

1 **CHARLOTTE SELECTBOARD MEETING**  
2 **Thursday, December 11, 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); Natalie Kanner, (absent); J.D. Herlihy  
9

10 **ADMINISTRATION:** Carrie Johnson, Interim Town Administrator, (absent)  
11

12 **OTHERS:**

13  
14 **In person:** Jim Hodson, Tim Post  
15

16 **Remote:** Lewis Mudge, Deidre Holmes, Shannon Jackson  
17

18 **AGENDA ITEMS:**  
19

20 7:00 PM Adjustments to the agenda  
21 7:05 PM Energy Modernization Project Bid Review and Possible Action.  
22 8:19 PM Adjournment  
23

24 **Call to Order**

25 Lee Krohn called the meeting to order at 7:01 p.m.  
26

27 **Adjustments to the agenda**

28 None  
29

30 **Energy Modernization Project Bid Review and Possible Action.**

31 Lee Krohn stated that in summary the town put out a request for bids for solar panels on the Fire  
32 Rescue building as well as heat pumps for the Charlotte Town Hall and Senior Center and living  
33 space in the Fire Rescue building.

34 Jim Hodson presented a spreadsheet that he compiled to provide a comparison of the bids  
35 between the contractors.

36 Jim Hodson stated that in the creation of the spreadsheets the core bids were revealed so there  
37 could be a clear comparison. The equipment in all the bids were of consistent quality. There  
38 were 3 bids received for the solar side of the project and 3 bids received for the heat pump  
39 portion of the project.

40 Jim Hodson went on to state that on the solar side with the core bids revealed, Green Mountain  
41 Solar came in at \$217,270, Harvest Star at \$197,019 and Sun Common at \$244,260.

42 J.D. Herlihy stated that Sun Common's bid asked for a \$45,000 deposit and Green Mountain  
43 Solar didn't have the total amount of power and these were two of the biggest things that  
44 differentiated Harvest Star's bid.

45 Jim Hodson stated that the only unknown that was allotted for in the Harvest Star bid was in the  
46 unlikely event that there's some kind of structural issue they put in a caveat to their bid. They  
47 stated in the bid that if something were to be an issue structurally then a statement of work would  
48 be added and the cost adjusted. There is no anticipated problem though and all three vendors  
49 have looked at the roof.

50 Lewis Mudge stated that he would like to know from the Energy Committee if the organizational  
51 reputation of the 3 bidders are all in good standing.

52 Jim Hodson stated that Harvest Star and Green Mountain Solar were both part of the town's  
53 Solarize Charlotte program and no complaints were heard of. Personally he has one of both at  
54 his home and they're both great to work with. Their backgrounds are talked about to some  
55 degree in their proposals. Tim Post vetted them early on.

56  
57 Jim Hodson stated that 3 bids were received for the heat pumps for the Fire and Rescue building  
58 project. Pipe Dream Plumbing & Heating came in substantially higher than the other two bids so  
59 not at all competitive. The other two bids were from Scagnelli and Son and Devino Electric &  
60 Mechanical. They're both very reputable contractors. The two bids needed some work to get  
61 them to be comparable and in order to accomplish that the service upgrade, if there is a need for  
62 a 400 amp service for the implementation, was removed. The plan is for the service upgrade to  
63 be on the solar portion of the project. Solar would be hooked up prior to the heat pumps. The  
64 only other difference between these two bids was that one put in a drywall repair caveat as an  
65 allowance and not actually part of the quote.

66 Tim Post stated that there shouldn't be any dry wall work unless there is an obstacle that they  
67 can't work around.

68 Jim Hodson stated that if you removed the dry wall caveat and equalized these two quotes they  
69 are within \$140 of each other. They're the same on their requests for the first contract payment.  
70 As for warranty on service Scagnelli and Son put in two years and Devino Electric & Mechanical  
71 put in for one year. These are very equal bids. He went on to state that Tim Post has worked  
72 with both and they have both been around a long time and are very reputable and respected in  
73 town. Scagnelli and Son's bid comes in at \$123,609 and Devino Electric & Mechanical bid  
74 comes in at \$132,433 but that includes the \$9,000 allowance in it. Pipe Dream's bid is \$146,108.  
75 All ask for 5% upfront in their proposals. These figures are for the two heat pump RFPs  
76 combined.

77 Lee Krohn stated that it would be appropriate to have bids presented and therefore decided on  
78 and approved as they came in vs combined.

79 Jim Hodson stated that for the Town Hall and Senior Center project Scagnelli and Son came in at  
80 \$72,276 and Devino Electric & Mechanical came in at \$71,545. For the Firehouse Scagnelli and  
81 Son came in at \$51,333 and Devino Electric & Mechanical came in at \$51,888.

82 Discussion was had a length regarding the need to be at or over the 5% in order to get safe harbor  
83 and assure the qualification for the federal incentives which are referred to as tax credits. This  
84 safe harbor only pertains to the solar portion of the project and not the heat pumps.

85 Jim Hodson stated that in the proposals the contractors all committed to procuring the 5% dollar  
86 amount in solar panels and will have it on their property labeled for this project before December  
87 31, 2025.

88 Jim Hodson and Tim Post concurred that there was an attempt made by some of the bidders to  
89 include the service upgrades but for the most part they couldn't do this as there wasn't enough  
90 time given for them to consult with GMP who will ultimately set the price for such.

91 Discussion was had regarding figuring the actual amount needed up front and if it could come  
92 from the Repair and Improvement fund.

93 Jim Hodson stated that it was voted on at last night's Energy Committee meeting and approved  
94 to make \$3,000-\$4,000 in funds available from their budget to help with the upfront funds if  
95 needed and if they would be replaced by the end of the fiscal year.

96 Jim Hodson stated that the 5% of the solar project would also include 5% of the service  
97 upgrades. The 5% of the heat pumps would be \$2,567 and would need to be added on to the sum  
98 needed up front in order to engage the chosen heat pump contractor. On the solar side if it was  
99 Harvest Star it would be \$11,251. The 5% for the solar project, the potential 5% for the service  
100 upgrade and the 5% for the heat pumps comes to a total of \$17,432. This is the amount needed  
101 to come from the town's budget.

102 All concurred that it's fiscally prudent to make the potential for service upgrade expense part of  
103 the solar project in order to increase the incentive amounts known as tax credits.

104 Shannon Jackson, from Green Mountain Solar stated that there wasn't enough time for them to  
105 coordinate with GMP and their electrical team to get an adequate number for a potential service  
106 upgrade. This is something that could be done by the middle of next week and this is likely  
107 something that can be done with any contractor that is chosen so that the town of Charlotte can  
108 get the number needed for the safe harbor.

109 Lee Krohn stated that he would propose the funds needed come from the Repair and  
110 Improvement fund understanding that it will be backed filled by the bond bank loan in the new  
111 fiscal year making the funds available for their designated purpose when needed.

112 J.D. Herlihy stated that there appears to be ample funds in the Repair and Improvement fund to  
113 cover the needed \$17,432 for the project.

114 Frank Tenney stated that the existing resolution covers the allocation of funds for the solar  
115 project's 5% safe harbor and the amount needed for the service upgrade. The resolution also  
116 states that the Selectboard would approve the whole project which includes the heat pumps.  
117 Therefore the 5% upfront payment for the heat pumps is the only thing not in the resolution.

118 Jim Hodson stated that the Harvest Star bid is actually less than the \$197,019. This amount  
119 includes the \$5,500 allotment for the service upgrades and it also includes the consulting fee.

120

121 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to award the solar component of the**  
122 **energy modernization project to Harvest Star in the amount of \$197,019. VOTE: 4 ayes, 0**  
123 **nays, 1 absent (Kanner)**

124

125 **MOTION by Frank Tenney, seconded by J.D. Herlihy, to allocate \$11,251 from the Repair**  
126 **and Improvement fund for the solar component of the Energy Modernization Project,**  
127 **these funds shall be returned to the Repair and Improvement fund upon receipt of the**  
128 **bond bank loan. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.**

129

130 J.D. Herlihy stated that he would be in favor of awarding the heat pump project to Scagnelli and  
131 Son since the two competitive bids for this project are between them and Devino Electric &  
132 Mechanical. Scagnelli and Son's bid offers an additional year of workmanship warranty with  
133 two years coverage compared to the one year workmanship coverage offered by Devino Electric  
134 & Mechanical's bid. The value of the extra year exceeds the additional dollars of the bids.

135 Lee Krohn and Lewis Mudge concurred.

136

137 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to award the heat pump project for**  
138 **the Town Hall and Senior Center to Scagnelli and Son for the total amount of \$72,276.**  
139 **VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.**  
140

141 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to award Scagnelli and Son the**  
142 **project for the heat pumps at the Charlotte Volunteer Fire and Rescue Service building in**  
143 **the amount of \$51,333. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.**  
144

145 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to authorize the payment of \$6,181 out**  
146 **of the Repair and Improvement fund to Scagnelli and Son to meet the 5% contract for the**  
147 **heat pump projects and will be returned to the Repair and Improvement fund with the**  
148 **Bond Bank loan. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.**  
149

150 **MOTION by J.D. Herlihy, seconded by Lewis Mudge, to authorize Lee Krohn, Chair of the**  
151 **Selectboard or Frank Tenney, Vice Chair of the Selectboard to sign any documents needed**  
152 **to secure these projects and funding. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion**  
153 **Carried.**  
154

155 Lewis Mudge stated that he will be in tomorrow to sign the resolution.

156 Deirdre Holmes stated that she would like to express her thanks to Tim Post and Jim Hodson for  
157 all their work on this project and to the Selectboard for all of their work on making this happen  
158 as well.

159 All of the Selectboard expressed their sincere gratitude to the energy committee for all their hard  
160 work and dedication that went into making this a reality for the town. It was a tremendous  
161 amount of time and effort.  
162

### 163 **Adjournment**

164  
165 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to adjourn. VOTE: 4 ayes, 0 nays, 1**  
166 **absent (Kanner); Motion Carried.**  
167

168 The meeting was adjourned at 8:20 p.m.  
169

170 Minutes respectfully submitted by Brooke Milo, Minute Taker.

171 Edits by Carrie Johnson, Interim Town Administrator.