

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, January 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:* 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

14 **In person:** Edorah Frazer, Scooter MacMillan, Christine Cook, Joel Cook, Jamie Valyon, Lee
15 Krohn, Garrett Sadler, Wendy Wirsip, Stan Wersey, Richard Hendrickson, Laurie Moser, Rachel
16 Daley, Peter Macia, Charles Russell, Sharon Mount, Ruth Uphold, Ashley Berliner, Jeremy
17 Kent, Ken Smith, Doug Paton, Kevin Pumiglia, Katheryn Leopoin, Mathew Citarella, Bill
18 Stuono, Robert Bloch, Matt Krasnow, John Snow, Robert Caldwell, Vince Corckenberg, John
19 Gilbert, Stephen Kierne
20

21 **Remote:** Claudia Mucklow, J.D. Herlihy, John Limanek, Hugh Lewis Jr., Lane Morrison, Lynda
22 Smith, Petrice Machavern, Matthew Bijur, Mike Yantachka, Nancy Faulkner, Paul Plante, Tanna
23 Kelton, Linda Smith, Chea Waters Evans
24

25 **AGENDA ITEMS:**
26

- 27 6:30 PM Adjustments to the Agenda
28 6:31 PM Approval of Warrants to Pay Bills
29 6:36 PM Selectboard & Town Administrator Updates
30 6:40 PM Public Comment
31 6:40 PM Setting public hearing dates for an Australian Ballot article to be voted at Town
32 Meeting
33 6:50 PM Discussion, and possible action, on appointing an Ethics Liaison
34 6:55 PM Discussion, and possible action, on granting the Zoning Administrator temporary
35 authority to waive sketch plan review 1
36 7:00 PM Discussion, and possible action, on a two letters of resignation from:
37 a) Charles Pugh, Planning Commission
38 b) J.D. Herlihy, Development Review Board
39 7:05 PM Interviews for appointment to the Planning Commission:
40 a) Ken Smith
41 b) Jeremy Kent
42 7:20 PM Discussion, and possible action, on appointing members to the following
43 positions:
44 7:40 PM Selectboard Budget Review with the Town Treasurer and Town Administrator
45 8:15 PM Discussion, and possible action, on a letter of support for the CCRPC LWPP

46 8:20 PM Discussion, and possible action, on the Vermont Declaration of Inclusion.

47 8:50 PM Adjournment

48

49 **Call to Order**

50 James Faulkner called the meeting to order at 6:31 p.m.

51

52 **Adjustments to the Agenda**

53 James Faulkner stated that Doug Paton will be added to the interviews for a position on the DRB.

54 The second adjustment to the agenda is that the agenda item, Discussion, and possible action, on

55 a letter of support for the CCRPC LWPP will be removed from the agenda until January 27,

56 2025, to allow for the application to be fully completed.

57

58 **Approval of Warrants to Pay Bills**

59 Warrants were signed.

60

61 **Selectboard & Town Administrator Updates**

62 Nathaniel Bareham stated that he has no updates at this time.

63 James Faulkner stated that the Spear Street project is progressing nicely despite the weather. It is
64 estimated to be finished by April 6, 2025.

65 James Faulkner went on to state that the Selectboard is thinking of filling a position that would

66 be known as Town Administrator Assistant but this position would be a multifaceted position,

67 fulfilling Town Administrator Assistant work as well as Town Planner work. The town is

68 currently without a Town Planner and since the Town Planner role is less than 40 hours/week

69 this multifaceted position would work well to fulfill both needs. A couple of Selectboard

70 members are currently working on the job description for this new position to include Town

71 Administrator Assistant work, Town Planner work, and Grant writing for the town.

72

73 **Public Comment**

74 None.

75

76 **Setting public hearing dates for an Australian Ballot article to be voted at Town Meeting**

77 Nathaniel Bareham stated that the town had received a petition for Charter and the town is

78 required to warn a public hearing no later than 30 days prior to the March 4, 2025, vote. This

79 means the town would be required to have a public hearing by January 31, 2025, and a second

80 public hearing no later than 10 days from the date of the first public hearing. The warning on

81 that first public hearing should be 10 days in advance. He went on to state that details on this are

82 in a memo of tonight's packet and summarized in tonight's packet in the Town Administrator's

83 Report.

84 Discussion was had regarding schedules of the board members and availability for these

85 necessary meetings.

86 Natalie Kanner received confirmation that this will move forward to Australian Ballot regardless

87 of discussion during these meetings, the meetings are simply to fulfill a requirement.

88 Lewis Mudge received confirmation that there can be no changes to the language of the article as

89 well.

90 Nathaniel Bareham stated that the board is allowed to make technical changes to a petition for

91 Charter. This would need to be warned. If the Selectboard wants to make technical changes

92 then both meetings would need to take place before publishing the warning for Town Meeting
93 which would be by January 31, 2025.

94 Mary Mead stated that ballots have to be ready by February 12, 2025, for printing. The Town
95 Report is typically not sent to be printed until January 31st due to the list of candidates running
96 for office not being finalized until January 29th.

97 All concurred to do the first meeting on January 27, 2025, at 6pm, right before the regularly
98 scheduled Selectboard meeting for 30 minutes. The second meeting will take place on February
99 3, 2025, at 7 p.m.

100 Chea Waters Evans stated that she could attend the January 27th meeting to answer any
101 questions.

102

103 **Discussion, and possible action, on appointing an Ethics Liaison**

104 Nathaniel Bareham stated that since the formation of the Vermont Ethics Commission the town
105 is required to appoint a liaison that would communicate in the event of a violation of the state's
106 ethic's policy. He recommends that the Selectboard appoint him.

107

108 **MOTION by Kelly Devine, seconded by Natalie Kanner, to appoint the Town**
109 **Administrator, Nathaniel Bareham, as the Town's ethics liaison. VOTE: 5 ayes, 0 nays;**
110 **Motion Carried.**

111

112 **Discussion, and possible action, on granting the Zoning Administrator temporary authority**
113 **to waive sketch plan review**

114 James Faulkner stated that usually this is a responsibility of the Town Planner and without
115 having a Town Planner it makes sense to temporarily grant the ZA this authority.

116

117 **MOTION by Kelly Devine, seconded by Frank Tenney, to authorize the Zoning**
118 **Administrator to act as the Town Planner for the purpose of waiving sketch plan review, as**
119 **provided in Section 5.5(c) and Section 6.3 of the Town's Land Use Regulations. VOTE: 5**
120 **ayes, 0 nays; Motion Carried.**

121

122 **Discussion, and possible action, on a two letters of resignation from:**

123 **a) Charles Pugh, Planning Commission**

124 James Faulkner stated that Charles Pugh would like to step down from his position on the
125 Planning Commission by January 16, 2025.

126

127 **MOTION by Frank Tenney, seconded by Kelly Devine, to accept Charles Pugh's**
128 **resignation letter dated December 15, 2024, to step down from the Planning Commission**
129 **on January 17, 2025, for a term that ends on April 30, 2027. VOTE: 5 ayes, 0 nays; Motion**
130 **Carried.**

131

132 Kelly Devine stated that Charles Pugh has served on the Planning Commission for the past 10
133 years and has been the chair for the last 3-4 years. She expressed immense gratitude for all of his
134 hard work and dedication.

135 All concurred.

136

137 **b) J.D. Herlihy, Development Review Board**

138 James Faulkner stated that J.D. Herlihy would like to step down from his role on the DRB.

139

140 **MOTION by Kelly Devine, seconded by Natalie Kanner, to accept the resignation letter**
141 **from J.D. Herlihy, which was submitted on December 17, 2024, effective immediately for**
142 **his resignation from the DRB for a term that runs through December 15, 2028. VOTE: 5**
143 **ayes, 0 nays; Motion Carried.**

144

145 James Faulkner expressed his sincere gratitude for all of J.D. Herlihy's time spent helping the
146 town.

147

148 **Interviews for appointment to the Planning Commission:**

149 **Doug Paton**

150 Doug Paton stated that he has been a resident of Charlotte for the past 6.5 years. He has a degree
151 in Environmental design with a strong focus on energy conservation. He feels he is unbiased and
152 wants to help with protecting Charlotte. He went on to state that he helped with the lights in the
153 town garage. In his past while residing in California he took a complicated role in their
154 Development Review Board. He has attended Charlotte DRB meetings.

155

156 **Jeremy Kent**

157 Jeremy Kent stated that Charlotte is his home and he is a native Vermonter. He is eager to bring
158 his experience to the Planning Commission. He has modest experience with Land Use
159 Regulations.

160

161 **Ken Smith**

162 Ken Smith stated that he is interested in being on the Planning Commission for the town of
163 Charlotte to bring his experience as a building contractor and a real estate developer to the table.
164 He has lived in Vermont his entire life. He's neither against development nor for it, he would
165 simple like to see things done in a smart way.

166

167 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session**
168 **pursuant to 1 V.S.A. § 313(a)(3) in order to discuss the appointment of a public officer. I**
169 **further invite Nathaniel Bareham into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**

170

171 Lewis Mudge joined the meeting in person during the executive session.

172

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

175

176 **Discussion, and possible action, on appointing members to the following positions:**

177 Kelly Devine stated the Selectboard discussed possible candidates for positions both on the
178 Development Review Board and the Planning Commission. The Selectboard is encouraged
179 by the number of people that apply to volunteer for these positions. Gratitude was expressed.
180 One of the terms is less than a year so those that don't get appointed tonight are encouraged to
181 come back because there will be future needs.

182

183 **MOTION by Kelly Devine, seconded by James Faulkner, to appoint Lee Krohn as the**

184 town's Emergency Management Coordinator for a term beginning on January 14, 2025,
185 and ending on April 30, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.

186

187 **MOTION by Kelly Devine, seconded by Natalie Kanner, to appoint Doug Paton to the**
188 **Development Review Board for a term beginning on January 14, 2025, and ending on**
189 **December 14, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.**

190

191 Kellie Devine stated that there has been some discussion regarding an alternate for the DRB and
192 the hopes are to take letters of interest for that role in an upcoming meeting.

193

194 **MOTION by Kelly Devine, seconded by Lewis Mudge, to appoint Ashely Berliner to the**
195 **Planning Commission for a term beginning on January 14, 2025, and ending on April 30,**
196 **2026. VOTE: 4 ayes, 1 nay, (Kanner); Motion Carried.**

197

198 **MOTION by Kelly Devine, seconded by Frank Tenney, to appoint Ken Smith to the**
199 **Planning Commission for a term beginning on January 17, 2025, and ending on April 30,**
200 **2027. VOTE: 5 ayes, 0 nays; Motion Carried.**

201

202 **Selectboard Budget Review with the Town Treasurer and Town Administrator**

203 Mary Mead stated that there are two small revenue lines that are under the Planning and Zoning
204 category of the Budget. First there is a decrease in the budget line item, Highway Access Permit
205 Revenue from \$1500 down to \$1,000 which was figured by looking at what was historically
206 seen. Under the category, Planning and Zoning, the line item, Technical Review, was \$1,500
207 and it has been reduced down to \$0 since it typically has not been used.

208

209 Mary Mead stated that at this point the Selectboard is up to date with the revenue side of the
210 town budget. The plan is to review the expenses to make sure nothing has been missed.

211 Nathaniel Bareham stated that the Municipal Planning Grant will not go out until March.

212

213 Mary Mead stated that the budget category Selectboard has no changes. At the last
214 meeting the line item, Legal Fees were increased to \$75,000. With the fact that this line item is
215 already over budget it makes sense to increase this for FY26.

216 Discussion was had regarding the line item, Legal Fees being \$12,000 over budget already with
217 5.5 months left to the fiscal year. All concurred with the necessity of this line item being
218 increased.

219

220 Mary Mead stated that the category, Treasurer is all the same.

221

222 Mary Mead confirmed that the 3% salary increase for all town employee's is accounted for
223 except for the beach attendants that are tied to minimum wage. The Park Security, the Animal
224 Control Officer and Delinquent Tax Collector salaries are all set salaries.

225

226 Mary Mead stated that the category, Assessor under the line item, Contract Appraiser, the
227 amount is \$34,800. There is a nice change in the Assessor budget from \$94,013 in 2024 to
228 \$42,915 for FY26.

229

230 Mary Mead stated that she made changes to the Employee Benefits category under the line items,
231 Childcare Contribution Tax, Social Security, MEDI Expense in accordance with the 3% salary
232 increase but it didn't make much of a change.

233
234 Mary Mead stated that under the category, Highways, Hugh Lewis Junior has made no changes
235 to his budget.

236
237 Mary Mead stated that under the category, Town Lands which is mainly mowing and some
238 expenses for cemetery work has all been reviewed and approved at this point.

239
240 Mary Mead stated that under the category, Town Garage, the only change was an adjustment to
241 the line item, Utilities.

242
243 Mary Mead stated that there have been no changes to the Library budget.

244
245 Mary Mead stated that town budget category, Annual Requests, is a category that the Selectboard
246 has yet to go through.

247 Kelly Devine stated that this will likely be done last.

248
249 Mary Mead stated that under the category Recreation, there have always been separate line items
250 for beach attendant wages and this has been changed to be one budget line and it is set at \$15,100
251 which includes more help with the beach management portion.

252
253 Mary Mead stated that under the category, Conservation, there was a request for \$300 for
254 Education and Outreach and this was taken out since they have a special fund with over \$1,700
255 in it and these funds can be used for that purpose.

256
257 Nathaniel Bareham stated that under the category, Town Hall, under the line item, Equipment-
258 Town Hall, the sum of \$20,000 comes from discussion with Tech Group. It will cost \$15,000 to
259 update the existing physical server room as well as transitioning some documents and software to
260 the cloud. With looking at the current laptop hardware, it looks like this year two upgrades will
261 suffice to Mary Mead's and Nathaniel Bareham's desk tops. They are the next two that would
262 need to get replaced at \$2,500 each. That is the expense for the computer as well as the time for
263 staff at Tech Group to make sure that everything is uploaded properly and all the necessary
264 permissions are granted to access hard drives.

265
266 Mary Mead stated that the category Senior Center, under the line item, Volunteer Coordinator,
267 there had been discussion originally for a lower hourly rate at a higher number of hours per
268 week. Since then the recommendation is to increase the hourly rate to \$25/hour and increase the
269 hours per week to 19 hours/wk.

270
271 Mary Mead stated that the category Miscellaneous, under the line item, Trails Committee was
272 always \$1,500. Following a lot of discussion of this it was decided to keep that amount for their
273 small projects including one which is their annual letter that they send out for donations.

274

275 Mary Mead stated that the category, Transfer to Reserve Funds, under the line item, Transfer to
276 Tree Fund, the current balance is \$2,900. The recommendation is to put another \$1,000 into this
277 fund which covers all town lands.

278 Nathaniel Bareham stated that it's important to note that the town spent around \$7,000 on tree
279 removals between the Town Beach and the Senior Center this fiscal year.

280

281 Mary Mead stated that under the line item, Transfer to Conservation, it is unknown if there is a
282 need. She is unaware of any requests. The Conservation Fund currently has a balance of
283 \$306,204. Nathaniel Bareham will follow up with the Conservation Committee to see if they
284 have a need for any allocation this year.

285

286 Mary Mead stated that the line item, Transfer-Improve/Repair, is budgeted at \$40,000. There is
287 a balance \$73,663 in that fund currently. From that balance there is money set aside for the
288 Senior Center roof in the amount of \$44,563, the beach stairs at \$10,000, and the ice rink
289 electrical repairs at \$62,000 and the recreation storage shed located at CCS at \$6,000. This all
290 totals \$66,763. This doesn't use the total balance so the decision was to budget for \$40,000 for
291 FY26 and \$20,000 of that would be set aside for the additional funds needed for the Senior
292 Center roof. The other \$20,000 would be set aside for any other town property emergencies.

293

294 Mary Mead stated that under the line item, Transfer to Trails, they had requested \$10,000. If the
295 trails project is completed as budgeted \$13,000 will remain in their reserve, \$5,000 will be set
296 aside for repairs and a \$62,000 request is being asked for on a separate article to complete a
297 portion of the trails over by Ferry Rd. The \$10,000 going into the fund would be set aside for
298 repairs and maintenance. She went on to state that if the \$62,000 was voted in favor of then that
299 would go in a separate revenue line into that special fund for construction of the particular trail
300 that they asked for. It all happens within their special fund.

301 Nathaniel Bareham stated that if the request for the \$62,000 is approved they would be pulling
302 about \$44,000 out of the existing funds. There would be roughly \$13,000 remaining in the funds
303 if the estimated cost stays true.

304 Discussion was had regarding whether or not to approve the additional \$10,000 to the line item,
305 Transfer to Trails as requested or to only approve \$5,000 for maintenance to the existing trails.

306

307 Nathaniel Bareham stated that the January 27th is the deadline for discussion on the proposed
308 articles.

309 Mary Mead stated that she strongly recommends that the Selectboard have a Special meeting to
310 finish the areas of the budget that need finalizing decisions made.

311

312 Mary Mead stated the line item, Transfer to Fire & Rescue is left to discuss. Fire & Rescue
313 initially came with a request for \$1,035,246 which included a \$15,000 capital request which
314 would make their operating budget \$1,020,246 with a separate line transfer to Fire & Rescue
315 capital for \$15,000. Currently the budget shows the removal of the \$15,000 capital request.
316 There is a small amount in the capital fund currently of a little over \$12,000 for protective gear
317 and whatever they would like to use it for. Looking at the actuals for FY24 \$89,806, the
318 decision was to take the request for \$1,020,246 down to \$900,000. The budget for FY25 is
319 \$989,087.

320

321 Kelly Devine asked for a budget percentage change between FY25 and FY26.
322 Mary Mead stated that there is pretty much no budget change between the two years.
323 Nathaniel Bareham stated that with the \$15,000 for Fire & Rescue transfer and the Fire &
324 Rescue appropriation as requested along with the articles that would come to a 5.33% change in
325 the dollars raised for taxes. He went on to state that total expenditures would be \$4,401,120.00,
326 which would be a 3.72% increase in the expense budget. Without the articles it would be a 1.3%
327 increase in the dollars to raise with taxes.
328

329 Discussion was had regarding the Fire & Rescue budget.
330 James Faulkner stated that there needs to be a Special Selectboard meeting for the completion
331 and finalization of the town budget. He went on to state that he and Nathaniel Bareham will
332 come up with a date and time for the Special meeting.
333

334 Lee Krohn stated that he would like to commend the Selectboard for trying their best to
335 minimize the increase in the town of Charlotte budget but urged them to keep in mind that too
336 many cuts can mean that the needs of the town get neglected.
337 James Faulkner stated that the Selectboard is well aware and doing the best they can to find
338 balance between the two.
339

340 **Discussion, and possible action, on the Vermont Declaration of Inclusion.**

341 James Faulkner read the Declaration of Inclusion for the town of Charlotte.
342 The Declaration of Inclusion for the town of Charlotte, Vermont condemns racism and welcomes
343 all persons regardless of race, color, region, national origin, sexual orientation, gender identity
344 and expression, age, disability and social economic status and wants everyone to feel safe and
345 welcome to our community. As a town we formally condemn discrimination in all its forms.
346 We are committed to fair and equal treatment of everyone in our community, and will strive to
347 ensure all our actions, policies and procedures reflect this commitment. The town of Charlotte
348 has and will continue to be a place where individuals can live freely and express their opinions.
349

350 James Faulkner made a motion to accept this Declaration of Inclusion for the town of Charlotte.

351 Natalie Kanner seconded the motion.

352 Kelly Devine stated that she feels strongly that this should go out as a town wide vote.

353 Lewis Mudge stated that he would want political affiliation added to the Declaration of
354 Inclusion.

355 Natalie Kanner stated that Al Wakefield did not support the addition of political affiliation.

356 Further discussion was had regarding the addition of political affiliation.

357 James Faulkner stated that the reason that it has taken so long to adopt a Declaration of Inclusion
358 is because it was important to make sure that it wasn't going to cost the tax payer anything.

359 Frank Tenney stated that he concurs with Kelly Devine that this is something that should go out
360 to the town residents for a vote.

361 Natalie Kanner stated that this could be adopted tonight and language could be added later by
362 vote for political affiliation etc.
363

364 **MOTION by James Faulkner, seconded by Natalie Kanner, to accept the town of**
365 **Charlotte's Declaration of Inclusion. VOTE: 4 ayes, 0 nays, 1 abstained (Tenney); Motion**
366 **Carried.**

367

368 **Adjournment**

369

370 **MOTION by Natalie Kanner, seconded by James Faulkner, to adjourn. VOTE: 5 ayes, 0**
371 **nays; Motion Carried.**

372

373 The meeting was adjourned at 8:47 p.m.

374

375 Minutes respectfully submitted by Brooke Milo, Minute Taker.

376 Edits by Nathaniel Bareham.

DRAFT