

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, October 13, 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, (remote & in person)
9

10 **ADMINISTRATION:** Nathaniel Bareham Town Administrator, Carrie Johnson, Interim Town
11 Administrator
12

13 **OTHERS:**
14

15 **In person:** Charles Russell, J.R. Winn, Bill Stuono, Lane Morrison, Chea Waters-Evans, David
16 Schermerhorn
17

18 **Remote:** Alexa Lewis, Brett Yates, Carol Talley, Hugh Lewis Jr., Richard Hendrickson, Thyleen
19 Tenney, Paul Plante, Margaret Woodruff
20

21 **AGENDA ITEMS:**
22
23

- 24 7:00 PM Approval of Consent Agenda
25 a. Meeting Minutes for September 22, 2025; October 1, 2025
26 b. CCS Facility Rental Application & Agreement for 2026 Town Meeting Day
27 c. Letter of Support for Library T-Mobile Grant Application
28 d. Approving the West Charlotte Halloween Party as a Town Sponsored event
29 e. Appointment of Lindsay Kahn to the CCRPC Transportation Advisory
30 Committee
31 7:05 PM Adjustments to the Agenda
32 7:10 PM Public Comment for items not on the Agenda
33 7:15 PM Selectboard & Town Administrator's Updates
34 7:20 PM Discussion, and possible action, on the following Requests for Bid(s):
35 a. Thompson's Point Wastewater Operator
36 b. West Village Wastewater Maintenance
37 c. Town of Charlotte Annual Audit
38 8:00 PM Discussion, and possible action, on approving a Memorandum of Agreement with
39 CVFRS
40 8:15 PM Discussion of the Town's Volunteer Management Practices
41 8:30 PM Discussion on Collective Bargaining Negotiations – Executive Session Likely per
42 1 V.S.A. § 313(a)(1)(B)
43 8:40 PM Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. §
44 313(a)(3)
45 a. Possible Appointment of Zoning Administrator

- 46 b. Recruitment Plan for Town Administrator
47 c. Discussion of transition plans with the Interim Town Administrator
48 d. Discussion of Town Staffing
49 9:00 PM Signing of Warrants
50 9:05 PM Adjournment

51

52 **Call to Order**

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

54

55 Lee Krohn gave a warm welcome to the town's interim Town Administrator, Carrie Johnson.
56 He went on to thank Nathaniel Bareham for all of his hard work and dedication to the town over
57 the past two years as the Town Administrator.

58

59 **Approval of Consent Agenda**

60 **a. Meeting Minutes for September 22, 2025; October 1, 2025**

61 **b. CCS Facility Rental Application & Agreement for 2026 Town Meeting Day**

62 **c. Letter of Support for Library T-Mobile Grant Application**

63 **d. Approving the West Charlotte Halloween Party as a Town Sponsored event**

64 **e. Appointment of Lindsay Kahn to the CCRPC Transportation Advisory Committee**

65

66 Lee Krohn suggested the removal of item c. Letter of Support for Library T-Mobile Grant
67 Application, from the Consent Agenda since the Selectboard hasn't had the opportunity to
68 review this item.

69

70 Natalie Kanner stated that the meeting minutes for September 22, 2025, needs the correction of
71 taking her name off the list of Selectboard members that were present since she was absent for
72 the meeting. She requests that this be removed from the Consent Agenda so this correction can
73 be made.

74

75 Nathaniel Bareham stated that item d. Approving the West Charlotte Halloween Party as a town
76 sponsored event on the Consent Agenda pertains to the donations of candy to be delivered to the
77 town hall and that the town will be ordering the lights again this year. J.D. Herlihy has
78 volunteered to distribute the candy that is donated to the homes on Greenbush Road.

79 Nathaniel Bareham has communicated with the town's Recreation Director who will manage the
80 lights if they get delivered after he has left as his role as the Town Administrator. He will also
81 be putting up a post on Front Porch Forum for the donated candy to be delivered to the Town
82 Hall.

83

84 Margaret Woodruff stated that the library submitted an application for the pumpkin carving to
85 take place on October 29, 2025, and the pumpkin display will be on the town green.

86 Nathaniel Bareham stated that he neglected to get that item on the agenda but that can certainly
87 be added to the next Selectboard meeting agenda for review and approval.

88 Lee Krohn and Natalie Kanner concurred that this item could be added to tonight's agenda since
89 the application was part of tonight's meeting packet.

90

91 J.D. Herlihy joined the meeting remotely.

92 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the Consent Agenda**
93 **including the remaining three items. VOTE: 5 ayes, 0 nays; Motion Carried.**

94

95 **Meeting Minutes for September 22, 2025**

96

97 **Frank Tenney, seconded by Lewis Mudge, to approve the September 22, 2025, meeting**
98 **minutes as amended. VOTE: 4 ayes, 0 nays, 1 abstention (Kanner); Motion Carried.**

99

100 **Adjustments to the Agenda**

101 Lee Krohn stated that he would like to add the Library's application for their pumpkin carving
102 contest and display to tonight's meeting agenda to take place following the adjustments to the
103 agenda.

104

105 J.D. Herlihy stated that he would like to add an update to the train station safety concerns and
106 any communications that have happened since this was last discussed.

107 Lee Krohn stated that this will be added to the agenda after public comment for items not on the
108 agenda.

109

110 **Library's Application for their Pumpkin Carving Contest on October 29, 2025, and**
111 **Display on October 30th and 31st**

112

113 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the Library's**
114 **application for the Pumpkin Carving Event on the Town Green on October 29, 2025.**
115 **VOTE: 5 ayes, 0 nays; Motion Carried.**

116

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

118 Lane Morrison stated that he would like to recommend a future agenda item of a discussion and
119 ultimately an article for the March Town Meeting for a procurement of slightly less than an acre
120 of land just to the west of the post office for parking. This has been discussed in the past. He
121 went on to state that he and Lewis Mudge met with the property owner today and came up with a
122 price that they feel is reasonable and the Senior Center is willing to go 50/50 with an article for
123 the price of this.

124 All of the Selectboard members concurred that this would make sense to have as a future agenda
125 item.

126

127 Chea Waters-Evans, Charlotte resident and State Representative for the town of Charlotte and
128 part of the town of Hinesburg, stated that she missed the discussion at the last Selectboard
129 meeting regarding the train station area. The approach that she feels is appropriate is to find a
130 way to help the people that are living there. She went on to state that she has communicated with
131 Safe Harbor Clinic which is a homeless outreach program for the community health centers. A
132 representative from the clinic was able to visit the site and from their observations there were no
133 signs of apparent drug use, nor was there a significant amount of trash or waste. The site is
134 minimally visible from the road and if anyone needs further assurance or help from the Safe
135 Harbor Clinic they're happy to do so. Chea Waters-Evans went on to state that she wanted to
136 make sure that people knew that this is a fairly safe situation and it seems to be that some people
137 are just going through a difficult time.

138 The Selectboard thanked Chea Evans-Waters for all that she has done for this issue of concern.
139

140 Bill Suono stated that the Selectboard needs to address the toxic and dismissive nature that
141 exists in the town's volunteer boards. Recruiting volunteers is being affected as this toxicity is
142 of the opinion of many town residents that have been asked to volunteer. The Conservation
143 Commission is being forced to do jobs that they shouldn't really be doing. The Planning
144 Commission is pretty much non functional at this point. He went on to state that if the town
145 didn't have a Town Planner nothing would be getting accomplished. In general when town
146 residents spend their valuable time raising appropriate and well researched concerns they get
147 dismissed and therefore unaddressed.

148
149 J.D. Herlihy arrived to the meeting in person.
150

151 Bill Suono went on to state that the Selectboard has appointed people that are ideological,
152 without experience and they're not fulfilling their roles that they're supposed to be doing on
153 these boards. The PC doesn't prepare for the meetings by reading their packets ahead of time.
154 He went on to state that he has tried to bring up Act 250, the LUR B, the water issues and sadly
155 there is no interest in learning and taking of action.

156 Natalie Kanner stated that she would respectively like to know what action Bill Suono would
157 like to see of the Selectboard to remedy this situation.

158 Bill Suono stated that he would like to see training provided, better monitoring of the boards or
159 restructuring.
160

161 **Train Station Discussion and Updates**

162 J.D. Herlihy stated that he wanted time to discuss any updates on this topic that was last
163 discussed at the last Selectboard meeting three weeks ago.

164 Nathaniel Bareham stated that the letter was sent out and there have been no responses so far by
165 any of the recipients. He made contact with the District Five folks with the understanding that
166 the encampment team would be completing a site visit at the train station and hasn't followed up
167 with them since.

168 Nathaniel Bareham stated that the Sheriff did reach out to him to inquire if there were any
169 standing ordinances or regulations in the town that would be applicable with this situation.

170 There are no ordinances or regulations in the town that would be applicable.

171 Lewis Mudge stated that the Vermont State Police are aware and they have visited the site.

172 Natalie Kanner stated that members of the food shelf have been down to the area to check in with
173 the individuals who are residing down there to make sure that they're aware of offerings at the
174 food shelf.

175 Lee Krohn stated both sides of the issue have been looked at which is that the town through
176 whatever entities it may have should be understanding and humane in treatment of fellow
177 humans and the other opposite end is the concern that if this situation is allowed to remain the
178 situation could expand to a larger scale. Residents are very concerned that this situation could
179 turn into another Sears Lane situation as the city of Burlington witnessed. This is a challenging
180 conundrum that the town is faced with, it's not uncommon for people to fear the unknown and
181 unexpected.

182 Natalie Kanner stated she agrees that it's not uncommon for folks to fear something different
183 from what has historically been the presences in town. With that being said, it's important for

184 the Selectboard as community leaders to remain aware that this discussion is about people who
185 are struggling and information that is second hand shouldn't be shared at Selectboard meetings
186 unless confirmed.

187 Lewis Mudge stated the area has changed since the original concerns were raised. He has been
188 going down to the area for months and it has improved since this has become a public issue.
189 There were syringes on the ground down there. This is something he saw with his own eyes as
190 have neighbors of the property and now it's cleaned up. The boat has been removed so that's
191 good as well.

192 J.D. Herlihy stated that he witnessed the area many weeks ago and the boat was there, there were
193 trash bags all over the place and there were a number of unattended fuel tanks. There were
194 serious safety and public health concerns. It's great that it has been cleaned up but some of those
195 concerns still stand and it's in an unregulated space right now of which the town has limited
196 authority over. He went on to state that there's little that the town can do to both help them and
197 to make sure the safety and health concerns are addressed. The limited authority and
198 responsibility goes to the state.

199 Chea Evans-Waters stated that she received an email from Senator Tom Chittenden today that
200 stated that he had a request to go down to the site and there are plans to do so with the Vermont
201 State Police.

202 J.D. Herlihy stated that he called the Senator after the last Selectboard meeting as a reach out
203 since he knew other people had contacted Chea Evans-Waters and this was a way to make sure
204 he was also aware. There was no discussions regarding plans to visit the site with the state
205 police rather discussion of whether the state police or the sheriff had been contacted or not.

206 Lee Krohn stated that two other residents have written on Front Porch Forum regarding their
207 concerns for the individuals residing at the train station area and they are checking in on the folks
208 regularly to make sure they're doing okay.

209

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

211 Lewis Mudge stated that he and Natalie Kanner will give an update in executive session
212 regarding the union negotiations. He went on to state the other update is the productive meeting
213 that he had with Lane Morrison and the owner of the property of interest for municipal parking
214 and this will be discussed at the next Selectboard meeting.

215

216 Natalie Kanner stated that the Recreation Commission is doing great work with the Recreation
217 Director and they'll be ready to present at the next Selectboard meeting.

218

219 Frank Tenney stated that there has been lots of discussion regarding zoning bylaws and future
220 zoning bylaws at the DRB meetings. This is not in the realm of the DRB purview but there
221 seems to be a lot of time spent on that.

222

223 J.D. Herlihy stated that the PC did make a recommendation for a candidate for the ZA. They're
224 also preparing for LUR updates and amendments. There is a process that needs to happen, which
225 is two public hearings that the PC has to have before it moves to the Selectboard where there are
226 two more public hearings. The first of their two public hearings is at the town hall this Thursday,
227 October 16th at 7pm.

228 Discussion was had regarding the town plan work that is in process and the CCRPC is helping
229 the PC with the required changes. This has to be done every eight years.

230 J.D. Herlihy stated that due to the timeline the PC is focused on the required components of the
231 town plan and then they will look at other aspects of it in future amendments outside of that
232 deadline.

233 Lee Krohn stated that the town has to demonstrate how the town is implementing or attempting
234 to implement the plan.

235
236 Lee Krohn stated that he was able to sit in on a town staff meeting and he will be discussing
237 some of those items with Carrie Johnson. He went on to state that CVFRS had a wonderful open
238 house in celebration of their 75th anniversary. The tractor parade that was yesterday was very
239 successful as well.

240
241 Nathaniel Bareham stated that he is working closely with Carrie Johnson, interim Charlotte
242 Town Administrator to assist with her taking on this role. Tomorrow will be his final day as the
243 Charlotte Town Administrator.

244
245 Nathaniel Bareham stated that the Town Planner is doing a great job at reaching out to members
246 of the community, committees and commissions to get support and insight to get sections of the
247 town plan done. She's calling it her town plan hero's project. The timing of the updated town
248 plan is for it to be voted on by the town at the 2026 town meeting.

249 Discussion was had regarding the requirement of the town plan to go out to a town vote and
250 LURs are able to be voted on by the Selectboard if so desired by the Selectboard.

251 Natalie Kanner stated that she would like the town to facilitate some sort of childcare option for
252 town meeting day. A committee needs to be formed to make this happen.

253
254 **Discussion, and possible action, on the following Requests for Bid(s):**

255 **a. Thompson's Point Wastewater Operator**

256 Frank Tenney stated that clarity should be made regarding what the monthly charge includes.
257 Discussion was had regarding this need and whether or not it's needed in the bid or the contract.

258 J.D. Herlihy stated that in the past it was a flat rate paid over the 12 months of the year.

259 All concurred that this clarification is needed at the time of opening the bids since it would be
260 specified in the contract.

261 Nathaniel Bareham stated that he had a conversation with the engineer of record for the system,
262 who said they would be willing to come in and also help with the evaluation process of the bids
263 as well as members of the Thompson's Point Wastewater Advisory Commission.

264
265 **b. West Village Wastewater Maintenance**

266 **c. Town of Charlotte Annual Audit**

267 Lewis Mudge stated that he didn't approve that the annual audit go out for bid but the
268 Selectboard did.

269 Nathaniel Bareham stated that Mary Mead did review the request for bid and all that was
270 included in it.

271
272 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the RFPs for**
273 **Thompson's Point Wastewater Operator, West Village Wastewater Maintenance, Town of**
274 **Charlotte Annual Audit and authorize the Town Administrator to determine the date and**
275 **time for the pre-bid conference for the Thompson's Point Wastewater. VOTE: 5 ayes, 0**

276 nays; Motion Carried.

277

278 **Discussion, and possible action, on approving a Memorandum of Agreement with CVFRS**

279 Discussion was had at length regarding the Fire and Rescue Reserve Fund. In the past it was a
280 fund that was added to annually and this hasn't happened in recent years.

281 J.D. Herlihy stated that CVFRS has its own budget and there is language that explains that they
282 have the right to roll over 10% of what is left in their capital budget and anything in excess of
283 that 10% comes back to the town. There is a fire and rescue reserve fund in the town budget for
284 capital expenditures but it hasn't been added to annually and it's currently a small amount.

285 David Schermerhorn stated that this is a fund that should be added to annually to help prepare for
286 the future needs that are inevitable and of great expense.

287 Frank Tenny stated that he had some suggestions that he made and they're not in this document.

288 Lee Krohn stated based on that it would make sense to table this agenda item to a future date.

289

290 **Discussion of the Town's Volunteer Management Practices**

291 Natalie Kanner stated that many members of the town are generous with their time volunteering
292 for the town. A record is needed of who is working on what. In theory this would be in a shared
293 file area and each person that works in town who's using a volunteer's services would be
294 responsible for adding the project name and volunteer's name to the list. Therefore this would
295 be a collective responsibility. This would be a public record.

296 Discussion was had regarding the follow through of the record keeping of this list.

297 Natalie Kanner stated that a policy may need to be created to cover volunteers that are working
298 on anything that has a financial component.

299 Discussion was had at length of potential policy for what is allowed to be shared.

300 Natalie Kanner stated that she is willing to take all that she has heard this evening and come up
301 with a proposal that could be discussed at a future meeting to help come up with a policy.

302 Nathaniel Bareham stated that he is still making edits on the Committees, Commissions and
303 Boards Volunteer handbook. All Chairs received the draft and were directed to distribute it to all
304 the members for review. He went on to state that he will follow up with the Chairs to make sure
305 that this has happened.

306

307 **Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. §**
308 **313(a)(1)(B)**

309

310 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to find that these discussions of**
311 **collective bargaining with AFSCME Local 93 would clearly place the Selectboard at a**
312 **substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**

313

314 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to enter into executive session**
315 **pursuant to 1 V.S.A. § 313(a)(1)(B) for the purpose of discussing a collective bargaining**
316 **agreement between the Town of Charlotte and AFSCME Local 93. I further invite**
317 **Nathaniel Bareham and Carrie Johnson into this session. VOTE: 5 ayes, 0 nays; Motion**
318 **Carried.**

319

320 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to exit executive session. VOTE:**
321 **5 ayes, 0 nays; Motion Carried.**

322

323 **Lewis Mudge stated that no action was taken.**

324

325 **Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. § 313(a)(3)**

326 **a. Possible Appointment of Zoning Administrator**

327 **b. Recruitment Plan for Town Administrator**

328 **c. Discussion of transition plans with the Interim Town Administrator**

329 **d. Discussion of Town Staffing**

330

331 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to enter into executive session**
332 **pursuant to 1 V.S.A. § 313(a)(3) for the purpose of discussing the employment of a public**
333 **employee. I further invite Nathaniel Bareham and Carrie Johnson into this session.**

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

335

336 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to exit executive session. VOTE:**
337 **5 ayes, 0 nays; Motion Carried.**

338

339 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve a conditional offer of**
340 **employment to Rebecca Kaplan for a 3-year appointment to the Zoning Administrator**
341 **position pursuant to 24 V.S.A. § 4448 with a starting wage of \$33.27 per hour for a 30 hour**
342 **work week to begin on October 27, 2025. I further authorize Lee Krohn to extend and**
343 **execute this conditional offer of employment on behalf of the Charlotte Selectboard.**

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

345

346 **Signing of Warrants**

347 Warrants were signed.

348

349 **Adjournment**

350

351 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to adjourn. VOTE: 5 ayes, 0**
352 **nays; Motion Carried.**

353

354 The meeting was adjourned at 9:34 p.m.

355

356 Minutes respectfully submitted by Brooke Milo, Minute Taker.

357 Edits by Nathaniel Bareham.