

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, December 1, 2025**
3 **Continuation from the November 24, 2025, Selectboard Meeting**
4 **Charlotte Town Hall 159 Ferry Road and via teleconference**
5 **DRAFT**

6 *Draft minutes are subject to correction by the Charlotte Selectboard.*
7

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

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

11 **OTHERS:**

12 **In person:** Tim Post, Jim Hodson, Mike Yantachka

13 **Remote:** Lewis Mudge, Scooter MacMillan

14 **AGENDA ITEMS:**

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16 7:00 PM Adjustments to the agenda
17 7:05 PM Review Draft RFPs for the Energy Modernization Project
18 8:00 PM Adjournment

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23 **Call to Order**

24 Lee Krohn called the meeting to order at 7:02 p.m. as a continuation from last week's regularly
25 scheduled Selectboard meeting.
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28 **Adjustments to the Agenda**

29 Frank Tenney stated that there is a DRB position ending as of December 15, 2025. It's pertinent
30 to remind those that would like to volunteer for town boards, committees and commissions that
31 there is an application that can be found on the town website that can be done at any time and
32 added to the town's talent bank. This DRB opening should be added to next week's regularly
33 scheduled Selectboard meeting. It would make sense to remind the public again in February or
34 March that there are many terms that end April 30th. He went on to state that he did remind
35 Charles Russell of this ending term and Charles Russell will notify Doug Patton of his term
36 ending and the need to apply if he would like to continue with another term.
37

38 **Review Draft RFPs for the Energy Modernization Project**

39 Lee Krohn stated that there are 3 RFPs to review together this evening of which most have had
40 the chance to review. They're thorough technically. The current drafts suggests issuing these
41 tomorrow and the opening of these bids at the Selectboard meeting next week Monday which is
42 fast but waiting until the Selectboard meeting scheduled for December 22, 2025, would be
43 pushing it out too far with the need to execute the safe harbor.

44 Discussion was had regarding the process for RFPs in regards to timing, typical protocol and
45 special exceptions and protocol for time sensitive situations.

46 Frank Tenney stated that 3 draft RFPs were sent to all Selectboard members but it sounds like
47 there is to be a 4th RFP made from one of the draft RFPs.
48 Discussion was had in depth regarding the best way to organize the RFPs and that itemized cost
49 breakdowns should be clearly requested so that the bids can be compared to each other in a clear
50 and precise way.
51 Frank Tenney stated that more than one contractor could be chosen in order to achieve the lowest
52 expense possible for the separate locations.
53 All concurred that combining the Town Hall and Senior Center as one bid for the heat pumps
54 would be appropriate and the language of no site visits would be eliminated.
55
56 Lewis Mudge joined the meeting remotely.
57
58 Tim Post stated that there will need to be a dual breaker placed in the remaining slots in the
59 electrical panel at CVFRS and then an additional subpanel will need to be installed to
60 accommodate the project.
61 Discussion was had and language was added and adjusted to clarify the need for the additional
62 subpanel.
63 Jim Hodson stated that any technical questions can come to him.
64 Discussion was had regarding adding a request for the completion of work date to be added to
65 the RFPs so that this could be considered when making a decision on which contractor to go
66 with. Language was added to the RFP to make clear that the expectation is that the project will
67 be completed by June 30, 2026.
68 Lee Krohn stated that within the agreement with the Vermont Bond Bank there is the possibility
69 of having language that states that the first payment on the loan will be July 2026 providing they
70 agree to this which is likely.
71 All concurred that the RFPs will be due next Monday no later than 4 p.m. when the town offices
72 close.
73 Discussion was had and all concurred that the bids will be opened next Monday at the regularly
74 scheduled meeting and Tuesday evening a Special Selectboard Meeting will be held at 7:00 p.m.
75 at the Town Hall in order to review and award the bids. Natalie Kanner won't be able to attend
76 the Special Meeting but there will still be a quorum.
77 Lewis Mudge stated that he can attend the Special Meeting next Tuesday.
78 All concurred that those that are awarded the contract for the projects will be given 48 hours to
79 acknowledge, which will be Friday, December 12, 2025.
80 Tim Post stated that safe harbor has to be achieved before December 31, 2025, which includes
81 procurement and the vendors have said that they need the funds to buy the panels. These panels
82 have to be onsite at the vendors property before December 31st and they have to certify the
83 purchase. Therefore all of that has to happen between the dates of December 12th and December
84 31st.
85 J.D. Herlihy stated that he understands that Mary Mead, Charlotte Town Treasurer, will be able
86 to submit the \$12,000 to the awarded solar panel contractor on Monday 12/15/25.
87 Discussion was had regarding a motion for approval of the use of town funds to temporarily be
88 used for the needed 5% of the project to secure safe harbor.
89 All concurred this motion will need to be made at next Monday's regularly scheduled
90 Selectboard meeting.

91 Frank Tenney stated that it would be most logical for the needed 5% of funds to come out of the
92 Repair & Improvement Funds.

93 All concurred.

94 Tim Post stated that it should be made clear that the amount isn't going to be exactly \$12,000.

95 Frank Tenney stated that whatever bid is approved it will be 5% of the bid and the motion will
96 include the specific amount that will be paid out on Monday, December 15th.

97 Natalie Kanner suggested that a project completion date for the solar panels could be March 31,
98 2026, in order to capture the peak months of capturing energy from the solar panels.

99 Tim Post stated that the CPG incentive expires June 30th.

100 All concurred on adding the language to the CVFRS Solar Project RFP of "will achieve
101 interconnection by April 30th".

102 Tim Post stated that May is really when the solar power is starting to show peak levels.

103 J.D. Herlihy stated that only one of the RFPs for the heat pumps had the language adjusted
104 regarding the date of completion.

105 The one remaining RFP was edited to assure that both heat pump RFPs had the same language of
106 "bidders shall propose a timeline for completion; no later than June 30, 2026."

107 Tim Post stated that the compressor size should be decided on this evening for the heat pump

108 RFP for the CVFRS building. One is more robust over the other and only roughly \$1,000 more.

109 Currently the floor has radiant heat and following this project oil will still be used but only about
110 25% of what is being used now.

111 Further discussion was had regarding which size of a compressor to use either 24k or 36k.

112 Tim Post stated that there is a chance that if a 36k compressor was chosen for the project it might
113 heat the garage enough to turn of the floor radiant heat completely eliminating the need for the
114 use of the oil all together.

115 All concurred to eliminate option A and leave option B which is the 36k compressor.

116 Tim Post stated that single head units come automatically as negative 22 Fahrenheit rated and the
117 multi ports come automatically as negative 15 Fahrenheit rated.

118 Lewis Mudge stated that he just wanted all to know that he has been listening to the meeting and
119 discussion but he hasn't been able to see the shared screen of the RFP documents while they
120 were being edited.

121

122 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the RFP for the heat**
123 **pumps for the Town Hall and Senior Center, the RFP for the heat pumps at CVFRS**
124 **firehouse and for the Solar at CVFRS firehouse. VOTE: 5 ayes, 0 nays; Motion Carried.**

125

126 Discussion was had regarding the appropriate project point person and all concurred that the
127 Town Administrator should be the point of contact.

128

129 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to make the Town Administrator**
130 **the point of contact for the solar and heat pump projects. VOTE: 5 ayes, 0 nays; Motion**
131 **Carried.**

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133 **Adjournment**

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

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138 The meeting was adjourned at 8:46 p.m.

139

140 Minutes respectfully submitted by Brooke Milo, Minute Taker.

141 Edits by Carrie Johnson, Interim Town Administrator.

DRAFT