

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, March 10, 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; Natalie Kanner; J.D. Herlihy
9

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

12 **OTHERS:**

13
14 **In person:** Scooter MacMillan, Jim Hyde, Susan Hyde, Charles Russell, Alexa Lewis, Nancy
15 Wood, Ruth Uphold, Ruah Swennerfelt, Louis Cox, Carrie Spear, Ian Sloan, Cheryl Sloan
16

17 **Remote:** Hugh Lewis Jr, Deirdre Holmes, Lauren Akselrod, Lindsay Smith, Mike Smith, Patrice
18 Machavern, Paul Plante
19

20 **AGENDA ITEMS:**
21

- 22 6:30 PM Approval of Consent Agenda
23 a. Meeting Minutes for Jan. 27, 2025, and Feb. 20, 2025
24 6:35 PM Adjustments to the Agenda
25 6:36 PM Selectboard Re-organization:
26 a. Discussion, and determination, of Selectboard Leadership
27 b. Adoption of Selectboard Rules of Procedure
28 c. Select the Newspaper of Record
29 d. Approve Schedule of Regular Meetings
30 e. Determine Selectboard Liaison Assignments
31 f. Selectboard's Work Plan for 2025/2026
32 7:20 PM Approval of Warrants to Pay Bills
33 7:25 PM Selectboard & Town Administrator's Updates
34 7:30 PM Public Comment
35 7:35 PM Liquor Control Board:
36 a. Application 53745 – Restaurant/Bar License – Charlotte Restaurant Group
37 7:40 PM Opening of Bids submitted for the 2025 Mowing and Land Maintenance RFP 4
38 7:50 PM Discussion, and possible action, on awarding the Mowing and Land Maintenance
39 Contract – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)
40 8:05 PM Discussion of collective bargaining negotiations with AFSCME Council 93 –
41 Possible Executive Session per 1 V.S.A. § 313(a)(1)(B)
42 8:20 PM Adjournment
43
44

45 **Call to Order**

46 Frank Tenney called the meeting to order at 6:30 p.m.

47

48 **Approval of Consent Agenda (Meeting Minutes for Jan. 27, 2025, and Feb. 20, 2025)**

49 Frank Tenney stated that the use of the consent agenda was decided on by the last Selectboard
50 but it's not necessary to revote on this process in unless the Selectboard decides to add it to the
51 Selectboard rules.

52

53 **MOTION by Lewis Mudge, seconded by Natalie Kanner to approve the consent agenda as**
54 **presented. VOTE: 3 ayes, 0 nays, 2 abstentions, (Krohn and Herlihy); Motion Carried.**

55

56 **Adjustments to the Agenda**

57 Lee Krohn stated that he would like to propose having public comment at the beginning of the
58 Selectboard meetings to allow for the public to speak on matters that are not on the agenda right
59 away vs. waiting for their chance to speak.

60 Discussion was had regarding this for future agendas and for this particular meeting. All
61 concurred for this evening public comment will take place at 6:40 p.m., following the adjustment
62 to the agenda and then again after the Selectboard reorganization agenda item.

63 Frank Tenney stated that discussion of the Dorset Street Bridge will be added to the agenda, to
64 take place after the agenda item, approval of warrants to pay bills. All concurred.

65

66 **Public Comment**

67 Carrie Spear stated that the welcome to Charlotte signs are looking poor and she would like them
68 to be replaced and in a frugal manner.

69 Discussion was had regarding the fact that the Selectboard put the plan back in motion last year
70 to have two signs replaced each year. Two signs are in the process of being replaced currently.

71

72 Nancy Wood welcomed the new members of the Selectboard. She went on to state that she
73 would like to see the affordable housing trust fund money used this year and appropriately. She
74 would also like to see discussion and consideration of a hybrid town meeting for future town
75 meetings.

76 Carrie Spear stated that there has been a lot of discussion amongst town residents regarding
77 meeting as a town in January and then voting in March on town meeting day.

78 Frank Tenney stated that the Selectboard would have to have the budget done before Christmas
79 in order for a meeting to take place in January.

80 Discussion was had regarding process for a Special Town Meeting in January and for voting to
81 occur on town meeting day in March.

82

83 Hugh Lewis Jr. stated that he has concerns with the Poulin trucks running trucks across
84 Hinesburg Charlotte Rd and Spear St. and this would be a bad idea for heavy trucks to be hauling
85 across there this time of year. The trucks are carrying somewhere around 70,000 pounds
86 between truck and load. If they have an overweight permit in the town of Charlotte in the
87 summer when the roads are good, all this permit grants them is 55,000 pounds. Mary Mead was
88 unable to find an overweight permit on record at the Town Clerk's office. Legally if they don't
89 have a permit they are only allowed truck and load, 24,000 pounds.

90 Frank Tenney stated that he would back Hugh Lewis Jr's recommendation to have them stay on
91 Lime Kiln Rd.

92 Nathaniel Bareham stated that he will be speaking with Dave Marshall tomorrow afternoon so he
93 will cover this concern with him and follow up with Poulin as well.

94 Hugh Lewis Jr. stated that if the town allows the trucks to come in from the south they should be
95 limited to 55,000 pounds or under. If they come in from the north across Lime Kiln they can
96 come in with their heavy loads like they have been.

97 All concurred with Hugh Lewis Jr's recommendations.

98

99 Lewis Cox stated that the number of axels on the trucks should determine what they can carry.

100 Hugh Lewis Jr. stated that their trucks are triaxles. Two axles is 15,000, three axles is 18,000
101 and tractor trailers are 20,000. These weight limits are put on them so this time of year they
102 can't even drive on the road empty. Charlotte is not posted as of right now basically due to this
103 project. He went on to state that he is not trying to stop the trucks he's just trying to protect the
104 integrity of the Charlotte Hinesburg Rd.

105

106 **Selectboard Re-organization:**

107 **a. Discussion, and Determination, of Selectboard Leadership**

108

109 **MOTION by Lewis Mudge, seconded by Frank Tenney, to appoint Frank Tenney as the**
110 **Selectboard Chair. VOTE: 1 aye, 3 nays, 1 abstention (Tenney). Motion Failed.**

111

112 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint Lee Krohn as**
113 **Selectboard Chair. VOTE: 2 ayes, 2 nays, 1 abstention (Krohn); Motion Failed.**

114

115 Natalie Kanner stated that although there is precedence not to vote for one's self this is not in the
116 Selectboard's rules of procedure and she encouraged both Frank Tenney and Lee Krohn to
117 reconsider voting for themselves.

118 Frank Tenney stated that he would like to ask for a revote on the last motion.

119

120 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint Lee Krohn as**
121 **Selectboard Chair. VOTE: 3 ayes, 2 nays; Motion Carried.**

122

123 **MOTION by Natalie Kanner, seconded by Lee Krohn, to appoint Frank Tenney as the**
124 **Selectboard Vice Chair. VOTE: 4 ayes, 0 nays, 1 abstention, (Tenney); Motion Carried.**

125

126 **b. Adoption of Selectboard Rules of Procedure**

127 Lee Krohn stated that the changes that are being proposed would be to change the date of
128 adoption or readoption and there is a proposal to change the time the Selectboard meets to match
129 current circumstances. The board used to meet at 6 p.m. and currently it meets at 6:30 p.m.

130 Discussion was had regarding the consent agenda being added to the Selectboard rules and
131 procedures.

132 Nathaniel Bareham stated that he had drafted language in the past to add the use of the consent
133 agenda to the Selectboard rules and procedures and can have something ready for the next
134 Selectboard meeting in two weeks. All concurred.

135 Charles Russell stated that he would recommend that the Selectboard consider changing the start
136 time of the meetings to 7 p.m. as this is the start time of all other meetings in the town. It is an
137 advantageous time since it allows for all to get to the meeting on time and to have dinner at home

138 prior to the meeting. He went on to state that the Selectboard needs to allow the public to
139 comment on anything that is discussed. The rules should conform to state statute.
140 Discussion was had regarding moving the start time for the Selectboard meetings to 7 p.m. All
141 concurred with this change.

142 Discussion was had regarding adding to the language of the Selectboard Rules and Procedure
143 under section F in order to comply with state statute. All concurred that discussion of this can
144 take place at a future meeting for the sake of time.
145

146 **MOTION by Frank Tenney, seconded by Natalie Kanner, to adopt the Selectboard rules of**
147 **procedure with the amendment of the Selectboard meeting start time to be adjusted to 7**
148 **p.m. and the other edits as presented. VOTE: 5 ayes, 1 nay, (Tenney); Motion Carried.**
149

150 Lee Krohn stated that for the record all should take note that this approved motion means that the
151 next Selectboard meeting will begin at 7 p.m. and not 6:30 p.m.
152

153 **c. Select the Newspaper of Record**

154 Lee Krohn stated that in the past there has been two different approaches to this. The issue has
155 likely been that The Charlotte News only comes out every two weeks causing the making of
156 some warning timelines challenging.

157 Discussion was had regarding the fact that the use of other newspapers is still an option
158 regardless of the designation of the newspaper of record. Other newspapers would include The
159 Charlotte News and Seven Days. More often than not notifications will be put in the Citizen and
160 The Charlotte News as well when appropriate.
161

162 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to designate The Citizen as the**
163 **town of Charlotte's newspaper of record per 17 V.S.A. 2641(b). VOTE: 5 ayes, 0 nays;**
164 **Motion Carried.**
165

166 **d. Approve Schedule of Regular Meetings**

167 Lee Krohn stated that normally the Selectboard meets on the 2nd and 4th Monday of every
168 month. Other than needing an adjustment to the month of May with Memorial Day falling on the
169 4th Monday of the month the rest of the calendar looks clear. The one adjustment would be to
170 move the 2nd Selectboard meeting for the month of May to Tuesday May 27, 2025.

171 Discussion was had regarding a conflict with the Conservation Commission meeting on the
172 evening of Tuesday, May 27th. All concurred that this particular Selectboard meeting could take
173 place on Tuesday May 27, 2025, and the location is to be determined at a later time.
174 All concurred with this slightly adjusted Selectboard meeting schedule.
175

176 **e. Determine Selectboard Liaison Assignments**

177 Lee Krohn stated that he has interest in serving as liaison to CVFRS and would be willing to take
178 Frank Tenney's role or to share this role with Frank Tenney.

179 Frank Tenney stated that he doesn't mind staying on as liaison to CVFRS but only one member
180 of the Selectboard can be on CVFRS corporate board. He has committed a lot of time to this
181 effort but he's willing to step down and let Lee Krohn take over.
182

183 Lee Krohn stated that he would be happy to be the liaison to the Emergency
184 Management/Planning since he is the temporary Emergency Management Coordinator at this
185 time and plans to volunteer for this role on a long term basis.

186 Discussion was had and it was confirmed that there is no conflict of interest with this since the
187 Emergency Management Coordinator is a standalone position and isn't a committee or a
188 commission.

189

190 Frank Tenney stated that he would continue as the liaison to the Road Commissioner.

191

192 J.D. Herlihy stated that he would be the liaison to the Friends of the Charlotte Senior Center.

193 Natalie Kanner stated that she could step in for J.D. Herlihy in the future if the schedule becomes
194 a problem.

195

196 Natalie Kanner stated that she can stay on as the liaison to the Library Board of Trustees but in
197 the future there may be a conflict of interest with her potential role in the union negotiations.

198 Discussion was had and all concurred that Natalie Kanner can remain in this role for the time
199 being and if necessary adjustments will be made.

200

201 Lewis Mudge stated that he is happy to remain as the liaison to the Park & Wildlife Oversight
202 Committee.

203

204 Frank Tenney stated that he will remain as the liaison for the Development Review Board.

205

206 J.D. Herlihy stated that he is happy to be the liaison to the Planning Commission

207

208 Natalie Kanner stated that she would like to postpone the decision regarding the liaison
209 assignment to the Conservation Commission since she would continue to serve in this role if she
210 is able. It's unknown until later in tonight's meeting if she is able to stay on as the liaison to the
211 Library Board of Trustees due to potential conflict of interest if she is to be delegated to be
212 involved in the union negotiations or not. If she can't serve as the Liaison to the Library Board
213 of Trustees she would be able to serve as the liaison to the Conservation Commission.

214 All concurred that this will be decided on later this evening.

215

216

217 Natalie Kanner and Frank Tenney stated they would both like to be liaison's to the Energy
218 Committee. Frank Tenney filled this role alone last year and this year they will work on this role
219 together.

220

221 Natalie Kanner stated that she is happy to remain as the liaison to the Recreation Commission.

222

223 Lee Krohn stated that he will be the liaison to the Trails Committee.

224

225 Frank Tenney stated that he will continue as the liaison to the Town Properties & Facilities.

226 Lee Krohn stated that he can also be the liaison to the Town Properties & Facilities.

227

228 Nathaniel Bareham stated that the liaison role for Thompson's Point Wastewater would include
229 attending three meetings per year and some additional meetings as needed.

230 J.D. Herlihy stated that he will take on the role as the liaison to Thompson's Point Wastewater.

231

232 **f. Selectboard's Work Plan for 2025/2026**

233 Lee Krohn stated that there is nothing slotted for the month of July on the Selectboard's work
234 plan and therefore the town meeting and affordable housing topics could take place at that time.

235 Natalie Kanner stated that she would like to discuss the Affordable Housing Committee sooner
236 than later and putting it on the Selectboard work plan for the month of May makes sense since
237 there is enough time.

238 Lee Krohn concurred and stated that town meeting could also be discussed in May while it's
239 fresh in people's minds. The system that is in place at this time has to be used to vote on
240 changing to Australian ballot.

241 Alexa Lewis stated that there could be a Special Town Meeting in advance of the regular Town
242 Meeting to make a change.

243 J.D. Herlihy stated that it may take a couple of meetings to discuss, learn and create a change in
244 Town Meeting.

245 Scooter MacMillan stated that there is another avenue other than voice vote and that would be a
246 charter vote.

247 Lee Krohn stated that this is why it's important to begin conversations early so that the town can
248 have all it's options presented ahead of time.

249 Natalie Kanner stated that a capital planning process needs to be discussed and included in the
250 Selectboard's work plan.

251 J.D. Herlihy stated that he would like to create a process that would allow for prioritizing things
252 that are on the work plan and things that come up later to be accomplished.

253 Frank Tenney stated that some items on the work plan could be worked on by a couple members
254 of the Selectboard vs being on the Selectboard work plan as a whole.

255 Nathaniel Bareham stated that since the charter has been voted on the town needs to submit it to
256 the Secretary of State as well as some supporting information. He is collaborating with Mary
257 Mead to accomplish this and plans to have it done by Wednesday of this week.

258 Discussion was had regarding having someone from the Selectboard go to Montpelier to present
259 on the charter vote. Nathaniel Bareham will find out if attendance by a Selectboard member is a
260 requirement.

261 Natalie Kanner stated that it's important for the Selectboard members to set timelines for any
262 specific Selectboard member projects as a way to hold themselves accountable.

263 Discussion was had regarding the Economic Development Committee included in the
264 Selectboard work plan and it's likely goal of developing more commercial entities in the town.

265 Charles Russell stated that the Selectboard could benefit from considering forming a budget
266 committee.

267 All concurred.

268

269 **Approval of Warrants to Pay Bills**

270 Warrants were signed.

271

272 **Discussion of the Dorset Street Bridge**

273 Hugh Lewis Jr. stated that the Dorset Street Bridge is deteriorating and lowering the weight limit
274 would be called for as it's set at a limit of 15 tons at this time. Last week Friday he was at the
275 Dorset Street Bridge and found that there were three large holes approximately 3 feet by 2 feet
276 with rebar showing. Since then, he has filled them with cold patch for traffic to drive over them.
277 He went on to state that the cold patch is cosmetic and does nothing for the strength of the
278 bridge. The three holes are not close together, two are on the south end of the bridge and one is
279 on the north end of the bridge. When Spear Street opens back up it will decrease the traffic
280 there. Lowering the bridge weight limit won't stop the truck traffic through the bridge but it
281 would release the town of liability if an overweight truck were to go through the bridge. Hugh
282 Lewis Jr stated that roughly 15 years ago the bridge was repaired by removing old cement and
283 replacing with new cement and this is potentially one option that could be done in order to
284 postpone a complete rebuild.

285 Nathaniel Bareham stated that he has not yet reached out to Dave Marshall but he has reached
286 out to CCRPC and VTrans. VTrans has a program for bridge management and he reached out to
287 one of their coordinators to see what is available to the town for funding for short term and long
288 term fixes in terms of replacing the decking on the bridge.

289 Frank Tenny stated that it is a poorly designed bridge. There is no support directly under where
290 the tires travel. There are three cement columns that go north and south. The two on the outside
291 are just about underneath the guard rails and there is one in the middle.

292 Hugh Lewis Jr. stated that he recommends lowering the weight limit of the bridge to 7 tons. If
293 the weight limit was reduced this evening by a Selectboard vote it will take roughly two weeks
294 for the new signage. In the interim the town could get somebody from the state bridge inspection
295 to take a look at the bridge. He went on to state that another potential temporary fix could be to
296 re-plate the whole bridge with steel plates.

297 Lewis Mudge stated that the seasonal signs could be put up for liability purposes until the new
298 signage is in place. Hugh Lewis Jr. concurred.

299 Paul Plante stated that he would like to know if these numbers being discussed are by axel
300 weight or if they are gross weight and will the temporary seasonal signs have the weight of law
301 to cover liability?

302 Hugh Lewis Jr. stated that if the weight limit posting was with the town's seasonal signs and
303 posted with the town clerk that should cover the town for liability. The weight being discussed is
304 the gross weight.

305

306 **MOTION by Lewis Mudge, seconded by J.D. Herlihy, to change the gross weight limit on**
307 **the Dorset Street Bridge from 15 tons to 7 tons and to ask the road Commissioner to post**
308 **temporary signage advising the new weight limit in the interim of permanent signage.**

309 **VOTE: 5 ayes, 0 nays; Motion Carried.**

310

311 **Selectboard & Town Administrator's Updates**

312 No updates at this time.

313

314 **Public Comment**

315 Charles Russell stated that he would recommend that the Selectboard members work on
316 projecting their voices when they speak to allow for all to hear more clearly.

317

318 **Liquor Control Board:**

319 **Application 53745 – Restaurant/Bar License – Charlotte Restaurant Group**
320

321 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to recess as the Selectboard and**
322 **reconvene as the Liquor Control Board. VOTE: 5 ayes, 0 nays; Motion Carried.**
323

324 Frank Tenney stated that they will need a second application for outside consumption of
325 alcoholic beverages. The application before the Selectboard can still be approved this evening
326 and a friendly reminder can be given to the Charlotte Restaurant Group to submit an application
327 for outside consumption.
328

329 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve application 53745 a**
330 **Restaurant/Bar first class License for the Charlotte Restaurant Group and authorize the**
331 **chair to sign. VOTE: 5 ayes, 0 nays; Motion Carried.**
332

333 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to adjourn as the Liquor Control**
334 **Board and reconvene as the Selectboard. VOTE: 5 ayes, 0 nays; Motion Carried.**
335

336 **Opening of Bids submitted for the 2025 Mowing and Land Maintenance RFP 4**

337 Nathaniel Bareham stated that the town received three bids for the town mowing and land
338 maintenance.

339 J.D. Herlihy stated that a bid was received by Identical Properties Services LLC located on 2624
340 Hinesburg Rd in Charlotte, VT for \$17,640 with an hourly cost of \$90/hr for additional work.
341 They have two cycle and four cycle trimmers.

342 Lee Krohn stated that a bid was received by National Snow Facilities Management Solutions,
343 located in Milton, VT for \$26,000 with an hourly cost of \$55.55/hr for additional work. They
344 have a 50% electric lawn service with a two cycle trimmer and a battery powered trimmer.

345 Frank Tenney stated that a bid was received by Fortin's Lawncare for \$31,620 with an hourly
346 cost of \$55/hr for additional work. They have a two cycle, four cycle and battery powered
347 trimmers.

348 Lewis Mudge stated that the Selectboard went with the lowest bidder a few years ago and it was
349 a real problem. Frank Tenney concurred.

350 Discussion was had regarding taking more time to look over the bids and the plan is to have
351 Nathaniel Bareham create a spreadsheet that shows all the bids for comparison purposes to
352 include references as well and a vote will take place at the next meeting.

353 Lee Krohn stated that it would be wise to annotate the sealed bids with the date and time
354 received so there can be no challenges in the future.
355

356 **Discussion of collective bargaining negotiations with AFSCME Council 93 – Possible**
357 **Executive Session per 1 V.S.A. § 313(a)(1)(B)**
358

359 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to find that premature general**
360 **public knowledge of the Selectboard's negotiations with AFSCME Council 93 would**
361 **clearly place the public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion**
362 **Carried.**
363

364 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to enter into executive session**
365 **pursuant to 1 V.S.A. § 313(a)(1)(B), for the discussion of a labor relations agreement I**
366 **further invite Nathaniel Bareham into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**
367

368 **MOTION by Frank Tenney, seconded by Lewis Mudge, to exit out of executive session.**
369 **VOTE: 5 ayes, 0 nays; Motion Carried.**
370

371 Lee Krohn stated that no action was taken.
372

373 **Adjournment**

374
375 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to adjourn. VOTE: 5 ayes, 0**
376 **nays; Motion Carried.**
377

378 The meeting was adjourned at 9:04 p.m.
379

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