

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, January 13, 2025**  
**Charlotte Town Hall 159 Ferry Road and via teleconference**

**SELECTBOARD MEMBERS:** *In person:* James Faulkner, Chair; Frank Tenney, Vice Chair; Lewis Mudge, (remote and in person); Natalie Kanner; Kelly Devine

**ADMINISTRATION:** Nathaniel Bareham Town Administrator

**OTHERS:**

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

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

**AGENDA ITEMS:**

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

**Call to Order**

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

**Adjustments to the Agenda**

James Faulkner stated that Doug Paton will be added to the interviews for a position on the DRB. The second adjustment to the agenda is that the agenda item, Discussion, and possible action, on a letter of support for the CCRPC LWPP will be removed from the agenda until January 27, 2025, to allow for the application to be fully completed.

**Approval of Warrants to Pay Bills**

Warrants were signed.

**Selectboard & Town Administrator Updates**

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

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

James Faulkner went on to state that the Selectboard is thinking of filling a position that would be known as Town Administrator Assistant but this position would be a multifaceted position, fulfilling Town Administrator Assistant work as well as Town Planner work. The town is currently without a Town Planner and since the Town Planner role is less than 40 hours/week this multifaceted position would work well to fulfill both needs. A couple of Selectboard members are currently working on the job description for this new position to include Town Administrator Assistant work, Town Planner work, and Grant writing for the town.

**Public Comment**

None.

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

Nathaniel Bareham stated that the town had received a petition for Charter and the town is required to warn a public hearing no later than 30 days prior to the March 4, 2025, vote. This means the town would be required to have a public hearing by January 31, 2025, and a second public hearing no later than 10 days from the date of the first public hearing. The warning on that first public hearing should be 10 days in advance. He went on to state that details on this are in a memo of tonight's packet and summarized in tonight's packet in the Town Administrator's Report.

Discussion was had regarding schedules of the board members and availability for these necessary meetings.

Natalie Kanner received confirmation that this will move forward to Australian Ballot regardless of discussion during these meetings, the meetings are simply to fulfill a requirement.

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

Nathaniel Bareham stated that the board is allowed to make technical changes to a petition for Charter. This would need to be warned. If the Selectboard wants to make technical changes then both meetings would need to take place before publishing the warning for Town Meeting which would be by January 31, 2025.

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

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

Chea Waters Evans stated that she could attend the January 27<sup>th</sup> meeting to answer any questions.

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

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

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

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

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

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

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

**a) Charles Pugh, Planning Commission**

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

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

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

All concurred.

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

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

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

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

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

**Doug Paton**

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

**Jeremy Kent**

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

**Ken Smith**

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

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

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

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

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

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

**MOTION by Kelly Devine, seconded by James Faulkner, to appoint Lee Krohn as the town's Emergency Management Coordinator for a term beginning on January 14, 2025, and ending on April 30, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.**

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

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

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

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

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

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

Mary Mead stated that at this point the Selectboard is up to date with the revenue side of the town budget. The plan is to review the expenses to make sure nothing has been missed. Nathaniel Bareham stated that the Municipal Planning Grant will not go out until March.

Mary Mead stated that the budget category Selectboard has no changes. At the last meeting the line item, Legal Fees were increased to \$75,000. With the fact that this line item is already over budget it makes sense to increase this for FY26. Discussion was had regarding the line item, Legal Fees being \$12,000 over budget already with 5.5 months left to the fiscal year. All concurred with the necessity of this line item being increased.

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

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

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

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

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

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

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

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

Mary Mead stated that town budget category, Annual Requests, is a category that the Selectboard has yet to go through. Kelly Devine stated that this will likely be done last.

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

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

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

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

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

Mary Mead stated that the category, Transfer to Reserve Funds, under the line item, Transfer to Tree Fund, the current balance is \$2,900. The recommendation is to put another \$1,000 into this

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

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

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

Mary Mead stated that under the line item, Transfer to Trails, they had requested \$10,000. If the trails project is completed as budgeted \$13,000 will remain in their reserve, \$5,000 will be set aside for repairs and a \$62,000 request is being asked for on a separate article to complete a portion of the trails over by Ferry Rd. The \$10,000 going into the fund would be set aside for repairs and maintenance. She went on to state that if the \$62,000 was voted in favor of then that would go in a separate revenue line into that special fund for construction of the particular trail that they asked for. It all happens within their special fund. Nathaniel Bareham stated that if the request for the \$62,000 is approved they would be pulling about \$44,000 out of the existing funds. There would be roughly \$13,000 remaining in the funds if the estimated cost stays true.

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

Nathaniel Bareham stated that the January 27<sup>th</sup> is the deadline for discussion on the proposed articles. Mary Mead stated that she strongly recommends that the Selectboard have a Special meeting to finish the areas of the budget that need finalizing decisions made.

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

Kelly Devine asked for a budget percentage change between FY25 and FY26.

Mary Mead stated that there is pretty much no budget change between the two years.

Nathaniel Bareham stated that with the \$15,000 for Fire & Rescue transfer and the Fire & Rescue appropriation as requested along with the articles that would come to a 5.33% change in the dollars raised for taxes. He went on to state that total expenditures would be \$4,401,120.00, which would be a 3.72% increase in the expense budget. Without the articles it would be a 1.3% increase in the dollars to raise with taxes.

Discussion was had regarding the Fire & Rescue budget.

James Faulkner stated that there needs to be a Special Selectboard meeting for the completion and finalization of the town budget. He went on to state that he and Nathaniel Bareham will come up with a date and time for the Special meeting.

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

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

James Faulkner read the Declaration of Inclusion for the town of Charlotte.

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

James Faulkner made a motion to accept this Declaration of Inclusion for the town of Charlotte. Natalie Kanner seconded the motion. Kelly Devine stated that she feels strongly that this should go out as a town wide vote. Lewis Mudge stated that he would want political affiliation added to the Declaration of Inclusion. Natalie Kanner stated that Al Wakefield did not support the addition of political affiliation.

Further discussion was had regarding the addition of political affiliation.

James Faulkner stated that the reason that it has taken so long to adopt a Declaration of Inclusion is because it was important to make sure that it wasn't going to cost the tax payer anything. Frank Tenney stated that he concurs with Kelly Devine that this is something that should go out to the town residents for a vote. Natalie Kanner stated that this could be adopted tonight and language could be added later by vote for political affiliation etc.

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

**Adjournment**

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

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

Minutes respectfully submitted by Brooke Milo, Minute Taker.  
Edits by Nathaniel Bareham.