

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, December 2, 2024**
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:* James Faulkner, Chair; Frank Tenney, Vice Chair;
8 Lewis Mudge, (remote and in person); Natalie Kanner; Kelly Devine
9

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

12 **OTHERS:**

13 **In person:** Charles Russell, Hugh Lewis Junior, Karen Frost, Jessie Bradley, Maggie Citarella,
14 Matt Citarella, Bill Stuono, Charlie Pugh, Julian Kulksi, Maura Wygmans,
15

16 **Remote:** Alexa Lewis, Bill Fraser-Harris, Brett Yates, Carrie Spear, Chea Evans, Juliann Phelps,
17 Lindsay Smith, Missy Adams, Nancy Faulkner, Paul Plante, Robert Smith, Ruth Uphold, Tanna
18 Kelton
19

20 **AGENDA ITEMS:**

21 5:00 PM Site Visit for HAP-24-08 Hutchins located at 363 Riverview Drive

22 6:30 PM Adjustments to the Agenda

23 6:31 PM Approval of Consent Agenda

24 a) Approval of Minutes for the November 18th, 19th, and 20th 2024

25 b) Approval of 2024 Grand List Error & Omission Report

26 c) Approval of contract renewal with Christine Chamberlain for Tax Parcel
27 Mapping Services

28 6:36 PM Approval of Warrants to Pay Bills

29 6:40 PM Selectboard & Town Administrator Updates

30 a) Nate Bareham – Amendments to the Town’s Highway Access Permit Policy

31 b) James Faulkner – Reminder of budget/article schedule for FY2026

32 c) Natalie Kanner – Update on the Inclusivity Working Group

33 6:50 PM Public Comment

34 7:00 PM Discussion, and possible action, on HAP-24-08 for Jason Hutchins

35 7:10 PM Preliminary Budget Presentations:

36 a) Cemetery Commission

37 b) Charlotte Park & Wildlife Refuge Oversight Committee

38 7:20 PM Request to discuss alternatives to in-person Town Meeting for 2026

39 7:30 PM Discussion, and possible action, on the Town Planner vacancy

40 7:45 PM Discussion, and possible action, on two easement agreement(s) between the Town
41 and (a) Gregg and Elizabeth Beldock and (b) Briggs and Amanda Phillips –
42 Possible executive session per 1 V.S.A. § 313 (a)(2)

43 8:10 PM Discussion, and possible action, on two draft requests for proposal(s) for the:

44 a) Repair of the Skating Rink Electrical Box

45 b) Replacement of an existing Storage Shed at Charlotte Central School

46 8:25 PM Discussion, and possible action, on a quote for snowplowing services at the
47 Charlotte Park & Wildlife Refuge

48 8:35 PM Adjournment

49

50 **Call to Order**

51 James Faulkner called the meeting to order at 6:32 p.m.

52

53 **Site Visit for HAP-24-08 Hutchins located at 363 Riverview Drive**

54 James Faulkner stated that a site visit took place today at 363 Riverview Drive for HAP-24-08
55 Hutchins. He was present along with Hugh Lewis Jr. This will be discussed further at 7:00 p.m.

56

57 **Adjustments to the Agenda**

58 James Faulkner stated that an adjustment to the agenda is that the 7:20 p.m. agenda item,
59 “Request to discuss alternatives to in-person Town Meeting for 2026”, will instead read,
60 “Request to discuss a town charter and land use regulations.”

61

62 **Approval of Consent Agenda**

63 **a) Approval of Minutes for the November 18th, 19th, and 20th 2024**

64 **b) Approval of 2024 Grand List Error & Omission Report**

65 **c) Approval of contract renewal with Christine Chamberlain for Tax Parcel Mapping
66 Services**

67 James Faulkner stated that there is a well outlined process for Consent Agenda’s that Nathaniel
68 Bareham included in the Town Administrator Report which is in tonight’s packet and available
69 on the town website. Tonight, will be the first time that the Selectboard will use this process.
70 This will serve the purpose of streamlining the process of approvals. He went on to review the
71 items on this evening’s agenda.

72

73 **MOTION by Kelly Devine, seconded by Natalie Kanner, to pass the Consent Agenda and
74 adopt the items as listed for December 2, 2024. VOTE: 5 ayes, 0 nays; Motion Carried.**

75

76 Frank Tenney stated that this process speeds up the Selectboard meetings but it doesn’t
77 streamline the work of the Selectboard outside of the meetings.

78

79 **Approval of Warrants to Pay Bills**

80 Warrants were signed.

81

82 **Selectboard & Town Administrator Updates**

83 **a) Nate Bareham – Amendments to the Town’s Highway Access Permit Policy**

84 Nathaniel Bareham stated that he is working with the Zoning Administrator, Aaron Brown, to
85 draft an amended Highway Access Policy for the Selectboard to review at a future meeting. This
86 draft will allow for all HAPs to go through the Town Administrator and the Road Commissioner
87 with the exception of HAPs that are part of major subdivisions, which would require the
88 Selectboard to review and approve.

89

90 **b) James Faulkner – Reminder of budget/article schedule for FY2026**

91 James Faulkner stated that all town departments that have budget articles for the Town Meeting
92 need to be submit them no later than the first week of January.
93

94 **c) Natalie Kanner – Update on the Inclusivity Working Group**

95 Natalie Kanner stated the next and possibly last Inclusivity Working Group will take place on
96 December 11, 2024, at 5:30 p.m. at the library. The agenda is still being formalized but will
97 include a potential alternative to the presented Declaration of Inclusion and potentially the vote
98 that is necessary to finish the group.
99

100 **Discussion, and possible action, on HAP-24-08 for Jason Hutchins**

101 James Faulkner stated that a site visit took place at 5:00 p.m. with himself, Jason Hutchins and
102 Hugh Lewis Jr. and it was dark but Hugh Lewis Jr. came to the site at an earlier time.
103 Hugh Lewis Jr. stated that there is appropriate site distance of 400 feet to the west and 500 plus
104 feet to the east. There is no need for a culvert since one already exists on the east side that
105 crosses the road. It simply needs to meet the B71 standards. The applicants are changing an
106 agricultural cut to a residential cut.
107

108 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve HAP-24-08 for Jason**
109 **Hutchins at 363 Riverview Drive. VOTE: 5 ayes, 0 nays; Motion Carried.**
110

111 **Discussion, and possible action, on a quote for snowplowing services at the Charlotte Park**
112 **& Wildlife Refuge**

113 Nathaniel Bareham stated that he spoke to Chris Fortin prior to the last meeting and following
114 since Chris Fortin didn't submit a written quote for the Charlotte Park & Wildlife Refuge. The
115 agreed amount is the same as last year's contract set at \$75 per plow with a total of 10 plows
116 which comes to no more than \$750 total. Anything in addition to that would require Selectboard
117 approval.
118

119 **MOTION by Kelly Devine, seconded by Natalie Kanner, to authorize the Town**
120 **Administrator to execute a contract with Chris's Lawncare and Mini Excavating of Lake**
121 **Rd in Charlotte for plowing of the Charlotte Park & Wildlife Refuge for an amount of \$750**
122 **for the season and \$75 per plow or per salt. VOTE: 5 ayes, 0 nays; Motion Carried.**
123

124 **Public Comment**

125 None
126

127 **Discussion, and possible action, on two easement agreement(s) between the Town and (a)**
128 **Gregg and Elizabeth Beldock and (b) Briggs and Amanda Phillips – Possible executive**
129 **session per 1 V.S.A. § 313 (a)(2)**

130 James Faulkner stated that Hugh Lewis Jr. is invited to attend this executive session because the
131 overseers of this Spear Street project are himself, David Marshall and Hugh Lewis Jr. Hugh
132 Lewis Jr. attendance will allow for him to remain up to date on the process of the Spear Street
133 project.
134

134 All concurred with this.
135

136 **MOTION by Natalie Kanner, seconded by Kelly Devine, to enter into executive session to**
137 **discuss securing easement agreements per 1 V.S.A. § 313 (a)(2). I further invite Town**
138 **Administrator, Nathaniel Bareham and the Town Attorney, David Rhue, Road**
139 **Commissioner, Hugh Lewis Jr. into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**
140

141 **MOTION by Frank Tenney, seconded by Natalie Kanner to exit out of executive session.**
142 **VOTE: 5 ayes, 0 nays; Motion Carried.**
143

144 Kelly Devine stated that while in executive session discussion was had regarding the terms and
145 conditions of the needed easement agreements to proceed with the repairs on Spear Street. This
146 is an urgent matter, given that there is a timeline for completion in order to receive federal
147 funding. The Selectboard is now prepared to move these easements forward through three
148 motions.
149

150 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the easement deed**
151 **from Briggs and Amanda Phillips and Charlotte Land Trust to the town of Charlotte for**
152 **the Spear Street slide repair and the Spear Street culvert replacement project subject to**
153 **review and final approval by the town attorney and to authorize the Selectboard Chair,**
154 **James Faulkner, to execute the easement deed and any related closing documents. VOTE:**
155 **5 ayes, 0 nays; Motion Carried.**
156

157 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the amended**
158 **agreement and agreement for conveyance of easements between the town and Greg and**
159 **Elizabeth Beldock that revises and updates maintenance responsibilities for blue flame and**
160 **establishes the terms for the easement deed for the Spear Street culvert replacement**
161 **project as provided to the Selectboard on December 2, 2024. Subject to review and final**
162 **approval by the town attorney and authorize the Selectboard Chair, James Faulkner to**
163 **execute the amended agreement and agreement for conveyances of easements. VOTE: 5**
164 **ayes, 0 nays; Motion Carried.**
165

166 **MOTION by Kelly Devine, seconded by Frank Tenney, to approve the easement agreement**
167 **from Greg H. Beldock and Elizabeth Beldock to the town for the Spear Street culvert**
168 **replacement project as provided to the Selectboard on December 2, 2024, subject to review**
169 **and final approval by the town attorney and authorize the Selectboard Chair, James**
170 **Faulkner, to execute the easement deed, and any related closing documents. VOTE: 5 ayes,**
171 **0 nays; Motion Carried.**
172

173 James Faulkner stated that the project for Spear Street will commence tomorrow morning. The
174 contractors are ready to start and the goal will be to have this project finished by April 6, 2024.
175 Paul Plante asked if the new agreement on Ploof Lane would result in the town taking over
176 responsibility of the road upkeep?

177 Kelly Devine stated that the terms and conditions of the upkeep of the road are an amendment to
178 the agreement and the Selectboard can provide more information once those are finalized. It will
179 clarify how those responsibilities will be divided. Once the agreement is executed it will be a
180 matter of public record.
181

182 **Preliminary Budget Presentations:**

183 **a) Cemetery Commission**

184 Jessie Bradley stated that next year there will be improvements and this year is her planning year
185 for the improvements. The Charlotte Barber and Bradley Cemeteries budget request for FY26
186 document included in tonight's packet was reviewed. There are three budget line items: Mowing
187 \$6,200, Stone and Land Repairs \$2,000 and Equipment and Supplies \$500 with a total budget of
188 \$8,700 which is an increase from FY25 budget which was \$6,200.

189

190 Lewis Mudge arrived at the meeting in person at 7:42 p.m.

191

192 **b) Charlotte Park & Wildlife Refuge Oversight Committee**

193 Jessie Bradley stated that she is the Chair of the Charlotte Park & Wildlife Refuge Oversight
194 Committee and she reviewed the Charlotte Park & Wildlife Refuge Oversight Committee budget
195 for FY26 document and the Charlotte Park & Wildlife Refuge Oversight Committee budget
196 explanation document of which both are included in tonight's meeting packet on the town
197 website. The budget total will be \$19,000, which is the same as the FY25 budget.

198

199 **Request to discuss a town charter and land use regulations**

200 Karen Frost stated that she has been a town resident since 1986 which has given her a lot of
201 opportunity to engage with the town plan, the land use regulations, planning and zoning boards,
202 Burns property and west village studies, sidewalk and wastewater studies, and citizen
203 committees. She went on to state that she is very concerned about the new legislation that gives
204 the Selectboard the power to change LURs instead of by a townwide vote on Town Meeting day
205 as it has always been done.

206 Matt Citarella, a town resident shared documents that Nathaniel Bareham will scan and make
207 available to the public on the town website.

208 Matt Citarella stated that prior to the passing of the Home Act, S100 Act 47, Charlotte had the
209 ability to vote on all land use bylaw adoptions, amendments and repeals. The act took away the
210 language from the statute that enabled the town as a whole to be involved in these decisions.

211 The proposal is to create a charter that would bring that language back for the town of Charlotte
212 and would be created and voted on Town Meeting day 2025. He went on to state that this issue
213 is very important since Charlotte historically has a high voter engagement and residents want to
214 feel heard.

215 Karen Frost stated that she stood outside of the town hall on election day and got to speak to 41
216 town residents to get an idea of how people were feeling about this change. She stated that she
217 explained the change created by the Home Act in a neutral manner in order to get a nonbiased
218 result. Thirty-eight people were opposed to the change, one was in favor of it and two people
219 were unsure.

220 Matt Citarella stated that when he saw that this change was in the Home Act he wrote an opinion
221 article to the Charlotte News and heard from the state representative that her email inbox was
222 inundated with people who were also concerned about the change. The plan is to form a citizen
223 group but it hasn't happened yet. The hopes were that there would be a member of the
224 Selectboard that would be the contact person and could submit the language to the town attorney
225 to make sure that it's done correctly.

226 Lewis Mudge received confirmation that there is no legal precedence for this since no other town
227 has done this. The change in the Home Act was likely to streamline things.

228 Matt Citarella stated that he feels it's worth these types of things getting done democratically
229 even if it takes longer.

230 Karen Frost stated that tonight the goal was to present this to the Selectboard in order to get an
231 understanding of the Selectboard's take on creating a charter.

232 Chea Evans stated that the Home Act was created so that municipalities couldn't create a charter
233 to supersede the State law. There could be some value in the exercise of creating a charter but
234 the Government Operations Committee would likely not take it up in the first place as it would
235 set a precedence for other towns and they would likely find that it's not legal to do. There is no
236 charter at this time and this would be specifically writing a charter to override a portion of Act
237 47.

238 Kelly Devine stated that what Chea Evans is saying is that even if it was passed by the town
239 citizens it would have to be approved by Montpelier and signed by the Governor. The likelihood
240 of that happening is slim to none. It is very rare that the legislature will push forward a charter
241 that is in conflict with existing State law.

242 Chea Evans stated that the process would include needing approval by Charlotte town residents,
243 followed by going to Montpelier. Once in Montpelier it would have to be passed through two
244 committees. First the House Government Operations Committee and then the Senate
245 Government Operations Committee. Following this it would then go to the Governor for
246 approval. She went on to state that despite firmly believing in the democratic process this
247 charter will likely get stuck at the first committee in Montpelier, the House Government
248 Operations Committee, because no one is going to be in a hurry to approve a charter that undoes
249 a law that was just put into place.

250 Kelly Devine stated that she believes that the town of Charlotte has a tremendous amount of
251 public process when it's changing land use regulations. If residents are interested in getting
252 involved with land use regulations the PC conducts an open meeting every two weeks where
253 they discuss that work extensively and then it comes to the Selectboard where it would be heard
254 and reviewed. The Home Act is relatively new and it has a specific intention which is to address
255 the housing crisis. Kelly Devine stated she would like to see how things play out with the Home
256 Act. If regulations are passed that people are unhappy with they can come to the Selectboard at
257 that time or speak to their representatives in Montpelier.

258 Bill Stuono, member of the Planning Commission, stated that he is taking no position on this
259 issue at this time but with his past experience with being on the DRB in Shelburne there was an
260 instance that the Selectboard made zoning regulation changes on its own and it bypassed the
261 Planning Commission. Selectboards can change it's members and if they have the power to
262 make these changes it can happen.

263 Kelly Devine stated that there is also many places where the political body has been making
264 these final rulings for years without going to the voters and nothing horrific has happened.

265 James Faulkner stated that this current Selectboard doesn't want to get involved in urban land
266 use regulations. This Selectboard wants the tax payer to vote in therefore they haven't gotten
267 involved in those. He went on to state that Bill Stuono is correct that this Selectboard won't
268 always be here and it's unknown what the stance of the next Selectboard will be like.

269 Maura Wygmans stated that with reading the Home Act, section 13, Adoption of Bylaws, it states
270 that the voters retain the ability to petition against a popular vote on the bylaws following
271 legislative body action. Therefore, it sounds like it's not an end all should a legislative body make
272 a decision there is still action available for the town residents to petition and make change.

273 Matt Citarella stated that the only issue he has with the petition is that it switches the responsibility
274 to the citizens to always be on top of what's happening versus always knowing that they are able
275 to vote at the end.

276 Natalie Kanner stated that she wants Matt Citarella and Karen Frost to know that they are heard
277 and she understands where they are coming from.

278 James Faulkner stated that he would recommend doing a bit more research with the legislature to
279 see if this is even possible.

280

281 **Discussion, and possible action, on the Town Planner vacancy**

282 James Faulkner stated that Larry Lewack the Town Planner retired on December 1, 2024.

283 Nathaniel Bareham stated that Shelburne will no longer be able to enter into a shared services
284 agreement with the town. CCRPC is able to cover through December and then there would be a
285 need to work on getting an updated agreement made with them in order for them to continue that
286 work through June 1, 2025. During this time a more permanent solution can be obtained. Larry
287 Lewack also stated that he is willing to work as a short term contractor through February.

288 James Faulkner stated that he is in favor of having CCRPC cover for a few weeks while
289 advertising for a new Town Planner takes place. The job description needs work and can be
290 done by the Town Administrator and the Selectboard.

291 Kelly Devine stated that finding a part time Town Planner will be challenging. There are
292 qualified retired people that do this sort of work on a part time basis. There isn't a set date for
293 the Union discussion where every job description will be looked at in detail and until that takes
294 place it will be difficult to understand what is needed in terms of a Town Planner. She went on
295 to state that if CCRPC is willing to give the town 6 months that would be advantageous. This
296 larger timeline would make it possible to look into every single possibility with contacts that she
297 has in this field of work and with neighboring towns to Charlotte.

298 Nathaniel Bareham stated that Rebecca Kaplan has agreed to staff the PC meetings for the month
299 of December. Details need to be clarified with CCRPC as to what the prolonged short term
300 arrangement will look like for January to June. As of right now all of their work will be remote.

301 Lewis Mudge received confirmation that it will be around 16 hours per week and will have a
302 similar cost as what the Shelburne arrangement was going to cost.

303 Charlie Pugh stated that the roles of the two employees in the Planning Department need to be
304 clarified and then the Town Planner role will be clearer. In the short term he's in support of
305 getting CCRPC to cover and remotely isn't a problem in his opinion.

306 Nathaniel Bareham stated that after discussion with Rebecca Kaplan and Erin Brooks, they have
307 reported to him that they are able to keep the Planning and Zoning offices available to the public
308 with some slight modifications to their office hours. This is more than reasonable when
309 comparing to other towns with similar populations that have standard office hours as well as by
310 appointment office hours. There may be some work that needs to be shifted around in terms of
311 web type features/maintenance and staffing meetings that is being worked out for the short term.
312 This is all manageable.

313 Charlie Pugh concurred and stated that it might be possible to work out some hours in the new
314 year where CCRPC gives some on site time but if not there is the Zoom platform. In the interim,
315 developing a clear scope of work for the Town Planner job description needs to be worked on so
316 the advertising for the role can be posted.

317 James Faulkner received confirmation that the PC is willing to collaborate with the Selectboard
318 and the Town Administrator to clarify the job description for the Town Planner.

319 Nathaniel Bareham stated that some of the work load will need to be shifted around in the short
320 term but it's all doable and will be worked out. There is no entity that handles the town webpage
321 it has been done in house. For each committee and commission there is a point person who puts
322 in requests for updates to the town website to a point person at the Town Hall and currently
323 Rebecca Kaplan has taken this on.

324 Bill Stuono stated that the PC can do more. Things will be more efficient in the short term and
325 he urged the Selectboard not to panic. Both he and Charlie Pugh can bring their experience to
326 the table.

327

328 **Discussion, and possible action, on two draft requests for proposal(s) for the:**

329

330 **a) Repair of the Skating Rink Electrical Box**

331 Kelly Devine stated that this request goes to show that there is a need for the Recreation Director
332 to provide a list of maintenance needs to avoid anything from becoming unsafe and an urgent
333 need. It's important to stay ahead of these issues.

334 James Faulkner stated that last year there was a need for clarification as to who is responsible for
335 the upkeep of the Skating Rink electrical box and it turns out it's not CCS responsibility but
336 rather the towns.

337 Bill Fraser-Harris stated that the system was turned on a couple of days ago and the systems and
338 the lights are operational. The pump relay made some very concerning noises. There are
339 definitely electrical issues and he's in favor of them being addressed.

340 Natalie Kanner received confirmation that the underground work that will need to be done is able
341 to be done at this time of year despite the temperatures since they'll be running wire through
342 existing conduit.

343 Juliann Phelps stated that the conduit and the electrical was replaced in the actual shed and is all
344 up to code.

345 James Faulkner concurred, stating that the electrical work was done three years ago and at that
346 time the electrical box was fine. It makes sense to get the RFP out right away knowing that the
347 electrical box has confirmed issues.

348 Juliann Phelps stated that she brought this up last year but the money wasn't in the budget to get
349 it done at that time. The Recreation Commission does have a running list of maintenance
350 requests and capital ideas. The Recreation Commission would be willing to present this
351 information to the Selectboard at any time.

352 Lewis Mudge received confirmation that this is not a safety risk to the general public, it's at the
353 pump, which is operated by Bill Fraser-Harris who knows how to operate it safely in the interim
354 of the repair.

355 Frank Tenney stated that stating in the RFP that the job involves bringing the skating rink
356 electrical box up to code could save the town money.

357 Kelly Devine stated that she would be very open to seeing the maintenance needs list from
358 Juliann Phelps.

359 Discussion was had regarding the language of the RFP and the scope of work.

360 Nathaniel Bareham stated that the scope of work in the RFP draft came from the two quotes that
361 the Recreation Department received. We can certainly coordinate with any bidder to go out to
362 the site and visit it so they can report on what they feel is necessary in their professional opinion.

363 Maura Wygmans stated that she believes that the scope of work is based off of Steve
364 Spacacinni's, a local electrician's, recommendations. She believes there may have been a second
365 electrician but the scope of work is coming from the electrician's recommendations.

366 Discussion was had regarding a timeline.

367 Bill Fraser-Harris stated that the skating rink is functional as it stands and can be open to the
368 public in the interim. The skating rink need not be shut down until this work is done but getting
369 it up to code should be done as soon as possible.

370 All concurred with Monday December 16, 2024, as the bid deadline.

371 Bill Fraser-Harris confirmed that there would be no electricity during the time of the work and
372 therefore the rink would have to be closed during that time since no lighting of the rink would be
373 available.

374 Discussion was had regarding liability and the potential need to close the skating rink until the
375 job is done.

376 James Faulkner stated the power that goes to the warming hut was completely redone three years
377 ago and it's safe. If someone plays with the electric box then they could very likely be harmed.

378 Bill Fraser-Harris stated that the electric box can be locked.

379 Nathaniel Bareham stated that the skating rink should be closed until this is fixed and up to code
380 due to liability. The electrical box could be locked and the area could also be taped off with
381 caution tape to ensure the public access is blocked.

382 Bill Fraser-Harris stated that he will shut down the power, lock the electrical box and put up
383 caution tape tomorrow.

384

385 **MOTION by Kelly Devine, seconded by Lewis Mudge, to approve the requests for bids for**
386 **repair replacement of the electric box that services the Charlotte recreation skating rink**
387 **and warming hut. A bid deadline will be delivered to the Town Administrator at the**
388 **Charlotte town office, Charlotte, Vermont no later than 4:00 p.m. on Monday, December**
389 **16, 2024. VOTE: 5ayes, 0 nays; Motion Carried.**

390

391 **b) Replacement of an existing Storage Shed at Charlotte Central School**

392 James Faulkner stated that the storage shed was removed by the school this past summer so there
393 is no existing shed at this time.

394 Maura Wygmans stated that the Recreation Commission was looking to replace the shed with the
395 same size of what was there prior. The dimensions are 8 feet by 12 feet.

396 Discussion was had regarding the variety of bids for sheds.

397 Nathaniel Bareham stated that the bids were specifically for the sheds themselves. It doesn't
398 cover any groundwork that would also need to get done for the installation of the shed. When
399 you include the groundwork that needs to get done by a contractor the quote will go over \$5,000.

400 All concurred with Monday December 16, 2024, as the bid deadline.

401

402 **MOTION by Kelly Devine, seconded by Lewis Mudge, to approve the requests for bids for**
403 **building of by preparation for an installation of a storage shed located at Charlotte Central**
404 **School with the following amendment that under bid deadline and submission the date will**
405 **be changed to December 16, 2024, and under estimated time of completion, if approved the**
406 **date will be changed to December 16, 2024. VOTE: 5 ayes, 0 nays; Motion Carried.**

407

408 **Adjournment**

409

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

412

413 The meeting was adjourned at 9:00 p.m.

414

415 Minutes respectfully submitted by Brooke Milo, Minute Taker.

416 Edits by Nathaniel Bareham.

DRAFT