: 5 ayes, 0**  
306 **nays; Motion Carried.**

307

308 **b. Final Allocation Application for Charlotte Village Partners, LLC**

309 Lee Krohn stated that if this is to be approved it would subject to an array of conditions that are  
310 included in the meeting packet and shared with the applicant. The fee would calculate to be  
311 \$10,991.25.

312

313 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the final allocation**  
314 **authorization, and connection authorization for wastewater permit #23-2, for Charlotte**  
315 **Village Partners, LLC, subject to the conditions outlined in the packet and already**  
316 **provided to the applicant. VOTE: 5 ayes, 0 nays; Motion Carried.**

317

318 **MOTION by Lee Krohn, seconded by J.D. Herlihy, to adjourn as the Charlotte Board of**  
319 **Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard. VOTE: 5**  
320 **ayes, 0 nays; Motion Carried.**

321

322 **Charlotte Energy Committee:**

323 **a. Resolution to re-name the Charlotte Energy & Climate Action Committee**

324 Frank Tenney stated that he has attended the Charlotte Energy Committee meetings and they  
325 have decided that a name change is appropriate since they do more than just energy work.

326

327 **MOTION by Frank Tenney, seconded by J.D. Herlihy, to approve the resolution to re-**  
328 **name the Charlotte Energy Committee to the Charlotte Energy & Climate Action**  
329 **Committee and authorize the Chair to sign. VOTE: 5 ayes, 0 nays; Motion Carried.**

330

331 **b. Update on the Town Energy Modernization Project**

332 Jim Hodson gave a presentation on Modernizing Charlotte Energy: Transitioning to Clean  
333 Energy for a Sustainable Future. He stated that the committee is a part of the charter and the  
334 committee's purpose is to look for ways to better the town's energy profile and position and  
335 finances associated with that. A year ago, they took on a project that was thrust upon the  
336 committee due to changes in policy. A lot of work has been done since then with engaging with  
337 a consultant. He went on to state that as a reminder Phase one of the contract was completed  
338 with the consultant and next will be Phase two. It's important to mention that 80% of the town  
339 voted in favor of reaching climate related goals of 90% by 2050. Jim Hodson stated that when  
340 talking about heating and cooling and solar systems they're done on 20 to 30 year projects. The  
341 time is now to move forward to meet that 2050 goal not only for the town but of the town  
342 residences as well. People are influenced by other's actions with becoming green making this a  
343 great opportunity for the town to lead by example to show both residents and other towns that it's  
344 possible. The main thing that the committee has been looking at is how to reduce the town's  
345 energy costs while minimizing taxpayer impact and environmental impact. He went on to state  
346 that over the next 25 years it's been calculated that the town is going to spend about 631,000 in  
347 fossil fuel costs and \$175,000 in electricity over and above the solar that the town already has.  
348 All of that will omit 2.3 million pounds of carbon. One gallon of gas converts to 20 pounds of  
349 carbon which you could fill up 75 balloons with. This is not something that can be seen but it is  
350 there. With the current solar the town has met its 2030 goals as a town.

351 Jim Hodson reviewed the current infrastructure for the town and the different scenarios of energy  
352 savings with adding 60 kilowatts of solar energy through acting quickly and taking advantage of  
353 rebates, with a green loan or a lease to own option. Three options were reviewed to better the  
354 town's financial position and environmental position by upgrading HVAC equipment. He went  
355 on to explain how using 44KW of new capacity to drive HVAC efficiency and the savings  
356 associated with it over the next 25 years. There isn't a great motivation to do heat pumps if you  
357 don't combine them with solar. The combined savings of solar and HVAC upgrades were  
358 reviewed showing \$457,000 with the delay option, \$457,000 with the green loan, \$588,000 lease  
359 to own. Jim Hodson stated that currently a lot of the money spent on energy goes out of the  
360 country and outside of Vermont. In order to keep the money spent on energy local the options of  
361 solar and HVAC upgrades are the way to go. Aesthetic locations were reviewed with the options  
362 including either a tracking array, ground mount or roof mount and the possible locations for  
363 tracking arrays and ground arrays being the town garage set back in the parking lot and behind

364 the town hall and roof mount locations being CVFRS roof. Thompson's Point is another  
365 location that could have a solar array if this was of interest to the residents and the town.  
366 Tim Post stated that the plant uses just under 9,000 kilowatt hours per year and the CPG's for the  
367 plant was made for 33,000 kilowatt hours potential.

368 Jim Hodson stated that this is something that the town could manage and sell to any contingent  
369 property as 10% less than what they could get from GMP and therefore it could be a source of  
370 income. This point is not part of the analysis but it's worth pointing out.

371 Jim Hodson stated that this is all up against a clock and if the plan is not implemented by  
372 November the deadline wont be met. The Charlotte Energy & Climate Action Committee would  
373 rely heavily on members of the Selectboard in order to make the deadline. If the town got a bond  
374 from the green bank at 2.25% rate on a ten year bond for municipalities along with the incentives  
375 the town would have enough to cover the loan payment for 10 years without going negative to  
376 the taxpayer which is a great place to be in. The Charlotte Energy & Climate Action Committee  
377 needs assistance with how to execute this.

378 Nathaniel Bareham stated that if the town is going to go out for a bond there is a municipal  
379 process that is required to be followed and the Selectboard would need to make a resolution in  
380 necessity. Public hearings would need to be scheduled as well in order to follow the statutory  
381 process that is required and this includes a townwide vote.

382 Jim Hodson stated that the estimated bond amount would be \$367,000 for the heat pumps and  
383 the solar combined.

384 Tim Post stated that CVFRS building we would be looking at 230KW air water heat pumps that  
385 would be integrated with both the baseboard heating and the radiant floor heating. This would  
386 be integrated with the furnace allowing the furnace to kick on at a very low temperature when it  
387 is absolutely required. That's what accounts for about a 5% use of oil. There is also three  
388 12,000 BTU heat pumps with three or four more for the Senior Center and five heat pumps for  
389 the town hall all being the same size at 12,000 BTU's for a total of 12,000 air to air heat pumps  
390 all mini splits and they would be put at strategic locations in each building in order to have a heat  
391 map that was even across the entire force.

392 Jim Hodson stated that the town's equipment is aging and it was decided that the heaters would  
393 be kept in place to use them as back up and it might extend the life.

394 Lee Krohn asked about other avenues to fast track the process that might still achieve the goals.

395 Jim Hodson stated that the main paths investigated were to own or lease to own the solar arrays  
396 as there seemed to be a strong desire to do this based on past history. That doesn't mean that the  
397 town couldn't go the route of looking into leasing offsite arrays with no capital cost to the town  
398 only the owners of the arrays will receive the incentives and not the town.

399 Tim Post stated that for a local investor \$400,000 is attractive from a tax liability standpoint and  
400 there are quite a few people looking for projects of this size to own right her within a ten mile  
401 radius. As for offsite arrays unfortunately group net metering is no longer allowed on non-  
402 contiguous properties since July 31, 2024. This could be done at the town garage since it was  
403 grandfathered in and the property has a large amount of room but it requires that it be put in the  
404 right spot being proximate to the utility lines. Any solar applications above 15.0 KW are subject  
405 to a completely different approval process that takes 1 to 1.5 years and are almost impossible to  
406 get approval for since they are finding ways to deny them.

407 Tim Post stated that if the town decided to do solar on CVFRS' roof it's solar ready.

408 J.D. Herlihy stated that the solar panels on the town garage roof didn't have to go through the  
409 same permitting process as the ground mounted arrays would need to.

410 Frank Tenney received confirmation from Jim Hodson that the deadline of January is for the  
411 solar panels only. The second part of this could be getting RFPs for the solar and a bond for the  
412 solar and then going back to the project in 6 months to a year and potentially regrouping to  
413 address the HVAC plan.

414 Jim Hodson stated that without the heat pumps in place the town would be over producing  
415 electricity and wouldn't get the benefits of the produced energy.

416 Tim Post stated that the town will have one year to use what is produced by the solar panels.

417 Frank Tenney stated his point was to simply spread out the solar and the heat pump purchases so  
418 that they could be in different fiscal years. If it can be done all at once and the savings basically  
419 pays for the loan that may be the way to go.

420 Lewis Mudge stated that according to Lee Krohn and Nathaniel Bareham it seems as though the  
421 timeline is very tight.

422 Natalie Kanner stated that the Selectboard should advise the Charlotte Energy & Climate Action  
423 Committee on what to do next.

424 Jim Hodson stated that on the green loan scenario, the timing becomes very specific as to how  
425 the town would get the direct pay rebates back in hand, it's pretty significant on the heating and  
426 cooling equipment.

427 Tim Post stated that third party ownership would have no upfront costs, the owner would bear  
428 that. On the green loan there is roughly 100,000 or so that would have to be floated and then that  
429 would all come back as the rebates were verified. The rebates are from the state and from GMP.  
430 April 15, 2026, is when the main part of it would come back with the federal dollars.

431 Jim Hodson stated that the request of the Charlotte Energy & Climate Action Committee is to  
432 move into phase two which involves going out to get real bids.

433 Nathaniel stated that phase two has no cost to the town but phase three is where the cost comes  
434 in.

435 Tim Post stated that several towns do have third party owning on their town property.

436 Discussion was had regarding pros and cons of moving forward with phase two.

437 Tim Post stated that the amount that it's going to cost the town is under \$400,000 and the return  
438 after it's all paid for is over \$700,000 over a 25 year period.

439 J.D. Herlihy stated that there will be a savings from day one with this project.

440 Natalie Kanner stated that CVFRS owns the building and the Selectboard needs to alert them  
441 before going out for bid.

442 All concurred.

443 Nathaniel Bareham stated that the select board could give their support for moving forward and  
444 getting RFP's drafted to come back to the board and as a part of that process a general  
445 conversation can be had with CFRS as well to make sure there is buy in from all the stakeholders  
446 involved. Preliminary outreach to the public could begin since Charlotte Energy & Climate  
447 Action Committee has the capacity to do so. Following this a more formal conversation could  
448 take place with the Selectboard at a date to be determined.

449 Jim Hodson stated that he would like to get more information regarding cost and timing in order  
450 to have greater confidence in going to the public.

451 Nathaniel Bareham stated that he will look into the general timing for bonding to refresh his  
452 memory and to share with all.

453 Mike Yantachka stated that there is a direct pay from the federal government and it comes in the  
454 year following the date that the project goes on line.

455

456 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the Charlotte Energy**  
457 **& Climate Action Committee to pursue phase two of the energy modernization project.**  
458 **VOTE: 5 ayes, 0 nays; Motion Carried.**  
459

460 **c. Proposed Bike Repair Station Location**  
461

462 **MOTION by Natalie Kanner, seconded by Lee Krohn, to approve a bike repair station at**  
463 **the town library. VOTE: 5 ayes, 0 nays; Motion Carried.**  
464

465 **Discussion, and possible action, on a Charlotte Code of Ethics and Investigation Ordinance**

466 Nathaniel Bareham stated that he went back and confirmed that this ordinance is statutory so  
467 what is being done is that we are taking a one to one version of the statue and placing it within  
468 the ordinance. This is the recommendation of the Vermont League of Cities and Towns, and the  
469 only change that was made was including the administrator as opposed to the manager since that  
470 is currently what the town has. The other question that was raised at the last meeting was in  
471 regard to confidentiality. He went on to state that all the current exemptions that are listed under  
472 statute still apply here. The last question was the inclusion of the library board members and that  
473 is not included within the scope of the statute and therefore, this is not something that will be  
474 included within the scope of the ordinance. This is a required ordinance to adopt and a model  
475 that was taken from the league and modified to fit the town. It provides for the Chair and the  
476 Vice Chair to be the designees for complaints and then the Selectboard is responsible for  
477 investigating any such complaints that are received.  
478

479 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to adopt the Code of Ethics**  
480 **Investigation and Enforcement Ordinance, as a civil ordinance, pursuant to 24 V.S.A. §**  
481 **1971, as presented. VOTE: 5 ayes, 0 nays; Motion Carried.**  
482

483 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the Notice of Adoption**  
484 **for the Town of Charlotte Code of Ethics Investigation and Enforcement Notice as**  
485 **presented. This Ordinance will become effective on July 11, 2025, unless a petition signed**  
486 **by not less than 5% of the qualified voters of the Town disapproving of the adoption is**  
487 **submitted to the Town Clerk or Selectboard on or before June 26, 2025. VOTE: 5 ayes, 0**  
488 **nays; Motion Carried.**  
489

490 **Appointment of Representatives to the Chittenden County Regional Planning Commission**  
491 **a. CCRPC Board of Representatives**

- 492 **1. Dana Hanley – Representative for Charlotte**  
493 **2. Deirdre Holmes - Alternate**  
494

495 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint Dana Hanley and**  
496 **Deirdre Holmes as the Town’s representative and alternate representative respectively to**  
497 **the Chittenden County Regional Planning Commission’s Board of Representatives for a**  
498 **term beginning on July 1st, 2025, and ending on June 30th, 2027. VOTE: 5 ayes, 0 nays;**  
499 **Motion Carried.**  
500

501 **b. CCRPC Transportation Advisory Committee**

502 **1. Deirdre Holmes – Representative for Charlotte**

503

504 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to appoint Deirdre Holmes as the**  
505 **Town’s representative to the Chittenden County Regional Planning Commission’s**  
506 **Transportation Advisory Committee for a term beginning on July 1st, 2025 and ending on**  
507 **June 30th, 2027. VOTE: 5 ayes, 0 nays; Motion Carried.**

508

509 J.D. Herlihy stated that there is still need for someone to volunteer as a representative to  
510 CCRPC’s Clean Water Advisory Committee.

511

512 **Signing of Warrants**

513

514 Warrants were signed by Selectboard members.

515

516 **Adjournment**

517

518 **MOTION by Natalie Kanner, seconded by Lee Krohn, to adjourn. VOTE: 5 ayes, 0 nays;**  
519 **Motion Carried.**

520

521 The meeting was adjourned at 10:05 p.m.

522

523 Minutes respectfully submitted by Brooke Milo, Minute Taker.

524 Edits by Nathaniel Bareham.

DRAFT

1 **CHARLOTTE SELECTBOARD MEETING**  
2 **Monday, May 27, 2025**  
3 **Charlotte Town Hall 159 Ferry Road and via teleconference**  
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*  
6

7 **SELECTBOARD MEMBERS:** *In person:* Lee Krohn, Chair; Frank Tenney, Vice Chair;  
8 Lewis Mudge, (remote & in person); Natalie Kanner; J.D. Herlihy, (remote & in person)  
9

10 **ADMINISTRATION:** Nathaniel Bareham Town Administrator  
11

12 **OTHERS:**

13  
14 **In person:** Charlie Baker, CCRPC, Darren Schibler, CCRPC, Hylah Patton, Charlie Russell,  
15 Robert Block, Matt Krasnow, Katherine Lampton, Dorothy Walles  
16

17 **Remote:** Barbara Russ, Dean Williams, Brett Yates, Hugh Lewis Jr., Lane Morrison, Lori  
18 York, Paul Plante  
19

20 **AGENDA ITEMS:**  
21

- 22 7:00 PM Approval of Consent Agenda  
23 a. Meeting Minutes for May 12th, 2025  
24 b. Event Applications: - Greenbush Time Trials (5/29/25; 6/26/25; 8/21/25) -  
25 Very Merry Theatre (7/2/25; 8/1/25)  
26 7:05 PM Adjustments to the Agenda  
27 7:10 PM Public Comment for items not on the Agenda  
28 7:15 PM Selectboard & Town Administrator's Updates  
29 7:20 PM Liquor Control Board: a. DLL App. 60902 – 1st Class Liquor/Bar License – SBP  
30 Hospitality Group, LLC b. DLL App. 60903 – 3rd Class Liquor/Bar License –  
31 SBP Hospitality Group, LLC  
32 7:25 PM Discussion, and possible action, on a Quitclaim Deed to Mark and Molly Valade  
33 releasing an existing Open Space Agreement in favor of a Conservation Easement  
34 7:35 PM Discussion, and possible action, on a resolution requesting Tier 1B Act 250  
35 exemptions with the Chittenden County Regional Planning Commission  
36 8:05 PM Discussion, and possible action, on installing LED Crosswalk Signs at the Senior  
37 Center  
38 8:10 PM Discussion, and possible action, on the Town's Local Emergency Management  
39 Plan  
40 8:15 PM Discussion, and possible action, on the installation of an ADA compliant ramp at  
41 the Town Beach  
42 8:25 PM Discussion, and possible action, on appointing a Town Health Officer and Deputy  
43 Health Officer  
44 a. Nate Bareham as interim Town Health Officer  
45 b. Zac Farnham-Haskell as Deputy Health Officer

46 8:30 PM Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. §  
47 313(a)(1)(B)  
48 8:40 PM Discussion of Town Contracts – Executive session likely per 1 V.S.A. §  
49 313(a)(1)(A)  
50 8:50 PM Signing of Warrants  
51 9:00 PM Adjournment  
52  
53

54 **Call to Order**

55 Lee Krohn called the meeting to order at 7:02 p.m.  
56

57 **Approval of Consent Agenda**

58 **a. Meeting Minutes for May 12th, 2025**

59 **b. Event Applications: - Greenbush Time Trials (5/29/25; 6/26/25; 8/21/25) - Very Merry**  
60 **Theatre (7/2/25; 8/1/25)**

61 Lee Krohn stated that the meeting minutes for May 12, 2025, didn't get distributed to all  
62 Selectboard members prior to this evening so this item will be removed from the consent agenda.  
63

64 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the event applications**  
65 **as presented on the consent agenda for Tuesday May 27, 2025. VOTE: 5 ayes, 0 nays;**  
66 **Motion Carried.**  
67

68 **Adjustments to the Agenda**

69 Lee Krohn stated that it was suggested that the Liquor Control Board applications agenda item  
70 be moved to the end of the meeting to allow for a smoother process. Another adjustment would  
71 be to add an item of commentary regarding the Recreation Director's resignation and lastly a  
72 discussion of and possible approval of the agreement with Spherion Temp Staffing Agency to  
73 allow for temporary staffing as soon as possible.  
74

75 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to accept the adjustments to the**  
76 **agenda. 5 ayes, 0 nays; Motion Carried.**  
77

78 **Public Comment for items not on the Agenda**

79 None  
80

81 **Selectboard & Town Administrator's Updates**

82 Natalie Kanner stated that she had been doing some brief summaries of the Selectboard meetings  
83 during the last Selectboard cycle and she got some good response initially but due to a decline a  
84 survey was posted on Front Porch Forum that revealed little response. Due to what seems like a  
85 lack of interest the plan is to stop providing these summaries on the town website.  
86

87 Frank Tenney stated that the DRB has been moving forward and they are currently discussing  
88 their rules and procedures. Collaboration is taking place with the CCC and the PC. They're  
89 working on mapping and updating them.  
90

91 Lewis Mudge stated that the final interview for the Senior Center position is taking place  
92 tomorrow at 1pm and he will be attending and representing the Selectboard.

93  
94 Lee Krohn stated that he attended a training at CVFRS led by a first responder mental health  
95 provider. The CVFRS board meeting reviewed what was learned at the last Selectboard meeting  
96 which is that there is a decrease in rescue calls, decrease in transports which equates to a  
97 decrease in revenue. There was an interview on this date for a new Business Operations  
98 Manager. He went on to state that he attended the Memorial Day ceremony put on by the grange  
99 which was lovely and provided new flags for tombstones of the veterans.

100  
101 Nathaniel Bareham stated that the final invoices for the paving of Spear Street have been  
102 received as well as some of the engineering costs and it's the hopes that this can be closed out  
103 with the Federal Highway Administration in the coming weeks.

104  
105 Nathaniel Bareham stated that as Lewis Mudge stated there will be an interview for the Senior  
106 Center's Assistant Director position tomorrow and there will be an interview taking place for the  
107 Zoning Administrator position this coming Monday.

108  
109 **Discussion, and possible action, on a Quitclaim Deed to Mark and Molly Valade releasing**  
110 **an existing Open Space Agreement in favor of a Conservation Easement**

111 Lee Krohn stated that this is a process that the town has gone through before and it is presumed  
112 that all the protections that were written into the original open space agreement would then  
113 carry into the conservation easement that the Land Trust would hold and the town a secondary  
114 interest if there were a need to enforce that.

115 Nathaniel Bareham confirmed this stated presumption and went on to state that the town's  
116 attorney has reviewed the agreement. The transfer from the open space agreement to the  
117 conservation easement is a benefit to the town in a lot of ways because the restrictions placed  
118 will be more stringent than what the town currently has through the current open space  
119 agreement. The town will maintain an interest in the property therefore in the event that the  
120 Charlotte Land Trust is not able to enforce the restrictions the town would be able to enforce  
121 them. He went on to state that he had a discussion with the town's attorney and he was  
122 assured that this kind of a transition from an open space agreement to a conservation easement  
123 maintains the spirit of the DRB at the time and this will be placing it into a more restrictive  
124 covenant. The town's attorney felt no issue with the Selectboard taking action to rescind the  
125 open space agreement in favor of placing a conservation easement on it.

126 Frank Tenney received confirmation from Nathaniel Bareham that the conditions within the  
127 conservation easement are the same as the open space agreement and that it will be mapped  
128 and put into town records.

129  
130 **MOTION by Natlaie Kanner, seconded by Frank Tenney, to approve the release of the**  
131 **Town's Open Space Agreement on the Valade property on Ferry Road by Quitclaim Deed**  
132 **in order to allow for the conveyance of a conservation easement on the property to**  
133 **Charlotte Land Trust, to approve a Grant of Executory Interest whereby the Town is**  
134 **granted the contingent ability to enforce said conservation easement, and to authorize the**  
135 **Selectboard Chair, Lee Krohn, to execute all documents needed or advisable for this**  
136 **transaction, including the Quitclaim Deed. VOTE: 5 ayes, 0 nays; Motion Carried.**

137

138 **Discussion, and possible action, on a resolution requesting Tier 1B Act 250 exemptions with**  
139 **the Chittenden County Regional Planning Commission**

140 Charlie Baker, from CCRPC began the presentation included in tonight's meeting packet since  
141 Darren Schibler wasn't yet present due to the change in the order of the agenda.

142

143 J.D. Herlihy arrived in person to the meeting.

144

145 Natalie Kanner stated that she would like to know what happens to the interim exemptions once  
146 a town opts in or doesn't opt in.

147 Charlie Baker stated that nothing happens immediately since this is in the early stages. Until the  
148 Land Use Review Board actually approves the regional plan on CCRPC's map, which will likely  
149 be next summer, there is no change. Therefore, these interim exemptions stay in place until they  
150 are superseded by our new geography on our maps at the Land Use Review Board.

151 Darren Schibler stated that their goal is to have the Regional Plan adopted by summer of 2026.

152 Charlie Baker stated that the legislature is trying to find different ways to help get more  
153 affordable housing production to happen.

154 The Chittenden County land use areas draft map was reviewed with the eleven areas plus one  
155 more and the regional future land use map for Charlotte.

156 Natalie Kanner asked what the difference is between a hamlet and a village area?

157 Darren Schibler stated that the difference is that hamlets are generally a lot smaller historical  
158 settlements that are not intended to grow or change or see a lot of investment. It's more about  
159 preserving the historical marker of a crossroads where there happened to be a church, a general  
160 store, school and a few houses. There are two hamlets in Chittenden County, with one in  
161 Hanksville in the upper southern part of Huntington and one in Jonesville. He went on to state  
162 that theoretically Charlotte villages could be hamlets however CCRPC is making sure to map all  
163 of the existing designated village centers that are in the state designation program as village  
164 centers. The reason for this is that hamlets are not eligible for those designation benefits which  
165 are the new community investment program incentives that provide tax credits for historic  
166 preservation, priority for infrastructure investment or even just scoping studies such as water,  
167 wastewater and sidewalks. It does not provide the priority for municipal planning grants for  
168 these specific areas and the goal is to make sure these benefits continue for the areas that already  
169 had it.

170 Lee Krohn stated that he would like to know since the town has a designated village center,

171 why would the town not want it all to be aligned with this hypothetical Tier 1B exemption area.

172 Darren Schibler stated that starting with the existing designation and where the mapping process  
173 began, the goal was to capture what the town had in that program as well as the historic buildings  
174 in east Charlotte because those are the things that are going to benefit most from the State  
175 Community Investment Program. The PC wanted to align with the village commercial district  
176 because that is the area that they wanted to focus on new development which is more what act  
177 250 and Tier 1B is trying to capture. He went on to state that this is where planning comes into  
178 play with deciding where to remove process to the development process so that things can  
179 happen more quickly. CCRPC has been doing a lot of work with the town of Charlotte on these  
180 village land use regulations and part of that work has included trying to decide how much change  
181 to do at once and how much to wait on until there is more clarity about the capacity of the  
182 villages to accommodate significant new housing growth. The PC wanted to concentrate

183 development of new housing in the village commercial districts specifically to  
184 encourage mixed-use. This is something that came out of the East and West villages project that  
185 we did over the last year and a half with the community.

186 Matthew Krasnow stated that the scoping study through the Village Center has been taking place  
187 with the help of CCRPC for the past six months. CCRPC has brought an immense amount of  
188 expertise to the PC. This scoping study allowed an extensive community outreach to find out the  
189 desires of people in every region of the town through multiple stakeholders. Through that  
190 surveying that went on for four to five months it was found that there is a conservative desire to  
191 increase density in the town as a whole. He went on to state that a desire to limit fragmentation  
192 and development in the rural district by incentivizing it in the village centers. Unanimous PC  
193 consent was gathered during this process to recommend Tier 1B exemption just in the  
194 commercial village districts even though those don't totally align with village designations. The  
195 village designations were done in a separate process a few years ago with the help of Mike  
196 Russell and the Selectboard applying for those village designations. Matthew Krasnow stated  
197 that the work that the PC is still planning to pick up is looking at the village, the rest of the  
198 village centers, which is the residential districts and our land use regulations. The land use  
199 regulations are more granular than the village designation topography. Due to the deadline for  
200 the Tier 1B eligibility exemption recommendations the PC did not have enough time to really  
201 look at the rest of the purple area that is outside of the teal blue lines on the map. It's not that the  
202 PC isn't looking to recommend more growth in those area for town residents to vote on, the PC  
203 simply didn't get that far by the deadline.

204 Darren Schibler stated that for Tier 1B the town can opt in or out at any point at least in line with  
205 CCRPC's updates to the regional plan. There is another opportunity to add in more areas or  
206 change areas. The goal however is to get this buttoned up as soon as possible so that these  
207 designations and exemptions can be in place to reap the benefits that they provide.

208 Lee Krohn received confirmation from Darren Schibler that the Selectboard is to make a  
209 decision of approving or not approving the concept of the Tier 1B on the two areas defined in the  
210 light blue on the presented map.

211 Darren Schibler stated that CCRPC is putting this in the regional map and making the request to  
212 the Land Use Review Board, who is the ultimate authority who approves these Tier 1B areas and  
213 therefore, the motion for the Selectboard would be to request that CCRPC include the areas as  
214 shown on the map in the regional map as Tier 1B specifically.

215 Darren Schibler stated that the legislature has been very clear that they want the communities to  
216 have a direct say in regard to their opting into Tier 1B and Act 250 exemptions.

217  
218 Lewis Mudge arrived in person to the meeting.

219  
220 Natalie Kanner stated that the town of Charlotte passed a charter that declares that the  
221 community doesn't want the Selectboard making decisions that change the Land Use  
222 Regulations on their behalf. It would seem that it would be a benefit to the town to wait until  
223 November to have a townwide vote on this. At the same time this would allow the PC more time  
224 to give recommendations on area they think would be appropriate versus something that is  
225 provided due to the limited time line.

226 Charlie Baker stated that ideally CCRPC would like this before the regional map is submitted to  
227 the Land use Review Board but the town of Charlotte needs to do what is best for the town. The  
228 legislature and CCRPC's intent is to support the towns and not impose anything differently.

229 Frank Tenney stated that he would like to know if the town's zoning bylaws cover what is  
230 exempted from Act 250.

231 Charlie Baker stated that there isn't a town in VT that does exactly what Act 250 does.

232 Discussion was had at length regarding the benefits of opting into Tier 1B Act 250.

233 Frank Tenney stated that part of what's driving the Tier 1B is the housing targets and it's  
234 important for residents to understand this.

235 Darren Schibler stated that planning for housing has been done in the regional municipal plans  
236 ever since there were plans. The difference with these targets is putting a more precise number  
237 on what that housing need is.

238 The presentation continued with state housing targets being reviewed. Chittenden County's  
239 targets are 7,301 - 10,537 new units by 2030 and 15,783 - 47,407 new units by 2050.

240 Charlie Baker stated that the lower range is the rate at which housing development is currently  
241 progressing. Legislature wants a housing goal just to have something to track against and to  
242 figure out what to do in the future and if they need to make some policy choices differently.

243 These are numbers that CCRPC were given, they were Developed by the Vermont housing  
244 finance agency, VHFA, for the Department of Housing and community development. They  
245 really worked together on these numbers and what their numbers are showing is what their  
246 understanding of the demographic trends are which is that there is more pressure in the next 5 to  
247 10 years then the next 10 to 25 years,

248 Natalie Kanner stated that what seems to be missing from this conversation each time it comes  
249 up is the reality that housing is expensive in the town of Charlotte so housing targets can be set  
250 but they're going to be million dollar houses unless there is some actual money that is going to  
251 be given to small municipalities to provide low income housing. Climate resilient environment  
252 needs more spaces and the kind of development that is aligned with climate resiliency is not  
253 dismantling land use regulations that protect the environment.

254 Charlie Baker stated that that is some underlying policy basis for this. One of the things was to  
255 make sure all the growth happens outside the floodplains. It is more about growing up than out.  
256 None of the towns are talking about expanding their sewer service areas. There is zoning  
257 capacity and maybe infrastructure capacity at least in the shorter part of that 25 years to grow up  
258 and not out. It is very much about climate resilience. In the coming months it is likely that  
259 around 5% of the state will be in these growth areas and 95% will not be. In the legislature the  
260 climate thought was definitely on their minds when they were doing this policy.

261 Natalie Kanner stated that there are a lot of expense related issues that lead to people not buying  
262 a house in Vermont outside of availability reasons.

263

264 A Selectboard straw pull showed that the Selectboard supports the Tier 1B Act 250 and will  
265 encourage residents to vote in favor of it but it's unanimously felt that it should go to  
266 a townwide vote.

267 Natalie Kanner stated that as stated she wants to support the townwide decision to have LURs go  
268 out to a townwide vote but she also doesn't want the Selectboard to micromanage the PC and  
269 would like to hear from them on their take of going to a town wide vote.

270 Matthew Krasnow stated that the PC saw this as an informational delivery of what the PC  
271 thought from the work with CCRPC and the community. The PC didn't think of it as co-opting  
272 any pre-existing voting rights of people in town. Therefore, leaving no right answer here  
273 regarding how the Selectboard should choose to proceed.

274 Darren Schibler stated that if the plan is to have a town wide vote in November and if the vote

275 reveals a desire to include the areas discussed this evening as Tier 1B, CCRPC will try to wrap  
276 that in the first Act 181 regional plan. If that opportunity is missed the next opportunity will be  
277 in two to three years. There are no changes that are needed to be made to the Charlotte Town  
278 Plan due to the Tier 1B. The one thing that Charlotte will need to include in its next town plan is  
279 that regional housing target to be sure that the town is compliant. The 2050 targets for Charlotte  
280 are 176 on the low end to 530 on the high end.

281 Robert Block stated that it seems that the Selectboard is looking for more clarification from the  
282 PC for the specific locations to be part of the Tier 1B and then it will go to the town for a vote in  
283 November.

284 Discussion was had regarding the Selectboards already stated position.

285 Frank Tenney stated that he would like the PC to help the Selectboard to come up with a clear  
286 concise description of what's being voted on with any supporting information that would be  
287 relevant to the voters.

288

289 **Discussion, and possible action, on installing LED Crosswalk Signs at the Senior Center**

290 Natalie Kanner stated that it would be appropriate to have the maintenance of the LED crosswalk  
291 signs to be the responsibility of the Senior Center and this could and should be put in writing.

292 Frank Tenney stated that it's a big ask and if he were gifting something to the town he wouldn't  
293 be willing to take on the maintenance of the gift as well.

294 Lane Morrison stated that the Friends of the Senior Center are willing to gift the LED crosswalk  
295 signs and they will also pay for the maintenance of the signs if that is a requirement to allow for  
296 the Selectboard to vote in favor of installing these signs.

297 J.D. Herlihy stated that he feels that the town should take on the maintenance of this generous  
298 gift following its installation.

299 Lane Morrison concurred with J.D. Herlihy.

300 Lane Morrison stated that the entrance to the Senior Center has a cavity that creates an ongoing  
301 puddle there and it would be nice to get that leveled off.

302 J.D. Herlihy stated that the cavity that creates a puddle could be remedied by shoveling in  
303 the area to allow for drainage since there is a drainage grate there that has been covered by some  
304 of the turf that has grown up around it.

305 Nathaniel Bareham stated that there is a spacing requirement between two separate crosswalks  
306 but there is nothing dictating restrictions on LED signage at the crosswalk.

307

308 **MOTION by Lewis Mudge, seconded by J.D. Herlihy, to approve the installation of LED**  
309 **crosswalk signs at the Charlotte Senior Center, conditioned on final review by the Town's**  
310 **Road Commissioner. VOTE: 5 ayes, 0 nays; Motion Carried.**

311

312 **Discussion, and possible action, on the Town's Local Emergency Management Plan**

313 Lee Krohn stated that this is an annual requirement of towns to help qualify for maximum FEMA  
314 reimbursement in case of damage due to a disaster. It's been prepared and reviewed by the Fire  
315 and Rescue chief, the Emergency Management Director and in consultation with the state.

316 Frank Tenney received confirmation from Lee Krohn that the only changes pertained to phone  
317 numbers.

318

319 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to adopt the updated Charlotte**  
320 **Local Emergency Management Plan for 2025 as presented, authorizing the Chair to**

321 **sign. VOTE: 5 ayes, 0 nays; Motion Carried.**

322

323 **Discussion, and possible action, on the installation of an ADA compliant ramp at the Town**  
324 **Beach**

325 Nathaniel Bareham stated that there isn't a member of the Recreation Commission available this  
326 evening to speak on this agenda item.

327 All concurred it is appropriate to postpone this agenda item until the next Selectboard meeting.

328

329 **Discussion, and possible action, on appointing a Town Health Officer and Deputy Health**  
330 **Officer**

331 **a. Nate Bareham as interim Town Health Officer**

332 **b. Zac Farnham-Haskell as Deputy Health Officer**

333 Lee Krohn stated that Natalie Kanner already raised the valid question of does it make sense to  
334 appoint someone as a Deputy Health Officer when they're giving their notice to the town?

335 All concurred it does not.

336 Nathaniel Bareham stated there is a requirement of the town to appoint a Town Health Officer  
337 but there is no requirement to appoint a Deputy Health Officer.

338

339 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to appoint Nathaniel Bareham as**  
340 **the interim Town Health Officer. VOTE: 5 ayes, 0 nays; Motion Carried.**

341

342 Hugh Lewis Jr. stated that pushing the agenda item, "Discussion, and possible action, on the  
343 installation of an ADA compliant ramp at the Town Beach", might not be appropriate as this  
344 project involves needing a handicapped space painted where the ramp would be installed.

345 Nathaniel Bareham stated that Maura Wygman had reported that all members of the Recreation  
346 Commission were unavailable to speak on this item this evening and therefore the Commission  
347 asked for it to be pushed to the June 9, 2025, Selectboard meeting. The prep work for the  
348 parking space is estimated to cost \$3,900.

349 Hugh Lewis Jr. concurred that it makes sense to wait since this is what the Recreation  
350 Commission had requested and that is something he was unaware of.

351

352 **Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. § 313(a)(1)(B)**

353

354 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to find that premature general**  
355 **public knowledge of these discussions of collective bargaining negotiations with AFSCME**  
356 **would clearly place the public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays;**  
357 **Motion Carried.**

358

359 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to enter into executive session for**  
360 **the discussion of collective bargaining negotiations with AFSCME per 1 V.S.A. §**  
361 **313(a)(1)(B). I further invite Town Administrator Nathaniel Bareham into this session.**  
362 **VOTE: 5 ayes, 0 nays; Motion Carried.**

363

364 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to exit out of executive session.**  
365 **VOTE: 5 ayes, 0 nays; Motion Carried.**

366

367 Lewis Mudge stated that no action was taken.

368

369 **Discussion of Town Contracts – Executive session likely per 1 V.S.A. § 313(a)(1)(A)**

370

371 **MOTION by Lewis Mudge, seconded by Frank Tenney, to find that premature general**  
372 **public knowledge of these discussions on an existing Town contract would clearly place the**  
373 **public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**

374

375 **MOTION by Lewis Mudge, seconded by J.D. Herlihy, to enter into executive session for the**  
376 **discussion of a Town contract per 1 V.S.A. § 313(a)(1)(A). I further invite Nate Bareham**  
377 **into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**

378

379 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to exit out of executive session.**  
380 **VOTE: 5 ayes, 0 nays; Motion Carried.**

381

382 No action taken.

383

384 **Agreement with Spherion Staffing & Recruiting Agency**

385

386 **MOTION by Lee Krohn, seconded by Natalie Kanner, to accept the temporary staffing**  
387 **services agreement with Spherion Staffing & Recruiting Agency. VOTE: 5 ayes, 0 nays;**  
388 **Motion Carried.**

389

390 **Recreation Director's Resignation**

391 Lee Krohn stated that the town has received a letter of resignation from the Recreation Director.

392

393 **MOTION by Lee Krohn, seconded by Natalie Kanner, to accept the letter of resignation**  
394 **from Zac Farnham-Haskell, the Charlotte Recreation Director and to move forward with**  
395 **posting the position as soon as possible. VOTE: 5 ayes, 0 nays; Motion Carried.**

396

397 **MOTION by Natalie Kanner, seconded by Lee Krohn, to post the Recreation Director**  
398 **job description that was revised for hiring last year. VOTE: 5 ayes, 0 ayes; Motion**  
399 **Carried.**

400

401 **Signing of Warrants**

402 Warrants were signed.

403

404 **Liquor Control Board: a. DLL App. 60902 – 1st Class Liquor/Bar License – SBP**  
405 **Hospitality Group, LLC b. DLL App. 60903 – 3rd Class Liquor/Bar License – SBP**  
406 **Hospitality Group, LLC**

407

408 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to adjourn as the Selectboard**  
409 **and convene as the Charlotte Liquor Control board. VOTE: 5 ayes, 0 nays; Motion**  
410 **Carried.**

411

412 Nathaniel Bareham stated that the new owners of the Old Lantern, SBP Hospitality Group, LLC,

413 submitted a last minute request for this because they have an event this upcoming week so they  
414 are hoping to get their liquor licenses approved today.

415

416 **MOTION by Lee Krohn, seconded by Natalie Kanner, to approve the 1st Class Liquor/Bar**  
417 **License and 3rd Class Liquor/Bar License for SBP Hospitality Group, LLC. VOTE: 5**  
418 **eyes, 0 nays; Motion Carried.**

419

420 **Adjournment**

421

422 **MOTION by Natalie Kanner, seconded by Lee Krohn, to adjourn. VOTE: 5 eyes, 0 nays;**  
423 **Motion Carried.**

424

425 The meeting was adjourned at 10:12 p.m.

426

427 Minutes respectfully submitted by Brooke Milo, Minute Taker.

428 Edits by Nathaniel Bareham.

DRAFT

**TOWN OF CHARLOTTE**  
**P.O. Box 119, Charlotte, VT 05445**  
**Phone: 802-425-3533 Fax: 802-425-4241**  
**Highway Access Permit Application**

Application No.	<u>HAP:25:01</u>
Date:	<u>5.16.25</u>
Fee Paid: \$	<u>100</u>
Recording Fee Paid: \$	<u>15</u>

**Applicant:** Mary Jo Sleeper & Liam O'Farrell Phone Number: 802-777-8822

Mailing address: 435 Dorset Street Charlotte, VT 05445

Email address: mj@ourhousevt.com

**Property Owner** (if other than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Property Address:** 435 Dorset Street Charlotte, VT 05445

Parcel ID Number: 00013-0435

Project Access:	<u>Construct a new access</u>	<u>Change an existing access</u>
	<input type="checkbox"/> agricultural	<input type="checkbox"/> agricultural
	<input type="checkbox"/> commercial	<input checked="" type="checkbox"/> commercial
	<input type="checkbox"/> residential	<input type="checkbox"/> residential
	<input type="checkbox"/> driveway (serving two lots)	<input type="checkbox"/> driveway (serving two lots)
	<input type="checkbox"/> road (serving more than two lots)	<input type="checkbox"/> road (serving more than two lots)
	<input type="checkbox"/> development	<input type="checkbox"/> development
<input type="checkbox"/> other (describe)	<input type="checkbox"/> other (describe)	

**Description of project including anticipated scope of clearing, and excavation and/or fill:**  
change the existing residential access to a commercial access for the proposed daycare center  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is a subdivision proposed for this property?** no

**What is the nearest intersection?** shelburne/hinesburg dorset

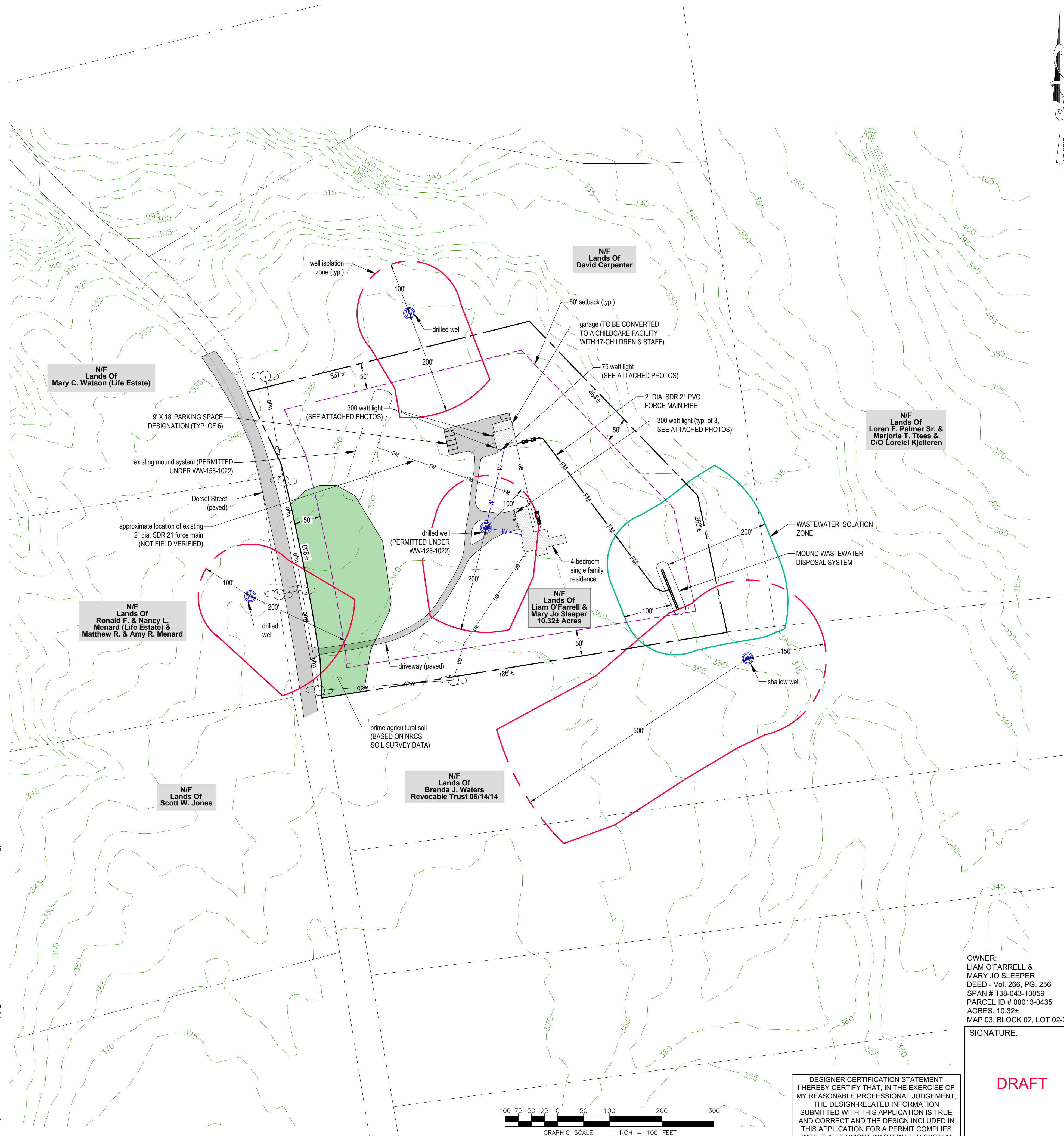
**Has the proposed access (centerline) been flagged at the site?**  yes  no N/A  
(NOTE: The site must be flagged before the application can be considered)

- The application must include two copies of sketch drawing with the following:**
- Property lines with dimensions.
  - Locations of all existing and proposed structures.
  - Locations of existing and proposed septic systems (and replacement areas).





**Project Location Map**  
Not to Scale

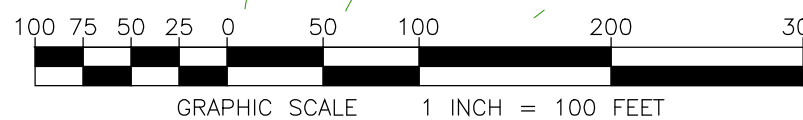


ZONING INFORMATION	
ZONING DISTRICT RURAL DISTRICT (RUR)	
DIMENSIONAL REQUIREMENTS	
LOT AREA:	5 ACRES MIN.
ROAD FRONTAGE:	300 FT. MIN.
SETBACK - FRONT YARD:	50 FT. MIN.
SETBACK - SIDE YARD:	50 FT. MIN.
SETBACK - REAR YARD:	50 FT. MIN.
LOT COVERAGE:	30% MAX.
BUILDING HEIGHT:	35 FT. MAX.
DENSITY:	5 ACRES / DWELLING MIN.
BUILDING COVERAGE:	20% MAX.

**LEGEND**

- BOUNDARY LINE/ R.O.W. (EXISTING)
- BOUNDARY LINE/ R.O.W. (ABUTTING)
- 100- 1-FOOT LIDAR CONTOUR (OBTAINED FROM VCGI DATABASE)
- 100- 1-FOOT GROUND SURVEY CONTOUR
- FINISH GRADE
- ZONING SETBACKS
- TREE LINE
- PROPOSED LIMITS OF CLEARING
- STONE WALL (EXISTING)
- dl dl DITCHLINE
- S S GRAVITY SEWER (EXISTING)
- S S GRAVITY SEWER (PROPOSED)
- FM FM FORCE MAIN
- W W 1-INCH DIAMETER CL200 POLYETHYLENE PLASTIC WATER LINE (UNLESS OTHERWISE NOTED)
- WELL ISOLATION
- WASTEWATER ISOLATION
- WL WETLAND BOUNDARY
- WB WETLAND BUFFER
- UE UNDERGROUND ELECTRICAL CONDUIT
- GAS UNDERGROUND GAS LINE
- tel UNDERGROUND TELEPHONE LINE
- ohw UTILITY POLE/ OVERHEAD WIRES
- △ SURVEY TRAVERSE STATION
- ⊕ TEMPORARY BENCHMARK (TYPE AND ELEVATION NOTED)
- TEST PIT (TP-01)
- ⊕ DRILLED WELL (UNLESS OTHERWISE NOTED)
- ♀ LIGHT POST

- PROJECT NOTES:**
- THIS IS NOT A BOUNDARY SURVEY AND DOES NOT MEET THE LEGAL REQUIREMENTS OF A BOUNDARY SURVEY AS DESCRIBED IN 27 V.S.A. § 1403. PROJECT PERIMETER LINES ARE BASED ON CHARLOTTE TAX MAPS SHOWN ON THE AGENCY OF NATURAL RESOURCES (ANR) ENVIRONMENTAL INTEREST LOCATOR. EVIDENCE FOUND DURING THE FEBRUARY 2025 TOPOGRAPHIC SURVEY, AND A PLAN ENTITLED "PART OF ROLAND J. & BLANCHE M. AUBE PROPERTY, CHARLOTTE, VERMONT, BY G.E. BEDARD, INC. DATED JULY 21, 1984, REVISED AUGUST 27, 1984, AND RECORDED IN MAP SLIDE 37 IN THE CHARLOTTE LAND RECORDS. NO WARRANTY IS MADE TO THE ACCURACY OF THE BOUNDARY LINES SHOWN HEREON.
  - THE LOCATIONS OF EXISTING PHYSICAL FEATURES ON THIS PLAN ARE BASED ON A TOPOGRAPHIC SURVEY COMPLETED BY BARNARD AND GERVAIS, LLC IN FEBRUARY 2025 AND A RECORD DRAWING ENTITLED "OVERALL SITE PLAN RECORD DRAWING, ADAM AND SARAH HERGENROTHER 10.32 ± ACRE PARCEL, 435 DORSET STREET, CHARLOTTE, VERMONT" BY JASON BARNARD CONSULTING, LLC, DATED OCTOBER 27, 2010.
  - THE ELEVATIONS ON THIS PLAN WITHIN THE DASHED BOUNDARIES SHOWN ARE 1-FOOT CONTOURS BASED ON NAVD88 (GEOID18) ESTABLISHED FROM SURVEY GRADE GNSS READINGS COLLECTED WITH A TRIMBLE R12i GNSS RECEIVER ADJUSTED TO VERMONT GRID ON RANDOM CONTROL POINTS USING REAL TIME KINEMATIC CORRECTIONS FROM A VIRTUAL REFERENCE STATION OF THE VT CORS NETWORK. THE ELEVATIONS ON THIS PLAN OUTSIDE THE DASHED BOUNDARIES SHOWN ARE 1-FOOT LIDAR CONTOURS OBTAINED FROM THE STATE OF VERMONT VCGI OPEN DATA PORTAL DATABASE.
  - FOR CLARITY, TEXT IDENTIFYING EXISTING ITEMS IS LOWER CASE; TEXT IDENTIFYING PROPOSED ITEMS IS UPPER CASE.
  - NO ATTEMPT HAS BEEN MADE TO LOCATE ANY UNDERGROUND UTILITIES BY BARNARD AND GERVAIS, LLC. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING DIG SAFE TO HAVE ANY UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION OR SITE WORK. THE CONTRACTOR SHALL NOTIFY THE DIG SAFE NETWORK AT LEAST 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
  - THIS WASTEWATER DISPOSAL SYSTEM HAS BEEN DESIGNED IN ACCORDANCE WITH THE STATE OF VERMONT, AGENCY OF NATURAL RESOURCES, ENVIRONMENTAL PROTECTION RULES, CHAPTER 1, "WASTEWATER SYSTEM AND POTABLE WATER SUPPLY RULES" EFFECTIVE NOVEMBER 6, 2023.
  - NO WETLANDS WERE SHOWN ON THE SUBJECT PARCEL ON THE "VERMONT NATURAL RESOURCES ATLAS" AND NO OTHER WETLAND DELINEATION OF SAID PARCEL HAD BEEN CONDUCTED OF WHICH BARNARD & GERVAIS, LLC IS AWARE. BARNARD & GERVAIS, LLC MAKES NO WARRANTIES THAT WETLANDS OR ASSOCIATED BUFFERS DO OR DO NOT EXIST ON SAID PARCEL. IT IS RECOMMENDED THAT THE LANDOWNER OR CONTRACTOR CONTACT A WETLAND SPECIALIST TO CONFIRM NO WETLANDS EXIST PRIOR TO ANY EARTH WORK OR CONSTRUCTION.
  - BARNARD & GERVAIS, LLC IS NOT RESPONSIBLE FOR ANY ASPECTS OF HEALTH AND SAFETY ASSOCIATED WITH THIS PROJECT.
  - ALL EXCAVATION WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE STATE OF VERMONT, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) GUIDELINES FOR TRENCH EXCAVATIONS.
  - THE CONTRACTOR AND/OR LANDOWNER SHALL ADHERE TO THE GUIDELINES SET FORTH IN THE STATE OF VERMONT EROSION AND SEDIMENT CONTROL HANDBOOK FOR CONSTRUCTION SITES. IT IS THE RESPONSIBILITY OF THE LANDOWNER OR SITE CONTRACTOR TO ENSURE THESE GUIDELINES ARE FOLLOWED AND EROSION/SEDIMENT CONTROL MEASURES ARE MAINTAINED THROUGHOUT THE COURSE OF THE PROJECT.



**DESIGNER CERTIFICATION STATEMENT**  
I HEREBY CERTIFY THAT, IN THE EXERCISE OF MY REASONABLE PROFESSIONAL JUDGEMENT, THE DESIGN-RELATED INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND CORRECT AND THE DESIGN INCLUDED IN THIS APPLICATION FOR A PERMIT COMPLIES WITH THE VERMONT WASTEWATER SYSTEM AND POTABLE WATER SUPPLY RULES.

**OWNER:**  
LIAM O'FARRELL & MARY JO SLEEPER  
DEED - Vol. 268, PG. 256  
SPAN # 138-043-10059  
PARCEL ID # 00013-0435  
ACRES: 10.32±  
MAP 03, BLOCK 02, LOT 02-2

SIGNATURE:

**DRAFT**

DATE	DESCRIPTION	BY
REVISIONS		
<b>LIAM O'FARRELL &amp; MARY JO SLEEPER</b> 435 DORSET STREET, CHARLOTTE, VERMONT <b>OVERALL SITE PLAN</b>		
THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW: <input type="checkbox"/> PRELIMINARY DRAFT <input checked="" type="checkbox"/> FINAL LOCAL REVIEW		
PROJECT NO. 24378	DATE: 02-26-2025	SCALE: 1" = 100'
	SURVEY: JG	DRAWN: JG
	CHECKED: JB	DRAWING NO. S-1
SHEET 1 OF 1		



3) What skills, credentials and experiences would you bring to this committee/commission/board?

Life long vermonter  
I care deeply about vermont and our future

4) Have you attended at least one meeting of the committee/commission/board you are applying for?

- Yes  
 No

5) If appointed, do you agree to take part in any ethics/conflicts-of interest training(s) that may be required?

- Yes  
 No

6) If appointed, do you agree to attend scheduled meetings and will inform the Chairperson in a timely manner if you are not able to attend?

- Yes  
 No

7) If you are not appointed, do you wish to remain in the Town's "talent bank" for future consideration by the Selectboard, if there is a vacancy during this calendar year?

- Yes  
 No

8) Please include any other information that you feel is relevant to your application in the space below:

thank you for your ~~early~~ consideration



**TOWN OF CHARLOTTE**  
**P.O. Box 119, Charlotte, VT 05445**  
**Phone: 802-425-3533 Fax: 802-425-4241**  
**Application for Planting on Public Lands \***

*\* No person shall plant any tree or shrub within the town right-of-way (ROW)  
or on town property without the written permission of the Tree Warden.*

**Property Owner:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Parcel ID Number:** \_\_\_\_\_

**Number of Plantings:** \_\_\_\_\_

**Description of planting (species, size):**  
*(Consider using native species.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of planting (as determined by stake and flagging):**

\_\_\_\_\_  
\_\_\_\_\_

**Date of planting:**

\_\_\_\_\_ Planting is appropriate for site

\_\_\_\_\_ Planting will not interfere with maintenance by road crew

\_\_\_\_\_ Planting will not impose on any underground or above ground utilities

**Person/Group responsible for continued maintenance of the plantings:** \_\_\_\_\_  
*(Maintenance to include watering for first two years.)*

\_\_\_\_\_

**Sight Visit Date:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tree Warden Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Any questions, please contact Charlotte Tree Warden at [treewarden@townofcharlotte.com](mailto:treewarden@townofcharlotte.com)**



**TOWN OF CHARLOTTE**  
**P.O. Box 119, Charlotte, VT 05445**  
**Phone: 802-425-3533 Fax: 802-425-4241**  
**Public Tree Removal or Pruning Permit**

**Property Owner:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Number of Trees to be Cut: \_\_\_\_\_

Number of Trees to be Pruned: \_\_\_\_\_

Description of Tree Location (*Please delineate each stem with flagging, string or tape.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Removal or Pruning:

____ Hazard	____ Construction	____ Clearance
____ Defects	____ Damaged/Diseased	____ Tree Health
____ Line of Sight	____ Utility Line Maintenance Safety	

Sight Visit Date: \_\_\_\_\_

**Request for Tree Removal or Pruning:**

GRANTED: \_\_\_\_\_

DENIED: \_\_\_\_\_

Requires a Public Hearing: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tree Warden:** \_\_\_\_\_ **Date** \_\_\_\_\_

Any questions, please contact Charlotte Tree Warden at [treewarden@townofcharlotte.com](mailto:treewarden@townofcharlotte.com)

TOWN OF CHARLOTTE  
LAKE CHAMPLAIN, VT

DRAWN: C. BALDWIN

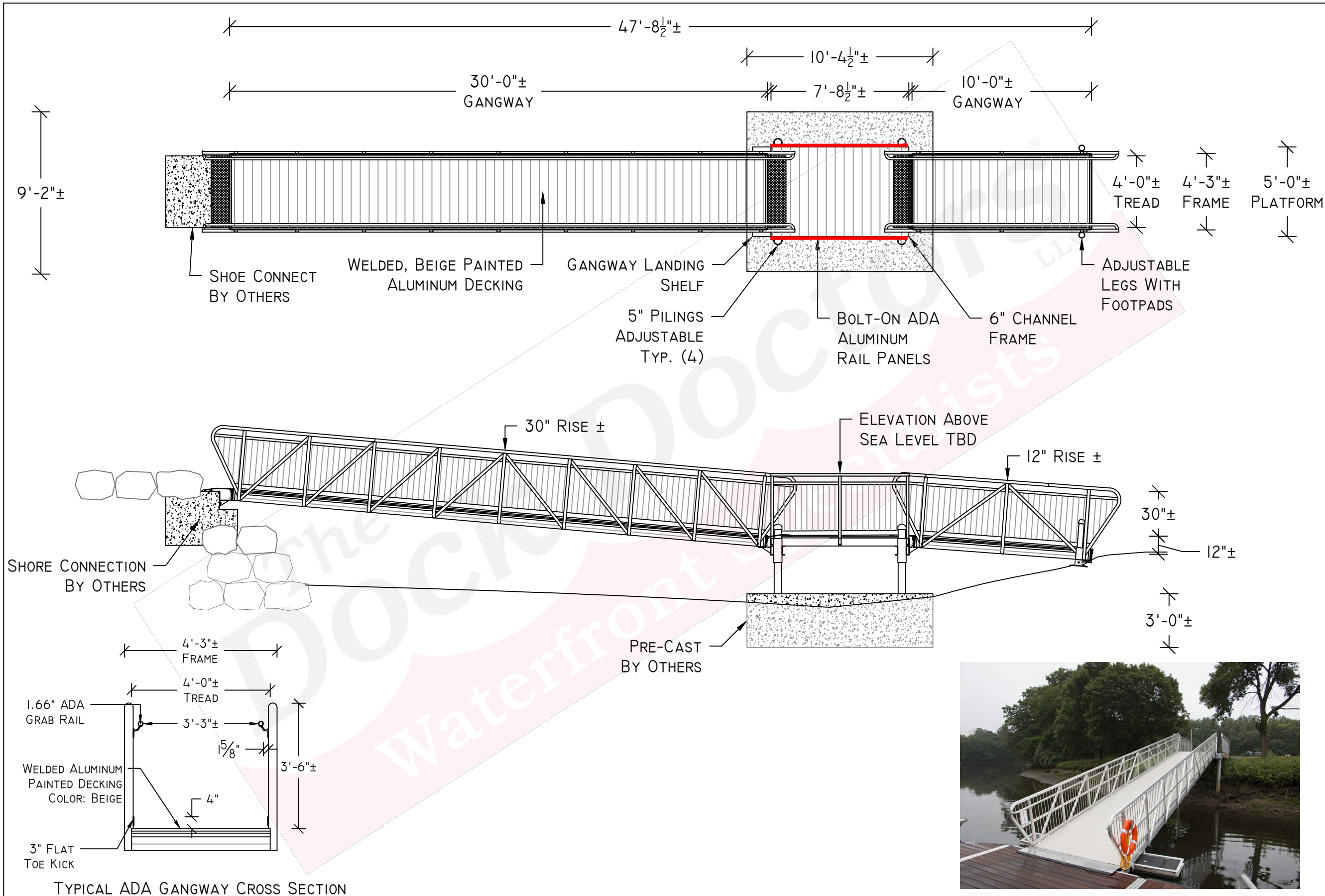
DATE: 05-13-2025

DWG#: TOC-001

SCALE: 3/16"=1'-0"

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OF \_\_\_\_\_



ALUMINUM ADA GANGWAY & PLATFORM LAYOUT / ELEVATION

# Sample Documentation of Connection & Usage Fees

## Initial Connection Fee

Existing System Cost Recovery				
\$	302,500	System Infrastructure Construction Costs		
\$	15,000	Design & Permitting Costs		
\$	317,500	(PDSC) Present Day System Cost (OSC x IA)		
	6499	(SDF) System Design Flows in GPD		
\$	48.85	(DSC) Disposal System Cost Per GPD of Design Flow (PDSC / SDF)		
<b>\$ 4,885.00</b>	<b>=</b>	Approved GDP of Design Flow for Property:	<b>100</b>	<b>x \$ 48.85</b>

## Quarterly Administrative & Infrastructure Fees

Capacity Fee				
\$	4,500	Annual System Inspection		
\$	500	Annual Billing & Management Cost Sharing Allocation		
\$	5,000	Total Fixed Administration Costs		
	3	Number of System Connections		
\$	1,667	Cost Per Connection Allocated to Annual Administration Fee		
<b>\$ 417</b>	<b>=</b>	<b>Cost Per Connection Quarterly Admin. Fee</b>		

## (BPL) Annual Cost of Burns Property Usage/Lease

\$	30,000	(ASV) Assessor's Sewage Added Value of Per Equivalent Unit Wastewater System Capacity		
	6499	(SDF) System Design Flow in GPD of Disposal System		
	490	(DA) Design Allocation flow in GPD to Equivalent Unit Connection		
	13.26	(EU = SDF/DA) Number of Equivalent Units (EU) in System Capacity		
\$	397,898	(FMV) Fair Market Value of Property Wastewater Capacity (ASV x EU)		
	40	(YR) Design Life		
\$	9,947	(AV) Annual Valuation		
	6,499	(SDF) System Design Flow in GPD of Town Disposal System		
\$	1.53	(ACC) Annual Connection Cost per GPD of Design Flow for Connection (AV/SDF)		
\$	0.38	(QCC) Quarterly Connection Cost per GPD of Design Flow for Connection (ACC/4)		
<b>\$ 38.27</b>	<b>=</b>	Approved GDP of Design Flow for Property:	<b>100</b>	<b>x \$ 0.38</b>

## Sinking Fund Contribution (To be updated annually)

	<u>Cost</u>	<u>Life (Yrs)</u>	<u>Span Pd.</u>	<u>Cost/30 Yrs</u>
Pump Station Electrical Sys.	\$ 4,800	10	30	\$ 14,400
Pumps & Railing	\$ 10,700	12	30	\$ 26,750
Disposal Field Expansion	\$ 42,800	30	30	\$ 42,800
Disposal Field Renovation	\$ 32,000	30	30	\$ 32,000
Planning Costs	\$ 5,400	10	30	\$ 16,200
				\$ 132,150 every 30 Years
\$ 132,150				(ERC) Estimated Replacement Cost Every 30 Years
\$ 4,405				(AERC) Annualized Estimated Replacement Cost (ERC/30)
				6499 (SDF) System Design Flow in GPD of Disposal System
\$ 0.68				(UAERC) Unitized Annual Replacement Cost
\$ 0.17				(QERC) Quarterly Estimated Sinking Fund Replacement Costs (UAERC/4)
<b>\$ 16.94</b>	<b>=</b>	Approved GDP of Design Flow for Property:	<b>100</b>	<b>x \$ 0.17</b>

## Quarterly Cost Summary

\$	417	Cost Per Connection Quarterly Admin. Fee		
\$	38.27	(BPL) Annual Cost of Burns Property Usage/Lease		
\$	16.94	Sinking Fund Contribution		
<b>\$ 472</b>	<b>=</b>	<b>Per Quarter</b>	<b>\$ 1,888</b>	<b>Per Year</b>



# Quotation

**ChargePoint, Inc.**  
Driving a Better Way™  
chargepoint.com

**Sales Representative:** Jumar Dumagsa  
**E-Mail:** jumar.dumagsa@ext.chargepoint.com  
**Telephone:**

**Quote Number:** Q-517984-3  
**Date:** 5/21/2025  
**Expires On:** 6/4/2025

**ChargePoint Org Name:** Town of Charlotte  
**ChargePoint Org:** ORG21803

**Primary Contact:** Nathaniel Bareham

## ChargePoint Cloud Plans

Product Name	Product Description	Quantity	End Date	Total Price (USD)
CPCLD-COMMERCIAL-REN	Prepaid coterminous renewal Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	2.0	07/17/2028	2,080.00

## ChargePoint Assure Maintenance and Management

Product Name	Product Description	Quantity	End Date	Total Price (USD)
CT4000-ASSURE-REN	Prepaid coterminous renewal of ChargePoint Assure for CT4000 stations. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1.0	07/17/2028	1,700.00

**Total :** USD 3,780.00



**Quote Acceptance**

- + All invoices are: Net 30 days or prepaid.
- + The provision of cloud services described in this agreement is subject to the terms and conditions of the Master Services and Subscription Agreement between the parties.
- + All pricing confidential between Customer and ChargePoint.
- + Prices do not include tax where applicable. This quote is subject to sales tax based on the state or province in which the goods or services will be delivered. Sales tax will be included at time of invoice and is non-negotiable.
- + Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.
- + Customer to be invoiced at time of shipment
- + Additional purchase terms and conditions can be found at <http://www.chargepoint.com/termsandconditions>
- + Additional terms and conditions for ChargePoint Assure can be found at <http://www.chargepoint.com/legal/assure>

**By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the terms and conditions set forth above and that this signed quote shall act as a purchase order.**

**Signature:**

**Accounts Payable Contact Name:**

**Name (Print):**

**Accounts Payable Contact E-Mail:**

**Title:**

**Bill To Details:**

**Date:**

**Bill to Company Name:**

**Street:**

**City:**

**State:**

**Postal Code:**

**Country:**

## Renewal Details

### Cloud Plan Renewals

Station Name	Station S/N	Station Location	Product Name	Token S/N	Current Expiration Date	New Expiration Date	Price (USD)
TOWNOFCHARLOTTE / CHRLT TWN HALL	193541019828	159 Ferry Rd Charlotte Vermont 05445-0001	CPCLD- COMMERCIAL-REN	TKN1594697596647	07/17/2025	07/17/2028	1,040.00
TOWNOFCHARLOTTE / CHRLT TWN HALL	193541019828	159 Ferry Rd Charlotte Vermont 05445-0001	CPCLD- COMMERCIAL-REN	TKN1594697596646	07/17/2025	07/17/2028	1,040.00

### Assure Maintenance and Management Renewals

Station Name	Station S/N	Station Location	Product Name	Token S/N	Current Expiration Date	New Expiration Date	Price (USD)
TOWNOFCHARLOTTE / CHRLT TWN HALL	193541019828	159 Ferry Rd Charlotte Vermont 05445-0001	CT4000- ASSURE-REN	XSJ1594697596645	07/17/2025	07/17/2028	1,700.00