

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, December 8, 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
9

10 **ADMINISTRATION:** Carrie Johnson, Interim Town Administrator
11

12 **OTHERS:**

13
14 **In person:** Moe Harvey, Mary Mead, Jim Hodson, Charlie Russell, Doug Paton, Margaret
15 Woodruff
16

17 **Remote:** Alexa Lewis, Hugh Lewis Jr., Lori York, Scooter MacMillan, Thyleen Tenney
18

19 **AGENDA ITEMS:**
20

- 21 7:00 PM Approval of Consent Agenda a. Meeting Minutes for November 24, 2025 &
22 December 1, 2025 (continued from 11/24)
23 7:05 PM Adjustments to the Agenda
24 7:10 PM Public Comment for items not on the Agenda
25 7:15 PM Selectboard & Town Administrator's Updates
26 7:20 PM Request for Bids: Open bids, review and take action.
27 a. Auditing Services
28 b. Thompson's Point Seasonal Operator
29 c. Town's Wastewater disposal system maintenance
30 d. Energy Modernization (Solar & Heat Pump Project)
31 7:40 PM Contract Approval Requests. Discussion and Possible Action:
32 a. Snow Plowing Contract for Town Hall
33 b. Cemetery Mowing
34 7:55 PM Committee Appointments:
35 a. Development Review Board (DRB) – Reappoint Doug Paton
36 b. State Ethics Committee
37 8:10 PM Land Use Regulations (LUR) and Town Plan tentative Hearing Dates requested
38 8:20 PM FY 27 Budget Review of Master Budget. No presentations from committees,
39 boards or departments.
40 9:00 PM Discussion on Personnel– Executive Session Likely per 1 V.S.A. § 313(a)(3)
41 a. Personnel
42 b. Legal
43 9:30 PM Signing of Warrants
44 9:31 PM Adjournment
45

46 **Call to Order**

47 Lee Krohn called the meeting to order at 7:00 p.m.

48

49 **Approval of Consent Agenda**

50 **a. Meeting Minutes for November 24, 2025 & December 1, 2025 (continued from 11/24)**

51

52 **MOTION by Frank Tenney, seconded by Lee Krohn, to approve the Consent Agenda as**
53 **presented. VOTE: 3 ayes, 0 nays, 1 abstention, (Kanner), 1 absent, (Mudge); Motion**
54 **Carried.**

55

56 **Adjustments to the Agenda**

57 Lee Krohn stated that he would like to move the committee appointments up on the agenda to
58 take place right after the Selectboard and Town Administrator's updates since Doug Paton is in
59 attendance at this time.

60 All concurred.

61

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

63 Mary Mead stated that non-union employees of the town weren't allowed to attend the labor
64 union negotiation meetings that have gone on for over a year. Non-union employees weren't
65 notified of the details of the contract when it was finalized. If it wasn't for the article in the
66 Citizen, non-union members wouldn't have known that the contract was available for viewing on
67 the town website. The Selectboard didn't inform the non-union employees of any potential
68 effects to them with the developing labor union contract with the town. She went on to state that
69 on November 24th she emailed two Selectboard members expressing her desire and expectation
70 that nothing would change with the non-union employees benefits as nothing has been amended
71 in the personnel policy and nothing has been discussed with the non-union employees. These
72 emails went unanswered. Mary Mead went on to state that on December 3rd there was a staff
73 meeting informing town employees that all employees union employees and non-union
74 employees would have the labor union agreed upon health benefits. With two weeks' notice the
75 Selectboard has increased the non-union employee's financial burden by \$15,000 to \$20,000.
76 Employees need time to plan for such a change. She went on to state that she is asking for non-
77 union employees to be left with the current personnel policy in place, maintaining their existing
78 health insurance benefits through December of 2026.

79

80 Margaret Woodruff read aloud a written letter that was composed by herself and Lori York and
81 that had been sent to the two correlating Selectboard liaisons. The letter expressed her and Lori
82 York's concern regarding the non-union employee's benefits changing with little notice and the
83 request to meet with the relevant members of the Selectboard to discuss options for those in
84 management positions as they didn't have the option to collaborate on benefits decided on in the
85 recently ratified labor union contract.

86

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

88 J.D. Herlihy stated that he received an email regarding the labor union contract and the concerns
89 for the non-union employees.

90

91 Lee Krohn stated that he would like to express his condolences to the family that had the
92 structure fire last night at their home.

93 Lee Krohn stated that as a former volunteer fire fighter as a safety reminder to all, please have
94 your chimneys cleaned and dryer vent cleaned once a year. Don't leave your home with your
95 dryer running.

96

97 **Committee Appointments:**

98 **a. Development Review Board (DRB) – Reappoint Doug Paton**

99 Doug Paton stated that he feels his time on the DRB is going well and he appreciates Frank
100 Tenney's support as the liaison.

101 Charlie Russell stated that he's in support of Doug Paton's reappointment to the DRB.

102

103 Lewis Mudge joined the meeting remotely.

104

105 **MOTION by Frank Tenney, seconded by J.D. Herlihy, to reappoint Doug Paton to the**
106 **DRB for a term ending on December 15, 2028. VOTE: 5 ayes, 0 nays; Motion Carried.**

107

108 **b. State Ethics Committee**

109 Carrie Johnson stated that the prior Town Administrator was the State Ethics Committee liaison
110 and therefore there is need for a replacement of this role.

111 Discussion was had regarding the continual appointment of the town administrator in general and
112 the hopes that the state would allow this so that the appointment process for this role wouldn't be
113 necessary on a continual basis.

114

115 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint the Town**
116 **Administrator to be the Town of Charlotte's State Ethics Committee liaison. VOTE: 5**
117 **ayes, 0 nays; Motion Carried.**

118

119 **Request for Bids: Open bids, review and take action.**

120 **a. Auditing Services**

121 Lee Krohn stated that there is a bid from Sullivan Powers & Co. with a fee schedule of \$28,000
122 for 2026, \$29,500 for 2027, \$31,000 for 2028 and \$32,500 for 2029.

123 J.D. Herlihy stated that there is a bid from Telling and Hillman, PC out of Middlebury for the
124 years ending of June 30, 2026, through June 30, 2029. The fee schedule is \$25,000 for 2026,
125 \$26,000 for 2027, \$28,000 for 2028 and \$30,000 for 2029. Any year requiring a single audit
126 increases by an additional \$5,000.

127 Discussion was had and Carrie Johnson will create a spreadsheet for comparison and this will be
128 voted on at the next Selectboard meeting as is standard practice.

129

130 **b. Thompson's Point Seasonal Operator**

131 Frank Tenney stated that a bid was received from Simon Operation Services with an annual start
132 up cost of \$8,900. The cost for annual system shut down and winterization is \$14,905. The cost
133 of annual pressure testing labor is included in the annual start up. The cost for the annual system
134 operation and maintenance is \$30,100 for a total operations and maintenance services of
135 \$53,905. There is an hourly rate for on call services of \$125 and \$187.50. There is no
136 explanation of the difference in these two hourly fees.

137 Carrie Johnson stated that she will call for clarification.

138

139 **c. Town's Wastewater disposal system maintenance**

140 J.D. Herlihy stated that there is a bid from Simon Operation Services and it's broken out in costs
141 per year for quarterly tasks. Numbers one and two on the proposal is \$2,690, the cost for annual
142 tasks numbers three and six is \$830, the cost for the biannual tasks numbers seven through nine
143 is \$890, and the cost for singular tasks number 10 is \$1,790 for a total of \$6,200. The hourly rate
144 for additional tasks is \$125 and \$187.50.

145

146 **d. Energy Modernization (Solar & Heat Pump Project)**

147 **Solar Project**

148 Lee Krohn stated that there is a bid from Harvest Star Sustainable Energy Solutions and their
149 total proposed cost is \$171,939.

150 Frank Tenney stated that there is a bid from Green Mountain Solar and their total proposed cost
151 is \$217,270.

152 J.D. Herlihy stated that there is a bid from Sun Common, LLC out of Middlebury and their total
153 proposed cost is \$244,260.

154

155 **Heat Pump Project**

156 Lee Krohn stated that there are two bids from Scagnelli and Son, one for the heat pump
157 installation at the firehouse building and one for the heat pump installation at the Town Hall and
158 Senior Center. The firehouse building heat pump project totals \$80,173.

159 Natalie Kanner stated that there is a bid from Devino Electric & Mechanical for the Town Hall
160 and Senior Center combined for a total cost of \$77,545.65.

161 Lee Krohn stated that the Scagnelli and Son bid for the Town Hall and Senior Center heat pump
162 project is \$101,116.

163 Natalie Kanner stated that the bid from Devino Electric & Mechanical for the firehouse building
164 heat pump is \$54,888.80.

165 Lee Krohn stated that there is bid from Pipe Dream Plumbing & Heating for the Townhall heat
166 pump project for \$45,947.56 and \$13,144 for the electric portion to be done by Redtail Electric.
167 The Senior Center heat pump project bid is \$24,820.48 and \$7,727.01 for the electric portion to
168 be done by Redtail Electric. The firehouse building heat pump project bid is \$43,534.57 and
169 \$10,714.53 to be done by Redtail Electric.

170

171 Lee Krohn stated that these bids will be voted on tomorrow evening at the Selectboard Special
172 meeting. This will give Carrie Johnson time to put these bids on a spreadsheet so that a
173 comparison of the bid services can be viewed more clearly for each project.

174 Discussion of how this spreadsheet will be made was had and Jim Hodson will assist Carrie
175 Johnson on this project.

176

177 **Contract Approval Requests. Discussion and Possible Action:**

178 **a. Snow Plowing Contract for Town Hall**

179 Carrie Johnson stated that the current contractor has agreed to continue with the plowing services
180 for this year. The changes in the contract come from the town's request for more salt to be
181 applied since there was dangerous ice build up last year.

182 Hugh Lewis Jr. stated that he was at the Town Hall last week Friday and the parking lot was very
183 packed down. He was told that the contract says that plowing wont take place unless there is 3
184 inches of snow. If the contract is left at 3 inches there will be ice buildup regardless of salt
185 application. He went on to state that the other town sites such as the fire department and the
186 Senior Center are kept clean. There are many elderly folks and it seems unsafe.
187 Lee Krohn and Natalie Kanner concurred that the Senior Center contract should be looked into
188 so that there is consistency.

189

190 **b. Cemetery Mowing**

191 Lewis Mudge stated that Adam Dantzcher has been doing this work for years and he does a
192 great job, there's never been any complaints.

193 Adam Dantzcher stated that just for the town's information there are two fields that haven't
194 been hayed at Thompson's Point. One field is off of Lanes Lane and there are trees growing in
195 that field. There are two other fields going west through Flat Rock and the field behind the
196 wastewater that haven't been hayed. All other fields have been maintained well.

197

198 **MOTION by Frank Tenney, seconded by Lewis Mudge, to award the cemetery mowing**
199 **and brush hogging to Adam Dantzcher. VOTE: 5 ayes, 0 nays; Motion Carried.**

200

201 Discussion was had and it was clarified that the Selectboard Chair will sign these contracts.

202

203 **Land Use Regulations (LUR) and Town Plan tentative Hearing Dates requested**

204 Lee Krohn stated that the Planning Commission has approved a draft town plan and they
205 have some LUR amendments as well. They're requesting that the Selectboard accept their
206 request and warn some hearing dates. There are two suggested hearing dates for the town plan in
207 February, which would be after the budget and town report are resolved. There is no set date for
208 the Zoning Regulations but a suggestion would be to have that on one of those February dates
209 as well. He went on to state that he wonders if these topics are ultimately going to the voters for
210 approval, how much time and energy has the Selectboard spent on its own hearing process if it's
211 not actually approving or rejecting the documents in the past.

212 Frank Tenney stated that the Selectboard would usually approve them to be on the ballot and this
213 isn't something that is done until the hearings take place. With having them on the ballot it
214 would need to be in the town report and the town report is to be printed by the end of January.

215 J.D. Herlihy concurred.

216 Carrie Johnson stated that the Planning Commission is having one of their required hearings on
217 January 22, 2026.

218 Frank Tenney received confirmation from Carrie Johnson that it does have to be included in the
219 town report in order to have it on the ballot. Zoning regulations and the town plan get voted on
220 by ballot.

221 Carrie Johnson stated that the hearing doesn't have to be done in order for the Selectboard to
222 vote on if it should be added to the ballot.

223 Frank Tenney stated that his understanding is that the Selectboard has to have one hearing on the
224 LURs and two hearings for the town plan.

225 Carrie Johnson stated that there is a 30 day warning required for the hearings. If it doesn't take
226 place at town meeting then it would have to wait until November.

227 Frank Tenney stated that there could be a special election.

228 Carrie Johnson stated that a special election is a possibility but it's expensive and there is often a
229 lower turn out of voters. There are challenges with not having an approved plan and being able
230 to apply for certain grants.

231 Lee Krohn stated that if the town plan isn't in effect then you can't change the zoning
232 regulations.

233 Carrie Johnson stated that she hasn't seen a draft of the town plan but her understanding is that
234 there were few changes to it since they were running out of time.

235 Frank Tenney stated that his understanding is that the changes to the town plan were changes that
236 were recommended by CCRPC for the bare minimum of what needed change in order for it to
237 comply with current statutory changes.

238 J.D. Herlihy concurred.

239 Frank Tenney stated that another reason to have the hearings is for the public to have an
240 opportunity to gather information and ask questions as well as for the Selectboard to be able to
241 ask questions.

242 Lee Krohn stated that the timing is the challenge with the Selectboard being very busy with the
243 coming FY27 budget and this is the rationale to push the hearings to February.

244 J.D. Herlihy stated that the question of whether or not they should be on the ballot should
245 proceed having the hearings on them.

246 Natalie Kanner stated that whether it's voted on in March or in November the Selectboard is
247 going to allow the public to vote on it. It's all about timing and if getting these approved sooner
248 than later is beneficial to the town.

249 Lewis Mudge stated that if the Selectboard votes in favor of putting this on the ballot than it
250 appears to the public that the Selectboard supports it.

251 Natalie Kanner stated that she doesn't agree that it's implied that the Selectboard is giving a tacit
252 agreement when voted in favor of adding it to the ballot.

253 J.D. Herlihy stated that if the board disagrees with any aspect of the town plan or LURs those
254 points can be expressed during the hearings.

255 Lee Krohn stated that his proposal is to vote on this to go on the ballot at a January meeting and
256 then the hearings would be in February as informational hearings. That way there is time for the
257 budget planning that's needed in January.

258 Frank Tenney stated that there was to be buckets that basically categorized the changes as
259 changes due to state statutory changes, changes due to the desire to enhance the town villages,
260 and changes due to pure need and things that hadn't been completed in the past. This would give
261 more clarity to the Selectboard.

262 Lee Krohn stated that it isn't realistic or reasonable to expect that the Selectboard can handle
263 zoning hearings, town plan hearings and the budget discussions. If the Selectboard wants to take
264 a deep look into the documents and potentially make changes it wont be something that would be
265 attainable for the vote in March.

266 J.D. Herlihy stated that at the phase where the LURs reach the Selectboard is not the time for any
267 sort of substantial changes. It would either go forward or not.

268 All concurred that the Planning Commission needs to provide the "buckets"/categories of change
269 in the town plan.

270 J.D. Herlihy stated that he is comfortable with having the hearings in February. He went on to
271 state that some of the proposed changes are stemming from a grant that the town received to do
272 the village planning which did require that some of the proposed changes be put forward. The
273 deadline as to when this needs to be done is unknown.

274 Discussion was had regarding the actual deadline of the town plan. The last town plan was
275 adopted in 2018 and in 2019 there was either an approval of the town plan again or just the
276 amendments. Carrie Johnson will look into this and find out a conclusive answer to the question
277 of when the town plan expires.

278 Frank Tenney stated that he sees no reason to wait on the town plan since there was
279 straightforward guidance by CCRPC, state statutes and the Regional Planning Commission. The
280 voters should be informed as to what the changes are. Personal preference would be to have a
281 hearing before the Selectboard votes on it.

282 Carrie Johnson stated that as long as the Selectboard gives the thirty days advanced warning for
283 the first Selectboard hearing it doesn't matter when the second hearing takes place.

284 Frank Tenney stated that the first Selectboard hearing could be on February 9th and that way it
285 satisfies the thirty day warning and the second meeting could be on the Monday March 2nd
286 before the Tuesday town vote. These would be ballot items.

287 Discussion was had regarding the regularly scheduled Selectboard meetings being moved to
288 February 9th and 16th. February 16th the LUR hearing could be a part of the meeting.

289 Lewis Mudge stated that if the LUR changes are small the suggested plan for the hearings to take
290 place is fine but if its not then this timeline sounds too tight.

291
292 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to hold a public hearing on February**
293 **16, 2026, for updates to the town of Charlotte, land use regulations. VOTE: 3 ayes, 2 nays,**
294 **(Mudge & Tenney); Motion Carried.**

295
296 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to hold public hearings for updates to**
297 **the Town of Charlotte's Town Plan on February 9, 2026, and March 2, 2026. VOTE: 5**
298 **ayes, 0 nays; Motion Carried.**

299
300 **FY27 Budget Review of Master Budget. No presentations from committees, boards or**
301 **departments.**

302 Natalie Kanner stated that she would like to know why the Halloween lights that were originally
303 under the Town Constable's budget is now under the Recreation department and at a different
304 amount. Most importantly there should be more discussion around this event being a town event
305 or not now that it's within a town department budget and if so is it an insured event or not.

306 Lee Krohn stated that the question will be looked into.

307
308 Lewis arrived to the meeting in person.

309
310 **Discussion on Personnel– Executive Session Likely per 1 V.S.A. § 313(a)(3)**

311 **a. Personnel**

312 **b. Legal**

313
314 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to enter into executive session per**
315 **1 V.S.A. § 313(a)(3) for the purpose of discussing personnel and legal issues where**
316 **premature public disclosure of the subject matter may put the town at a substantial risk, I**
317 **further invite Carrie Johnson into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**

318

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

321
322 J.D. Herlihy stated that no decisions were made during the executive session but there was a
323 conversation and clarification that non-union eligible employees still fall under the compensation
324 and benefits as outlined in the current town of Charlotte personnel policy.

325
326 **Signing of Warrants**
327 **?**

328
329 **Adjournment**

330
331 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to adjourn. VOTE: 5 ayes, 0 nays;**
332 **Motion Carried.**

333
334 The meeting was adjourned at 9:45 p.m.

335
336 Minutes respectfully submitted by Brooke Milo, Minute Taker.
337 Edits by Carrie Johnson, Interim Town Administrator.

