

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, March 24, 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:** Alexa Lewis, Jack Pilla, Lane Morrison, Louis Cox, Ruth Swennerfelt, Susan Smith
15 Bill Stuono
16

17 **Remote:** Paul Plante, Brett Yates, Brian Fortin, Carrie Spear, Janet Morrison, Hugh Lewis Jr.,
18 Lindsay Smith, Rebecca Foster, Ruth Uphold, Tyler Lewis
19

20 **AGENDA ITEMS:**
21

- 22 7:00 PM Approval of Consent Agenda
23 a. Meeting Minutes for March 10, 2025
24 b. Renewal of Town Garage lease to the Road Commissioner
25 c. FY26 Roads and Highways Annual Financial Plan
26 d. FY26 Certification of Compliance for Town Road and Bridge Standards
27 e. Letter of Support for CCRPC's FY26 Unified Planning Work Program
28 7:05 PM Adjustments to the Agenda
29 7:10 PM Public Comment for items not on the Agenda
30 7:15 PM Selectboard & Town Administrator's Updates
31 a. Update on Walter Irish Friends of the Senior Center
32 b. Update on Dorset Street Bridge Funding Options
33 7:20 PM Discussion, and possible action, on awarding the Mowing and Land Maintenance
34 Contract – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)
35 7:35 PM Discussion, and possible action, on a Trails Committee request to authorize the
36 use donated funds from the Trails Reserve Fund for maintenance projects
37 7:45 PM Discussion, and possible action, on a job description and advertisement for an
38 Assistant Senior Center Director
39 7:55 PM Discussion, and possible action, on amending the Selectboard's Rules of
40 Procedure
41 8:05 PM Discussion, and possible action, on FY26 Municipal Planning Grant
42 8:15 PM Discussion, and possible action, on delegating the review/approval of
43 Applications for the use of Town Lands to the Town Administrator
44 8:25 PM Discussion of public outreach initiatives:
45 a. Annual Selectboard Retreat

- 46 b. Monthly Coffee Hour with Selectboard Members
47 c. Monthly Meetings with Committee/Commission/Board Chairs
48 8:40 PM Discussion of April Interview and Appointment Schedule for Town Committees,
49 Commissions, and Boards
50 8:50 PM Discussion of Personnel – Possible Executive Session per 1 V.S.A. § 313(a)(3)
51 9:05 PM Approval of Warrants
52 9:10 PM Adjournment

53

54 Call to Order

55 Lee Krohn called the meeting to order at 7:01 p.m.

56

57 Approval of Consent Agenda

58 J.D. Herlihy stated that he would like to remove items b and c from the consent agenda.

59 Lewis Mudge stated that he would like to remove item e from the consent agenda.

60 Lee Krohn stated that all items other than the meeting minutes relate to each other so the
61 Selectboard will go through all the items following the vote on the meeting minutes to allow for
62 the requested discussion.

63

64 a. Meeting Minutes for March 10, 2025

65

66 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to accept the meeting minutes for**
67 **March 10, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.**

68

69 b. Renewal of Town Garage lease to the Road Commissioner

70 J.D. Herlihy stated that for precedent rationale the lease should have language that states that the
71 municipal building is for use for business of the town. The terms of the lease should be
72 proportioned to the amount of use for town use vs private business.

73 Frank Tenney stated that the amount of the lease was determined because Hugh Lewis Jr. is the
74 town's Road Commissioner and if there was some large fee it would just end up being an added
75 expense that Hugh Lewis Jr. would be forced to charge in his budget. He owns all of his
76 equipment and stores it there and works on it there.

77 J.D. Herlihy stated that this lease will be the template that will be used in the future. It would be
78 appropriate to have it stated in the lease that the Town Garage facility is to be used
79 predominately for municipality uses. Because of the way the building was approved zoning
80 wise, it doesn't meet setbacks so it can only be used for municipal uses. It can never be used
81 solely for private uses.

82 Discussion was had regarding the fact that the lease will be terminated at the time of Hugh Lewis
83 Jr.'s retirement.

84

85 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the Town Garage**
86 **renewal lease to the Road Commissioner as presented in the packet. VOTE: 5 ayes, 0 nays;**
87 **Motion Carried.**

88

89 c. FY26 Roads and Highways Annual Financial Plan

90 **d. FY26 Certification of Compliance for Town Road and Bridge Standards**

91 Nathaniel Bareham stated that this plan is updated for the town annually by CCRPC. He was
92 unable to get a copy of the FY26 Roads and Highways Annual Financial Plan or the Certification
93 of Good Standing prior to tonight's meeting. The rationale for expediting this process was to
94 allow for the application to go out for grant funding in particular for grant funding for scoping
95 work on the Dorset Street Bridge. The grant application window closes before the Selectboard's
96 next meeting on April 14, 2025.

97 Lee Krohn stated that he understands some hesitancy regarding approving something that hasn't
98 been seen but if the Regional Planning Commission and the town's Road Commissioner has
99 certified these things exist and are complete it seems appropriate to approve them.

100 Nathaniel Bareham stated the FY26 Roads and Highways Annual Financial Plan has numbers
101 that come from a relatively standard formula that has been used for the last decade.

102 Discussion was had regarding comfort level of moving forward with it pending final approval
103 from the Selectboard Chair.

104

105 **MOTION by Lewis Mudge, seconded by Frank Tenney, to approve the FY26 Roads and**
106 **Highways Annual Financial Plan and the FY26 Certification of Compliance for Town**
107 **Roads and Bridge Standards pending final review by the Selectboard Chair. VOTE: 5**
108 **ayes, 0 nays; Motion Carried.**

109

110 **e. Letter of Support for CCRPC's FY26 Unified Planning Work Program**

111 Nathaniel Bareham stated that this Letter of Support for CCRPC's FY26 Unified Planning Work
112 Program is something that the Selectboard has done, and the town has submitted annually. There
113 was discussion during the budget conversations in December and January regarding how much
114 money to set aside to request additional hours from CCRPC moving forward for FY26. Last
115 year 36 hours was in the budget. In December we requested additional support from them to
116 wrap up the East West Village Project in July. He went on to state that the Selectboard had the
117 conversation and tentatively approved the \$4,000 match and submitted the application. The
118 letter of support for CCRPC's FY26 is a follow up to that confirming that we have budgeted for
119 this request. This money is to be used to offset their staff support for the Planning Commission.
120 Nathaniel Bareham went on to state that this would be submitted annually regardless of having a
121 Town Planner or not but we are asking for additional time with the understanding that we don't
122 currently have a Town Planner.

123 Frank Tenney stated that the time frame for redoing the town plan is eight years. The last town
124 plan was adopted in 2018 but it was amended on November 5, 2019. It might be possible that
125 there is additional time prior to the deadline due to the amendment in 2019.

126 Natalie Kanner stated that based on the town's staffing needs and the Town Plan this is the bare
127 minimum of what has been requested.

128

129 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the Letter of Support**
130 **for CCRPC's FY26 Unified Planning Work Program. VOTE: 5 ayes, 0 nays; Motion**
131 **Carried.**

132

133 **Adjustments to the Agenda**

134 None.

135

136 **Public Comment for items not on the Agenda**

137 Alexa Lewis stated she is in attendance this evening on behalf of the Earth Month Coalition and
138 she invited the Selectboard and family to all of the Earth Month events. There is an opening
139 event on Saturday April 5, 2025, from 9am to noon, on the town green and at the Library
140 dependent on weather. Throughout the month there will be talks and walks on beavers, birds and
141 trees. Every day has something planned and the amount of participation from all the volunteer
142 committees in town is exceptional.

143

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

145 **Update on Dorset Street Bridge Funding Options**

146 Nathaniel Bareham stated that there is grant money that it available to assist in the short term
147 with doing some scoping work on the Dorset Street Bridge and there may be some short term
148 repair options. The plan is to begin moving forward with getting some estimates and with trying
149 to sort out what types of short term solutions are available in the next three weeks. These will be
150 presented to the Selectboard at the next meeting, April 14, 2025. He went on to state that the
151 scoping work will also look at long term solutions but the goal is to uncover what options there
152 are for the short term solutions and grant funding to cover those costs.

153

154 **Update on Walter Irish Friends of the Senior Center**

155 Nathaniel Bareham stated that he and J.D. Herlihy had had a conversation regarding having an
156 initial outreach to the Friends of the Senior Center. This outreach would be to talk about having
157 a more formal memorandum of understanding developed between the two bodies to rectify
158 issues of miscommunication and to have a better understanding of the roles of each body as they
159 relate to the operations and management of the Senior Center. There is no memorandum in place
160 at this point in time.

161

162 J.D. Herlihy stated that he attended the PC meeting last week and the PC is working on the
163 outcome of the village planning sessions they went to and they will have some potential changes
164 to the land use regulations to present. The goal is to have things on the ballot in the fall that will
165 include potential village planning changes and also other rewrites they have been working on
166 over the past year.

167

168 Frank Tenney stated that there is nothing to report on regarding the DRBs at this time.

169

170 Natalie Kanner stated that as an update a grant had been given to the Energy and Climate Action
171 Committee for them to use a consultant to look into some options for the town to convert some
172 of the town's equipment to be more sustainable and also to investigate some solar array options
173 throughout town. As the liaisons she and Frank Tenney have advised them to do outreach to the
174 community to educate on what their hoping for. This may come up during the Earth month
175 festivities.

176 Frank Tenney stated that they will be at the opening event on April 5, 2025. Their proposal for
177 solar and the upgrades for the town buildings is to be separated out so there is a separate dollar
178 number for the buildings and the locations for the solar arrays vs one large total.

179

180 Natalie Kanner stated that the Declaration of Inclusion has been posted in the doorway here at
181 the Town Hall and will also be posted shortly on the town website.

182

183 Lewis Mudge stated that he attended a Union meeting last week.

184

185 Frank Tenney stated that at the Park and Wildlife Refuge meeting there was discussion regarding
186 the deer population, trees and paths that needed to be repaired.

187

188 Lee Krohn stated that he went to the board meeting of CVFRS and there was discussion
189 regarding the possibility of the Federal government cuts to Medicaid and Medicare
190 reimbursements which will affect the reimbursements and revenue for EMS agencies. This is a
191 huge concern for the town, statewide and nationwide as well.

192 Lee Krohn stated that an existing memorandum of understanding between the town and CVFRS
193 needs to be reviewed, updated and signed. It's somewhat out of date and there's a shared hope to
194 have it reviewed and put back on track.

195 Frank Tenney stated that this is something that he worked on with Kelly Devine in the past and
196 he is willing to complete this task.

197 Lee Krohn stated that he has taken a look at this agreement and it doesn't look complicated or in
198 need of updating other than fresh signatures and dates.

199

200 Lee Krohn stated that he did several hours of Selectboard training with VLCT on Saturday with
201 three topics in particular related to roles and responsibilities of Selectboard members.

202 Transparency was discussed, which was a big issue here this year as well as managing effective
203 meetings.

204

205 **Discussion, and possible action, on awarding the Mowing and Land Maintenance Contract**
206 **– Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)**

207 Nathaniel Bareham stated that Steven Smith, owner of Identical Properties Services LLC is
208 retracting his bid since he accepted a contract for another municipality and therefore he feels that
209 he doesn't have the capacity to handle another municipality contract.

210 Nathaniel Bareham stated that he attempted to reach out to National Snow to confirm not only
211 the references but also their identity because there was no name listed in the bid form. After two
212 weeks of attempting to reach them by phone and with no success with finding anything online in
213 the form of a webpage, he went to the address and there is nothing listed for that property. Some
214 of the references went straight to voicemail without any official names stated. Consequently, he
215 is recommending that the Selectboard remove this bid that lacks legitimacy from the table of
216 options leaving only Fortin's Lawncare.

217 Jack Pilla received confirmation from Nathaniel Bareham that this contract includes the
218 corrections made to the mowing and maintenance of the town trails.

219

220 **MOTION by Frank Tenney, seconded by J.D. Herlihy, to award the Mowing and Land**
221 **Maintenance Contract to Fortin's Lawncare for the total of \$31,620 with an hourly rate of**
222 **\$55/hour. VOTE: 5 ayes, 0 nays; Motion Carried.**

223

224 **Discussion, and possible action, on a Trails Committee request to authorize the use donated**
225 **funds from the Trails Reserve Fund for maintenance projects**

226 Jack Pilla stated that the Trails Committee wants authorization from the Selectboard to transfer
227 the donated funds from the Trails Reserve Fund to the Trails Operating account. The money
228 raised from the annual letter is \$3,150. The Trails Committee should be able to use that money

229 in the annual operating account for whatever is needed to be done for the trails. Currently
230 volunteer members of the committee are using their own money to purchase items and to pay for
231 advertising that was done to support the article. Currently there are over \$500 in expenses that
232 committee members have taken out of their own checkbooks.

233 J.D. Herlihy stated that these funds have been incorrectly placed into the Reserve Fund and there
234 should be an accounting correction. The funds should go to a special fund or restricted fund not
235 in the Reserve Fund. The concern here is that if the Selectboard approves this as is written it
236 may be confused as part of the \$5,000 that was approved by the article vote and these donated
237 funds aren't part of that amount.

238 Jack Pilla stated the \$3,150 is totally separate as it's from the donations from the Trails
239 Committee's annual letter to be used for general purposes.

240 J.D. Herlihy concurred.

241 Frank Tenney stated that the rationale for the funds going to the Reserve Fund is to make sure
242 that the money stays with the trails funding since it goes back to the general fund if it's not used
243 by the end of the year and the Reserve Fund allows it to stay with trails whether or not it is used.

244 Jack Pilla stated that it will be used before the end of the year without any difficulty.

245 Natalie Kanner stated that she understands the concern but any changes that may be necessary
246 can't be made without the Town Clerk's presence.

247 Discussion was had regarding the Reserve Fund being designated funds for the creation of trails
248 and not for maintenance of trails.

249 Jack Pilla stated that there is no money currently in the Trails operating account.

250 Alexa Lewis stated that she is one of the town auditors and with discussions with the
251 independent auditor it has been verified that there are different types of monies in the town
252 accounts. In the Reserve accounts there are funds committed by the voters based on an article
253 for a specific purpose. The donations are typically put in a restricted account based on the
254 doners' wishes. She went on to state that the operating account is the individual budgets that are
255 approved every year and there are different line items of which can be overspent or underspent at
256 the discretion of the Selectboard. There are three different controls on each of those. With
257 erroneously putting funds in the Reserve Fund a correcting entry should be put in the books and
258 a transfer of funds should occur to a new account. The internal controls policy requires the
259 Selectboard to approve and initial any accounting transfers between funds monthly. Alexa Lewis
260 went on to state that this hasn't been done but that would show the movement from say a reserve
261 account to a donation account. A suggestion would be to have Mary Mead make the correcting
262 entry of which could be done as soon as tomorrow. She went on to state that the Selectboard will
263 want to discuss delegating authority to the different committees in town to the point they feel
264 comfortable to allow them to access their funds without having to itemize approvals each time.
265 Lewis Mudge stated that he concurs with Natalie Kanner that the town Treasurer, Mary Mead
266 should be present before making any authorizations.

267 Further discussion was had regarding the Trails Reserve Fund and it's defined purpose.

268 Jack Pilla stated that the Trails Committee requested a budget of \$10,000 this year but instead
269 the Selectboard gave a budget of \$1,500 and a transfer of \$5,000 from the general budget of the
270 town into the Trails Reserve Fund for trails maintenance but all of that should have just gone into
271 the trails annual operating budget.

272 Frank Tenney stated that the Trails Reserve Fund houses funds that are earmarked for different
273 purposes for the Town Trails.

274 J.D. Herlihy stated that the \$5,000 that is allocated for the Trails Maintenance isn't to be
275 transferred until the new fiscal year.
276 Further discussion was had regarding remedying the erroneous deposit of trails donations into
277 the Reserve Fund by moving the funds to a new account potentially called a trails donation
278 account.

279 Alexa Lewis stated that the Selectboard has the power to overspend the operating budget line
280 item now and make the transfer later.

281 Jack Pilla stated that the amount that members of the Trails Committee have spent out of their
282 own pockets due to not having access to the trails funds is \$516.92.

283
284 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the temporary**
285 **overspending of the trails operating budget by \$1,000. VOTE: 5 ayes, 0 nays; Motion**
286 **Carried.**

287
288 Jack Pilla stated that he would also like a way for the Trails Committee to see monthly
289 statements so they can stay up to date.

290 Lee Krohn concurred this request.

291 Natalie Kanner stated that she is grateful for the Trails Committee's patience with all of this.

292

293 **Discussion, and possible action, on a job description and advertisement for an Assistant**
294 **Senior Center Director**

295 Lee Krohn stated that the town has had someone in a similar position and it's been rewritten as a
296 slightly reconfigured position. This is on the agenda for approving this proposed job description
297 position and advertising for someone new to take over this role.

298 Nathaneil Bareham stated that this is a part time position of 19 hours per week.

299 Frank Tenney stated that if this position is going to have evening or weekend hours it should be
300 stated in the job description.

301 Lane Morrison stated that the intent was to make this position flexible. This vacancy have been
302 there since October. The hopes are that the job description won't be over defined in order to
303 give them flexibility with the role.

304 Lee Krohn stated that the job description states part time, 19 hours per week and following this,
305 language could be added such as, "may be flexible regarding the needs of the Senior Center".

306 Lane Morrison stated that that would be perfect.

307 Nathaniel Bareham stated that the goal of updating this job description was to put into effect
308 more administrative roles for this title.

309 J.D. Herlihy stated that it would be appropriate to add language under work conditions and
310 Schedule, as line E, "may require occasional morning, evening and weekend work".

311 Frank Tenney stated that under letter G it states to assist the Senior Center Board and Director.

312 Lee Krohn stated that letter G could be adjusted by simply striking who this role is helping.

313 All concurred.

314 J.D. Herlihy stated that he and Nathaniel Bareham discussed having a hiring committee.

315 All concurred.

316

317 **MOTION by Lee Krohn, seconded by Frank Tenney, to accept the job description as**
318 **amended this evening and move forward with the hiring process. VOTE: 5 ayes, 0 nays;**
319 **Motion Carried.**

320

321 **Discussion, and possible action, on amending the Selectboard's Rules of Procedure**

322 Nathaniel Bareham stated that under section D, Agendas, subsection 4, there is draft language
323 that provides some guidelines and general procedures for implementing a consent agenda in
324 terms of how to review and approve a consent agenda.

325 Nathaniel Bareham read this draft language aloud of which is included in the Selectboard's Rules
326 of Procedure in tonight's meeting packet.

327 All concurred to remove the language of requiring a unanimous vote and replacing it with
328 language of requiring a majority vote for items contained within the consent agenda.

329 Discussion was had at length regarding the language of shall, must or may in the second sentence
330 where it states the Selectboard Chair "shall" ask if any Selectboard member(s) want to discuss
331 any of the items listed on the consent agenda.

332 All concurred that changing the "shall" to "may" was appropriate.

333

334 Nathaniel Bareham stated that Section F Public Participation, subsections 1 and 2 are areas up
335 for discussion since past discussion was had regarding the current rules of procedure potentially
336 being perceived as out of line with state statute. He went on to state that his proposal is a
337 modification of the statutory language which states that "Public comment shall be subject to
338 reasonable rules established by the chairperson." This provides clarity for procedure and the
339 enabling legislation that requires allowance for reasonable opportunity for the public to express
340 their concerns.

341 Lewis Mudge stated he is unsure as to where it's being stated that there is a requirement that the
342 comment is germane to the action item with the language.

343 Natalie Kanner stated that the subsection 2 could be eliminated all together since all of
344 subsection 1 covers the necessary elements.

345 Lee Krohn concurred.

346 Lee Krohn stated that he spoke with VLCT and they clarified that the Selectboard doesn't have
347 to allow open comment on topics that aren't on the agenda already but that is something that the
348 Charlotte Selectboard does. However people do need to be allowed to speak on items on the
349 agenda prior to Selectboard votes.

350 Lee Krohn stated that he would suggest that subsection 1 remain with the language "that in
351 accordance with Vermont Open Meeting Law" remain without citing a specific statutory
352 element. This way if the state changes their statutory construction this won't be out of sync.

353 Secondly he suggested considering striking subsection 2.

354 All concurred.

355

356 J.D. Herlihy stated that under Section C Organization, subsection 8 includes that the reason that
357 members can't be on multiple boards is because of the opportunity to have multiple conflicts of
358 interests. This doesn't make sense and it would be appropriate to change this language to "undo
359 influence" as that is the actual concern.

360 All concurred with this change of language or removal of the defining sentence all together.

361 Discussion was had regarding the exception of the Park and Wildlife Refuge in this directive.

362 All concurred that the Park and Wildlife Refuge should be removed from the list of exceptions.

363 Discussion was had regarding working groups and whether Selectboard members should or
364 shouldn't be active participant of these working groups.

365

366 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to adopt the amended Selectboard**
367 **Rules of Procedures. VOTE: 4 ayes, 1 nays, (Tenney); Motion Carried.**
368

369 **Discussion, and possible action, on FY26 Municipal Planning Grant**

370 Nathaniel Bareham stated that the grant is due by the end of March and with not having a Town
371 Planner currently he has taken it upon himself to get a draft grant done for the Selectboard to
372 review. The purpose of this grant is to help offset the cost of having CCRPC provide staffing
373 support as we move forward with the town plan update. That staffing support is going to
374 ensure that statutory requirements are maintained for regional and state guidelines which is
375 outlined in the grant itself. He went on to state that for example this includes looking at Act 181
376 and Act 74 requirements as it relates to housing targets, updating town maps to incorporate
377 additional data on energy usage, equitable impacts of environmental issues. All of these are top
378 down requirements that are provided by the State and the Town must incorporate these changes
379 into our town plan update in order to be approved Regional Planning
380 Commission.

381 Nathaniel Bareham went on to state that this grant request is for \$20,000, which requires a
382 10% match. The plan is to put up a 20% match, \$4,000 total, which has been budgeted for
383 in the next fiscal year. In addition to that we will be looking at getting a consultant to come in
384 to assist with more substantive public outreach and engagement for other aspects of the town
385 plan update as the PC sees fit. He went on to state that he reworded this grant to provide the
386 town with the necessary technical support to do additional mapping, to abide by statutory
387 guidelines, and also, to look at how we can be better at targeting development within the village
388 centers but also steering development away from our rural district.

389 Nathaniel Bareham stated that the town is doing a 20% match vs a 10% match because it
390 increases the chances of the town receiving the grant.

391 Lee Krohn stated that he has been involved in multiple town plan rewrites in multiple towns and
392 it's true that if you can provide more than the minimum local match it increases your chances
393 because there are limited funds statewide. With the short staff situation here in Charlotte,
394 focusing on some key aspects of the town plan that the town is required to do by the state is an
395 efficient use of time and resources.

396 Lewis Mudge stated that he has concerns due to the history of the past Town Administrator's
397 grant work that caused the town to have to repay funds.

398 Nathaniel Bareham stated that with this grant his understanding is that there is no requirement to
399 implement adoption. This doesn't apply to amending or adopting the town's LURs, it is strictly
400 for trying to offset costs and obtain some technical assistance as we move forward with the town
401 plan update for 2026 that we are required by statute to do.

402 Lewis Mudge stated that he has concerns with CCRPC due to past disappointments.

403 J.D. Herlihy stated that all that is required is for the PC to draft potential language but there is no
404 requirement for it to go any further than that.

405 Nathaniel Bareham stated that in 2024, CCRPC did provide the town with a substantial audit on
406 the town plan and clarified what areas of the town plan have to be updated in order to be
407 compliant.

408 Lewis Mudge received confirmation that CCRPC is coming in as a consultant and roughly for
409 100 hours of staff time.

410 Nathaniel Bareham stated that that is just to get the minimum requirement of the town plan up to
411 date and compliant with statute.

412 Discussion was had regarding the resolution that has been approved by the Planning
413 Commission.
414 Lewis Mudge stated that his priority is to be cognizant of the Town Administrator's work load.
415 Nathaniel Bareham stated that it's not only a matter of staff time but also a matter of expertise so
416 that when we submit our town plan back to the RPC for final approval as we are required to do,
417 that we don't have to scramble at the last minute to make needed changes.
418 J.D. Herlihy stated that this grant isn't just a need for lack of a town planner, if we had a town
419 planner, the town planner would be telling the Selectboard that this is needed and would be the
420 person filling out the paperwork instead of the TA.
421 Bill Stuono stated that all should be aware of the timeframe. The last town plan was approved
422 March 6, 2018. It's very ambitious to have a new town plan ready and voted on and approved
423 one year from now. Help is definitely needed and at the bare minimum the mapping
424 requirements have a need for expertise. There are aspects of the town plan that need to be
425 changed. He went on to state that he has concerns regarding CCRPC due to their housing targets
426 for the town of Charlotte still not being submitted to the town but that is an unrelated issue.
427 There is a big statewide push for all municipalities to expand water and sewer. Keep in mind
428 that their stated goals for Chittenden county is 10,000 more housing units within five years. Bill
429 Stuono stated that he fully supports the application for this grant and he urges the Selectboard to
430 involve the Planning Commission when it comes to administration of this grant.
431 Natalie Kanner stated that when the topic came up just after losing the town planner the PC
432 recommended to the Selectboard to not hire a new town planner right away and that they had the
433 capacity to help with the duties of the town planner. It's unclear if that capacity to help out is
434 still there.
435 Bill Stuono stated that he can't speak for the PC as a whole since he's on the board but isn't the
436 Chair or Vice Chair. The PC input was that a rushed decision shouldn't be made at the time of
437 losing the town planner and that the PC could get by with another part time town planner to suit
438 their needs.

439
440 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the application for the**
441 **FY26 Municipal Planning Grant and to approve the resolution authorizing submittal of the**
442 **grant. VOTE: 5 ayes, 0 nays; Motion Carried.**

443
444 **Discussion, and possible action, on delegating the review/approval of Applications for the**
445 **use of Town Lands to the Town Administrator**

446 Lee Krohn stated that he wondered if there might be some routine items that could be delegated
447 to the Town Administrator.

448 Discussion was had regarding the value to the applications coming before the Selectboard but
449 also the ability of the TA to complete review of these applications which will free up the
450 Selectboard to get to other important tasks during the Selectboard meetings.

451 Margaret Woodruff stated that she would like to know if the Selectboard would consider a way
452 to expedite annual town events.

453 Nathaniel Bareham stated that he could wait to provide approval of repeat event applications
454 until he made the board aware of the events.

455 Lewis Mudge stated that he would consider this being placed on the consent agenda.

456 All concurred.

457

458 **Discussion of public outreach initiatives:**

459 All concurred that for the sake of time this agenda item would be pushed out to the next
460 Selectboard meeting.

461 **a. Annual Selectboard Retreat**

462 **b. Monthly Coffee Hour with Selectboard Members**

463 **c. Monthly Meetings with Committee/Commission/Board Chairs**

464

465 **Discussion of April Interview and Appointment Schedule for Town Committees,**
466 **Commissions, and Boards**

467 Nathaniel Bareham stated that this is an opportunity for the Selectboard to provide feedback on
468 how they would like to handle appointments for this year. There are two options and that is to
469 have all the specific committees and commission candidates to come forward and interview on
470 one specific date and at that time the Selectboard will appoint candidates to positions or to have
471 two dates where candidates can come to interview and the later date would be the date of
472 appointments to take place. Members of the Selectboard have expressed interest in both options,
473 and he is looking for clarification on what the Board wants to do.

474 Natalie Kanner stated that she is in favor of giving candidates two dates for interviewing.

475 Frank Tenney stated that when interviews happen on two different dates the ones that
476 interviewed on the first available date are often somewhat forgotten and the ones that
477 interviewed on the second date, the same night as the appointments, end up inadvertently having
478 an advantage. This year there is an application form that will help with this process.

479 Nathaniel Bareham stated that the committees and commission terms ending in April are for all
480 committees and commissions other than the DRB.

481 Discussion was had regarding the appropriate time line for a deadline to submit applications.

482 Nathaniel Bareham stated that currently there are 12 positions to be appointed. The town has
483 been putting out notice for these positions for a few months on Front Porch Forum. Deadlines
484 haven't been posted.

485 Lee Krohn stated that one more notice could go in the Front Porch Forum and April 7, 2025,
486 could be the deadline for April 14, 2025, interviews and April 21, 2025, could be the deadline for
487 the April 28, 2025 interviews. Appointments to be made during the meeting of April 28, 2025.

488 J.D. Herlihy stated that last minute applicants has created some contention in town, therefore
489 having ample time of warning of who is going to be the applicants is important.

490 Lee Krohn stated that respectful boundaries need to be set for last minute items.

491 Nathaniel Bareham stated that he will post in Front Porch Forum tomorrow regarding these
492 vacancies and if the Selectboard appoints individuals to have their terms renewed he will post an
493 update to Front Porch Forum regarding the updated list of vacancies.

494 Discussion was had for clarity that the deadline for interviews for April 14th will be April 7th and
495 the deadline for interviews for April 28th will be April 21st. The goal is to fill all positions by
496 April 14th and the appropriate notification of openings will be posted in the Front Porch Forum
497 accordingly.

498 Bill Stuono stated that he's hopeful for applications to come in for DRB alternates. These
499 candidates should be individuals that are experienced and able to jump in for DRB members at a
500 moment's notice. Some consideration could happen regarding increasing the number of
501 members to 7 members. As well this could be a good time to adjust the DRB renewal dates to
502 take place in April vs December.

503

504 Discussion of Personnel – Possible Executive Session per 1 V.S.A. § 313(a)(3)

505

506 MOTION by J.D. Herlihy, seconded by Natalie Kanner, to find that discussing the
507 employment of a public officer employee in an open meeting would clearly place the
508 individual in a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.

509

510 MOTION by J.D. Herlihy, seconded by Lewis Mudge, to enter into executive session
511 pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of a town employee. I further
512 invite Town Administrator, Nathaniel Bareham, into this session. VOTE: 5 ayes, 0 Nays;
513 Motion Carried.

514

515 MOTION by Frank Tenney, seconded by Natalie Kanner, to come out of executive session.
516 VOTE: 5 ayes, 0 Nays; Motion Carried.

517

518 MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve up to twelve weeks of
519 unpaid leave as requested by an employee. VOTE: 5 ayes, 0 Nays; Motion Carried.

520

521 Approval of Warrants

522 Warrants were signed.

523

524 Adjournment

525

526 MOTION by Lee Krohn, seconded by Lewis Mudge, to adjourn. VOTE: 5 ayes, 0
527 nays; Motion Carried.

528

529 The meeting was adjourned at 10:32 p.m.

530

531 Minutes respectfully submitted by Brooke Milo, Minute Taker.

532 Edits by Nathaniel Bareham.