

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, November 18, 2024**
3 **Charlotte Town Hall 159 Ferry Road and via teleconference**
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*
6

7 **SELECTBOARD MEMBERS:** *In person:* James Faulkner, Chair; Frank Tenney, Vice Chair;
8 Lewis Mudge, (remote & in person); Natalie Kanner; Kelly Devine (remote for portions of the
9 meeting)

10
11 **ADMINISTRATION:** Nathaniel Bareham, Town Administrator
12

13 **OTHERS:**

14 **In person:** Myra Handy, Richard Hendrickson, Hugh Lewis Jr., John Snow, Charles Russell,
15 Patrick Zezulinski, Rosemary Zezulinski, Peter Demick, Ed Sullivan, Chris Boffa, Kate Kelly,
16 Lindsay Smith, Margaret Woodruff, Ellsa Miller, Julian Phelps, Patrice Machavern, Ruth Uphold,
17 Maura Wygmans, Zac Farnham-Haskell, JD Herlihy, Damaris Herlihy, Josh Meg, Rachel Daley,
18 Woody Clifton
19

20 **Remote:** Alexa Lewis, Carrie Spear, Cheryl Sloan, Leslie Lewis, Matthew Bijur, Nancy
21 Faulkner, Paul Plante, Tanna Kelton
22

23 **AGENDA ITEMS:**

- 24 6:30 PM Adjustments to the Agenda
25 6:31 PM Approve Warrants to Pay Bills
26 6:35 PM Selectboard and Town Administrator Updates
27 1. Update on the Spear Street repairs
28 2. Selectboard recognition of the Town Clerk's
29 6:40 PM Public Comment
30 6:45 PM Discussion, and possible action, on a funding request for the Charlotte Villages
31 Planning Project by the Chittenden County Regional Planning Commission and
32 Dubois & King
33 6:55 PM Preliminary Budget Presentations:
34 1. Charlotte Volunteer Fire & Rescue Service
35 2. Charlotte Public Library
36 3. Charlotte Recreation Department
37 4. Lewis Creek Association
38 5. Conservation Commission
39 6. Trails Committee
40 7:55 PM Discussion, and possible action, on amending Section(s) the Town of Charlotte's
41 Motor Vehicle and Traffic Regulation Ordinance
42 8:05 PM Discussion, and possible action, on two draft requests for proposal(s) for the:
43 1. Repair of the Skating Rink Electrical Box
44 2. Installation of a Storage Shed at Charlotte Central School

45 8:15 PM Opening, and possible action, on snowplowing bids for the Town Hall, Library,
46 and Park & Wildlife Refuge
47 8:20 PM Discussion, and possible action, on a contract with REPRO for printing the 2024
48 Town Report.
49 8:25 PM Discussion of Town Meeting location for 2024
50 8:30 PM Update on Negotiations with AFSCME Local 93
51 8:40 PM Discussion, and possible action, on implementing a consent agenda for future
52 Selectboard meetings
53 8:45 PM Discussion, and possible action, on a Wastewater Agreement between the Town
54 of Charlotte and Roland & Lisa Gaujac.
55 8:55 PM Meeting Minutes for October 7, 2024, October 21, 2024 and November 4, 2024
56 9:00 PM Adjournment

57

58 **Call to Order**

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

60

61 **Adjustments to the Agenda**

62 James Faulkner stated that discussion of Planning and Zoning hours will be added to the agenda
63 at 8:05 p.m. and the agenda item, Discussion, and possible action, on two draft requests for
64 proposal(s) for the: 1. Repair of the Skating Rink Electrical Box, 2. Installation of a Storage Shed
65 at CCS, that was scheduled for 8:05 p.m. will be removed since the Recreation Committee would
66 like to gather more information for these two items.

67 James Faulkner stated that the Selectboard Update will include Natalie Kanner's update on the
68 formed Inclusivity Working Group.

69

70 **Approve Warrants to Pay Bills**

71 Warrants were signed.

72

73 **Selectboard and Town Administrator Updates**

74 **Selectboard recognition of the Town Clerk's**

75 James Faulkner stated that he would like to express his gratitude to Mary Mead and Emily
76 Tupper for all of their work with the 2024 election day. There was a tremendous turn out in
77 voters and they got everything done by 8:30 p.m. which is an incredible accomplishment.

78

79 **Update on the Spear Street repairs**

80 Nathaniel Bareham stated that the plan is to begin to open bids on the slough/slide damage that
81 occurred on the south side of Spear Street coal repair. The Selectboard approved the bids to go
82 out. Dave Marshall distributed them to potential contractors. At this point, bids will begin to
83 arrive in the next 24 hours. There will be a Special Selectboard meeting tomorrow night at 5:30
84 p.m. This information is available on the Selectboard page under the meeting packet and will be
85 posted on the agenda. He went on to state that there will be a second Special Selectboard
86 meeting this week on Wednesday at 5:30 p.m. that will take place in the Town Hall and that will
87 be to review the bids that have been submitted and will give the Selectboard an opportunity to sit
88 down with all the contractors to discuss those bids in detail. The Selectboard may decide to
89 approve a bid at that time. The town has received it's permit for the culvert work and diligent
90 work is taking place with Dave Marshall and the town attorney, Dave Rugh, to secure all the

91 necessary documents needed for the repair work to begin. The goal to begin this work December
92 1st is on track at this time.

93 James Faulkner stated that some of this work should begin as early as next week. This is
94 important as there is the window to complete this project by April 7, 2025, in order for it to be
95 federally funded. The goal is to make this happen and to prevent the tax payer from having the
96 burden of the large expense.

97 Myra Handy stated that she would like to know the size of the culvert.

98 James Faulkner and Frank Tenney stated that it is two culverts the same size as the original one
99 and they will be placed side by side.

100 Natalie Kanner stated that the Inclusivity Working Group met for the first time just last week
101 where they were able to hear from Al Wakefield. Al Wakefield is the person behind the state
102 wide initiative. There was lots of opportunity for questions from the community. She went on to
103 state that the community members also shared more of their interests and support for the
104 Inclusivity Working Group moving forward. The next meeting will take place on December 11,
105 2024, at the town Library. The agenda is still being compiled at this time. Natalie Kanner stated
106 that there will be more time to ask questions at the next meeting but the Inclusivity Working
107 Group will be moving forward into the discussion of what the Inclusivity Working Group will be
108 recommending for the Selectboard. Just a reminder that the sole purpose of the Inclusivity
109 Working Group is to give a recommendation to the Selectboard as to whether the original
110 document or a revised document written by the Inclusivity Working Group should go on the
111 ballot on Town Meeting day. That or the Inclusivity Working Group will make no
112 recommendation at all. The Inclusivity Working Group doesn't have the authority to sign it per
113 se as that was not the group's directive.

114

115 **Public Comment**

116 None.

117

118 **Discussion, and possible action, on a funding request for the Charlotte Villages Planning 119 Project by the Chittenden County Regional Planning Commission and Dubois & King**

120 James Faulkner stated that as seen in the report it is not finished. Part of the issue is that in order
121 to continue the Selectboard needs to add more money to the project. The CCRPC is asking for
122 \$3,028. The match for the town is \$757.00 and this funding will take the project to it's
123 completion.

124 Darren Schibler, Senior Planner with CCRPC, stated that the memo that was sent a couple weeks
125 ago has been superseded. For clarification what is being asked for this evening is the Master
126 Plan report is finished and was presented to the Planning Commission on October 24, 2024.

127 There will be a few typographical corrections but the PC accepted the report. He went on to
128 state that at that same PC meeting, discussion was had regarding additional funding for Dubois &
129 King. At that time three options were available. One was to continue working with Dubois &
130 King to have them fully fund the remaining tasks because more money was spent with task one
131 and two trying to accomplish outreach to the community. Darren Schibler stated that this
132 outreach was requested by the community and by the Steering Committee. CCRPC wanted to
133 make sure to honor this request and also wanted to make sure the report captured all the
134 important things that the town residents had to say about the villages. Consequently, CCRPC
135 was unable to have Dubois & King work on the Land Use Regulations, which was the entire
origin of this project started as a bylaw modernization grant from the State. He went on to state

137 that despite this, CCRPC is the primary contractor and will be ensuring that the Land Use
138 Regulations get drafted and delivered as part of the town's bylaw modernization grant. So, to
139 clarify the town of Charlotte is not on the hook to accomplish this. The ask here is to reimburse
140 Dubois & King for the additional time and effort doing the report and outreach to get to the task
141 completion of the final report. He went on to state that the decision to support the request of this
142 additional funding to the Selectboard came from a straw poll by the PC at their meeting on
143 November 7, 2024.

144 James Faulkner asked for clarification as to why it took Dubois & King so much longer to
145 complete this.

146 Darren Schibler stated that there were eight additional meetings of the Steering Committee
147 between November of 2023 and July of 2024. There were a lot of additional outreach materials
148 prepared. There were several extra events and meetings that were held with various community
149 groups. He went on to state that there was an extra virtual design workshop in addition to the in
150 person workshops. There was an additional preference survey and there were listening sessions
151 with residents of each village. All of that was above and beyond the scope of work that was
152 originally agreed to with Dubois & King through CCRPC's contract and through the discussions
153 with the town. Darren Schibler stated that the decision was made to do this midstream due to
154 determining that that was the best outcome for the project given all the public input that was
155 being received and the concerns of the residents. He went on to state that CCRPC decided to use
156 Dubois & King's expertise in community engagement and planning development to go with
157 tasks, one and two. The overage came from trying to wrap up all that work towards the end and
158 it was simply more hours than they anticipated.

159 Natalie Kanner asked if anyone notified the town and or received authorization during the
160 process to continue with the noted additional work? It seems to be a substantial amount of extra
161 meetings and it would seem that it must've been noted at the time unless perhaps this was just
162 concluded at the end with final billing.

163 Darren Schibler stated that there was discussion about this extra work with Dubois & King early
164 on and CCRPC was told that it would be inside of the budgeted amount of work. What
165 happened was that the time taken to capture all of the extra input from the outreach in the report
166 was what actually put the work over the original budgeted amount. He went on to state that he as
167 the Senior Planner with CCRPC takes full ownership for this as well as Dubois & King. In the
168 future they will take the necessary steps to assure this doesn't come up at the last minute.

169 James Faulkner stated this results in more money to the tax payer.

170 Darren Schibler stated that they realize that this isn't a requirement of the town but it is their
171 hopes that the Selectboard will approve this additional funding because the town made these
172 requests of CCRPC and Dubois & King and the work resulted in some very valuable information
173 to the town in servicing the issues going on in the community not only just in the villages but
174 also, regarding a lot of planning town wide. He went on to state that this information can also be
175 used within the Charlotte Town Plan that is going to be updated in a year and a half.

176 James Faulkner stated that he would like to know what would happen if the Selectboard decided
177 to end the project.

178 Darren Schibler stated that the project will continue regardless because CCRPC has committed
179 to the delivery of the Land Use Regulation which is what the town needs to fulfill their Bylaw
180 Modernization Grant requirement. If the Selectboard decides not to allocate the additional
181 funding of \$757.00, CCRPC will work with Dubois & King to figure out how they can account
182 for the overages. This wouldn't be an ideal situation but CCRPC does recognize that if that is

183 what the town decides it would be perfectly valid.
184 Lewis Mudge stated that there has been some concern that if the town decides not to go with the
185 recommendations of CCRPC regarding the Bylaw Modernization Grant that the grant funds will
186 need to be paid back.
187 Darren Schibler stated that the town will not need to pay the grant funds back as long as the town
188 meets the deliverables of the grant contract. The contract is with the state of Vermont's
189 Department of Housing Community Development. What is involved is simply drafting Land
190 Use Regulations in accordance with the Bylaw Modernization Grant program and the Enabling
191 Better Places guide. He went on to state that the state of Vermont recognizes that bylaws and
192 regulations can't always be adopted with consensus of the community therefore there is no
193 requirement to adopt them. The town just needs to draft them and document that they were
194 produced.
195 Natalie Kanner stated that despite the fact that the Selectboard wasn't asked for permission to do
196 this extra work, the PC members and community members did ask for the additional work and
197 therefore, it seems that the respectable thing to do as a town would be to pay for the extra work
198 that was done despite CCRPC and Dubois & King not requesting these extra funds in advance.
199 James Faulkner stated that these projects were going on all year and there should have been
200 communication that the additional work was putting them behind.
201 Frank Tenney stated that the first plan that was handed in was in his opinion useless as it had so
202 many errors.
203 All concurred.
204 Frank Tenney stated it seems that they are charging for a job that they couldn't originally do in
205 some ways.
206 Lewis Mudge stated that the first plan looked haphazard and it's unclear if the additional funds
207 are needed due to the corrections needed to follow this first plan or if it's solely due to the
208 communities request of additional meetings.
209 Darren Schibler stated that the plan that was submitted back in July was an interim draft that
210 was intended to get more community feedback, to guide a final plan and to guide where things
211 should land in the final report. He went on to state that it was his understanding that Dubois &
212 King understood that they missed the mark with the first draft and they went back and made the
213 corrections on their own time. The additional meetings are what really accounted for the extra
214 work and this shifting of funds to task one and two and the slight overage that is shown in
215 the memo.
216 Peter Demick stated that he would be willing to donate \$350 to the town if the Selectboard voted
217 on ending the project. The process has been a fiasco and the work has been lacking in
218 professionalism. He went on to state that in his opinion the CCRPC wants a wastewater
219 system treatment and water which will ruin the town like others. He would be willing to provide
220 the funds this evening.
221 James Faulkner stated that that is not something that they as a Selectboard can do.
222 Charles Russell stated that it's important to note that the overage was due to things requested by
223 the Steering Committee long before the draft plan was submitted.
224 Lewis Mudge stated that he is inclined to be in favor of paying this but going forward with
225 working with CCRPC getting bills on the backend simply isn't going to be acceptable. There's a
226 lot of attention on this project and a lot of town resident opinions. He went on to state that if the
227 Selectboard moves forward it doesn't represent a wholehearted acceptance of everything that's
228 going to be coming from CCRPC.

229 Darren Schibler stated that he has a solid understanding that Charlotte isn't completely enthused
230 with some of the discussions that have happened as a part of the project. CCRPC has learned
231 how to better manage projects in the future. He went on to state that he wants to express sincere
232 apologies to the town on how this was managed. CCRPC is here to serve the communities, not
233 to tell communities what to do or how things have to be done. CCRPC is here to support
234 community led planning processes which is what he has tried to make this process. He went on
235 to state that the recommendations in the report and anything that comes out of this process are
236 just recommendations. It's up to the town to decide what is to be done with these
237 recommendations. There will be further discussions about the regional plan and how that
238 interfaces with Charlotte's Town Plan. Darren Schibler went on to state that it's CCRPC's goal
239 to make this a collaborative relationship. There is no hidden agenda to come in and make
240 changes to the town that the town is not in support of.

241 James Faulkner stated that he doesn't blame the town for asking for more meetings, the problem
242 was with the management of the project.

243 Darren Schibler stated that Dubois & King will not be involved in the project going forward.
244 The PC made it very clear that that was their wishes to end the work with them. He went on to
245 state that he and a colleague will be making sure that the Land Use Regulations gets drafted
246 exactly according to what the PC and the community would like to see and will be sure that it is
247 compliant with the Bylaw Modernization Grant.

248 Lewis Mudge stated that he will vote in favor of the additional funds for the project in order to
249 bring this project to an end.

250 Natalie Kanner and Frank Tenney concurred.

251

252 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve an additional local**
253 **match of \$757.00 for the Charlotte East & West Villages project and to authorize the**
254 **Chair, Jim Faulkner, to sign the amended match agreement with the Chittenden Regional**
255 **Planning Commission for their continued work on the Charlotte East & West Villages**
256 **project. VOTE: 4 ayes, 0 nays, 1 absent (Devine); Motion Carried.**

257

258 **Preliminary Budget Presentations:**

259 **1. Charlotte Volunteer Fire & Rescue Service**

260 John Snow, President of CVFRS stated that there has been a structural change in how CVFRS's
261 budget is being presented this year in comparison to budgets the past two decades. For many
262 years the town of Charlotte maintained a Capital Reserve Fund that covered all capital purchases
263 for fire and rescue. Then bonding became the preferred funding mechanism for large purchases
264 and the Capital Reserve Fund was used for small capital purchase. He went on to state that the
265 Capital Reserve Fund was terminated by the town last year. Historically CVFRS would present
266 a multi-year capital requirement for equipment. The town would then fund it over multiple years
267 and then CVFRS would come to the Selectboard for approval of the equipment needed. John
268 Snow stated that this year's budget includes the capital equipment need for the coming fiscal
269 year. Consequently, there can be no comparison to prior fiscal year budgets as they didn't
270 include the capital equipment expenses.

271 John Snow reviewed the FY26 Budget Trends document included in tonight's meeting packet.
272 He stated that the appropriation ask is increasing by 4.67% which comes to \$46,000. Without
273 including the capital request, it would have been a 3.1% increase in budget. Patient billing
274 shows a slight increase of \$3,450.00 for FY26 due to softness with collections. He went on to

275 state that there is a personnel cost increase of 2.6% which comes to \$3,178. This is due to
276 needing to remain competitive, meet the cost of living adjustments and the pay policy. Member
277 Incentives is increased by \$15,000 in order to restore the volunteer level back to what it was two
278 years ago. This budget line item used to be \$39,000. John Snow stated that the volunteers are
279 CVFRS' best and most efficient resource. Membership dues and subscriptions line item is
280 mainly for the payment of software systems but it also covers the payment for the Vermont
281 Firefighters Association. The current software system is aged out and is no longer supported by
282 the vendor. He went on to state that this new system will be the same as what sister agencies to
283 CVFRS are using for reporting. Workers Compensation Insurance shows an increase of \$7,501
284 due to adverse experiences in the current fiscal year. John Snow stated that it's CVFRS' goal to
285 increase the number of volunteers. The forms of incentives have become more significant in the
286 volunteer model than it once was. There are things like paper call, that reward people for
287 showing up to fire events that CVFRS hasn't historically provided explicit incentives for but
288 neighboring departments do. There are one or two people who are shouldering an enormous
289 burden as volunteers. He went on to state that it's important to provide sufficient incentive for
290 these volunteers to want to continue. The alternative in these cases would be the necessary
291 hiring of paid staff.

292 John Snow stated that CVFRS would generally present a ten year plan to the Selectboard for
293 large equipment purchases. This is something that isn't included since the Capital Reserve Fund
294 went away but could again be provided so that the Selectboard can see what is being saved for.
295 There are some occasional expenses that can't be predicted but that's fairly rare. Mainly it's
296 large equipment that comes to the end of its life. In FY26, the \$15,000 is for a combination of
297 replacing a thermal imaging camera which has reached the end of its productive use and PPE,
298 bunker gear and fire protective equipment.

299 Frank Tenney stated the reason the Capital Reserve Fund came to an end is because bonding was
300 used for funding.

301 John Snow stated that bonding was the preferred mechanism for funding large purchases but all
302 the other modest capital expenditures that the organization has that range from \$5,000 to \$20,000
303 still remain. These expenditures wouldn't be paid for with a bond.

304 Frank Tenney stated that these smaller expenditures could therefore be budgeted for since there
305 is no reserve fund.

306 John Snow stated that this can be done only it increases volatility. One year will be higher by
307 20-30% due to a modest capital expenditure being needed. CVFRS doesn't have a mechanism
308 right now for carrying a multi-year reserve for these modest capital expenditures. He went on to
309 state that the advantage to having the town do it is it gives the town control over the money over
310 a multi-year period and CVFRS has to ask the town for the funds needed from the reserve. This
311 gives the town direct control over how and when the money is spent. It's the same amount of
312 money but it's spread out over time. John Snow stated that the Fire Division and Rescue
313 Division amounts are all operations that aren't otherwise included. It's non personnel but rather
314 consumables like equipment and supplies. This includes oxygen tanks and medications.

315

316 **2. Charlotte Public Library**

317 Margaret Woodruff reviewed the FY25 Library Budget Breakdown document included in
318 tonight's meeting packet. She stated that overall, the Library is asking for a 1.38 % increase
319 which comes to \$650 more due to general inflation. The Custodial Service line item is projected
320 to increase with an increase in the annual contract. This will be seen as a \$25/month increase.

321 Postage shows an increase due to an increase in interlibrary loans. She went on to state that this
322 is a way to get resources for people in the town of Charlotte. A grant is received each year from
323 the state of Vermont that covers a part of that expense. Telecommunications shows a \$100
324 increase. Margaret Woodruff stated that the line item, Supplies has been level funded this year
325 by working with other departments in town to save money and still get the supplies needed. The
326 line item, Professional Development, remains at \$1,000 as it is strongly felt that the Library staff
327 needs to have these opportunities to do the best job that they can do. There is an increase in the
328 American Library Association and the Vermont Library Association dues. She went on to state
329 that the Library's program attendance has increased by 16% from last year. The line item,
330 Maintenance has gone up due to including the expense of snow removal which hasn't been
331 included in past years. It could be financially beneficial to get one designated person/company
332 to do all the preventative maintenance on all the town buildings. Margaret Woodruff stated that
333 the line item, Computer Support for FY26 remains the same as this year. This is important as it's
334 used for the integrated library system which includes checking out books and keeping library
335 records. This line item also includes computer security and the backup services for the computer
336 systems. People come to the library to use the library computers for various reasons. Library
337 records need to be kept confidential per state statute. She went on to state that the town is
338 fortunate to have a tech librarian on staff which provides much of the computer support needed
339 without additional cost to the town. The library is coordinating with other town departments on
340 getting a copier lease at a reduced price. Margaret Woodruff stated that the budget shows a
341 placeholder for \$5,000 to start building a savings for possible future repairs to the building so
342 that when something does come up they are prepared for it. The library has gotten over \$45,000
343 in grants over the past two years. That helped with computer upgrades, safety and accessibility
344 improvements and adding to the library collection.
345 Natalie Kanner stated that she would like to see a breakdown of priority for the reserve fund that
346 is being requested to begin as part of the library budget.

347
348 Lewis Mudge arrived at the meeting in person at 7:28 p.m.

349
350 Nathaniel Bareham explained that the town has an Improvement and Repair Fund for major
351 infrastructure projects and it also has an Emergency Fund in case of an urgent situation during a
352 fiscal year.

353 Frank Tenney asked for past budgets to be made available so that comparisons can be made.
354 Margaret Woodruff agreed to make them available at the next budget presentation.

355 356 **3. Charlotte Recreation Department**

357 Zac Farnham-Haskell from the Recreation Department reviewed the Recreation Preliminary
358 Budget document and the detailed Recreation Budget Narrative which are both included in
359 tonight's meeting packet. The total of all Beach and Recreation Program income comes to
360 \$93,490.01. The total of all Beach and Recreation Program expenses comes to \$138,226.01.
361 The total of all Capital Improvements comes to \$40,000.

362 Nathaniel Bareham explained that impact fees are traditionally levied when development comes
363 into town. As part of any kind of permit request or any kind of work done by the DRB. This is a
364 way to offset service fees for the town. He went on to state that he will look to clarify this but it
365 is his belief that the town is only able to levy impact fees if it has a Capital Reserve Fund and at
366 this time Charlotte doesn't have a Capital Reserve Fund.

367 Lewis Mudge asked for clarification on the bathhouse renovation and pavilion.
368 Zac Farnham-Haskell stated that the renovation of the bath house into an ADA compliant
369 structure with a covered pavilion would look like a structure with a metal roof with six pillars
370 and it could be rented out for parties at the beach. The other option would be a log cabin like
371 building but either option would have bathrooms in them. This would replace the bathhouse and
372 planning for this is in the early stages.

373

374 **4. Lewis Creek Association**

375 Kate Kelly from Lewis Creek Association reviewed the Lewis Creek Association 2024 Program
376 Highlights document included in tonight's meeting packet which explains in detail all that
377 occurred over the past year with LCA. Following this Kate Kelly reviewed the memo regarding
378 the Proposal for annual Water Quality Stewardship Program - Charlotte, and Annual Request for
379 Funds FY2025-26 which is included in this evening's meeting packet. The total request comes
380 to a total of \$2,700 plus an unrestricted town donation to LCA of \$600.00.

381 James Faulkner received confirmation that it's level funding.

382

383 **5. Conservation Commission**

384 James Faulkner confirmed that the Conservation Commission didn't have any documents
385 prepared for this preliminary budget presentation. He stated that going forward the Selectboard
386 would like documents provided prior to the meeting so the Selectboard can be more prepared and
387 so that the documents can be made available online and in the meeting's packet.

388 Peter Demick stated that there are only four budget items. There is \$50 due to the Regional
389 Conservation Commission. Next there is \$600 to Outreach Presentations at the library that the
390 Conservation Commission helps to host and serves as promotion of the Charlotte Conservation
391 Commission. The CCC would like \$1,300 this year for the Invasive Species Program that's
392 basically run at Thompson's Point through Sue Smith. He went on to state that she has stepped
393 down at this time. The last item on the CCC budget is an update to the wildlife mapping which
394 hasn't been done since 2008 and it's required by the Charlotte Town Plan and it's required by
395 Act 171. The Conservation Commission has spoken with a couple of professionals that do
396 wildlife mapping. Peter Demick stated that the estimated cost is anywhere from \$25,000 to
397 \$40,000. The CCC would like \$12,500 to put into a reserve fund. Currently he is doing a six
398 month study on wildlife in Charlotte. He went on to state that this includes 25 cameras that are
399 currently out there and have been for a month. They will be moved in the next two weeks. With
400 this process it will provide a good representation of the wildlife in Charlotte. This information
401 should be useful with wildlife mapping and will hopefully result in a savings.

402 Natalie Kanner stated that she wonders since the Planning Commission needs mapping done for
403 the Town Plan perhaps this could be a part of that.

404 Peter Demick stated that Charlotte Conservation Commission needs to get this mapping done
405 and it hasn't been done.

406

407 **6. Trails Committee**

408 Jack Pilla, Co-chair of the Charlotte Trails Committee reviewed the Charlotte Trails Committee
409 Preliminary Budget Request document that includes a detailed narrative along with figures. This
410 document is included in tonight's meeting packet. The Charlotte Trails Committee is asking for
411 an annual operating budget of \$10,000 for FY26 in order to catch up on the trails maintenance
412 and safety.

413 Lewis Mudge received confirmation from Jack Pilla that this \$10,000 is for a working budget
414 and there will still be an article presented by the Trails Committee in a timely fashion this time
415 around for the building of the next part of the trail that will go to the lake.

416 Jack Pilla stated that they are currently working on a more definitive price to complete this next
417 portion of trail and to put in the article.

418 Frank Tenney stated that the repair needed on State Park Road trail coming to \$10,000 when it
419 was done in 2021 seems concerning considering it was put in just three years ago.

420 James Faulkner stated that the project engineer at the time gave recommendations for the stone
421 size, the amount of stone and the depth for the trail.

422 Jack Pilla stated that all the other trails have used a much finer stone with fines in them that
423 prevents growth and is also suitable for bicycles.

424 Chris Boffa concurred with Jack Pilla and stated that there are miles of trails with the correct
425 topping on it and they are in much better shape and easier to maintain.

426 Natalie Kanner stated that she is concerned regarding trails next to farmlands that may
427 potentially have more overgrowth of vegetation happening and creating issue with maintenance.

428 Jack Pilla stated that the Trails Committee is putting together a comprehensive Trail
429 Management Plan which is something that the committee hasn't had before. Nothing has been
430 done in the past due to not having the funds to do so. The Trails Committee is
431 trying to catch up and make and execute a plan going forward to maintain the trails. It's
432 understood that it can't be done all at once but it is part of the Trails Maintenance Plan.

433 James Faulkner stated that if articles are requested they need to be presented to the Selectboard
434 by the first week of January in order to complete the necessary steps which includes legal
435 review.

436 Chris Boffa stated that Jack Pilla has and is doing an exceptional job since he's been on the
437 Trails Committee. This sort of dedication and time given isn't sustainable and the funds being
438 asked for in the FY26 budget is the way to help with the town trails getting what they need.
439

440 **Discussion, and possible action, on amending Section(s) the Town of Charlotte's Motor**
441 **Vehicle and Traffic Regulation Ordinance**

442 JD Herlihy stated that by Robert's Rules, decisions are supposed to have finality. This is an
443 issue that has already been addressed by the Selectboard, voted on and approved and is past the
444 time for reconsideration. Therefore, it would seem that any reconsideration on this is out of
445 order.

446 Charles Russell stated that Robert's Rules have to do with a decision made within a meeting.
447 This is an ordinance that was passed and you can certainly amend an ordinance. Broadly it's a
448 reconsideration but in this case it is an amendment. He went on to state that if the Selectboard's
449 motion was to reconsider the decision that would be one thing but in this case the Selectboard is
450 doing a new amendment to a traffic ordinance. The Selectboard is not governed by Robert's
451 Rule.

452 JD Herlihy stated that it's going against the rule of finality.

453 Kelly Devine stated that Roberts Rules oversees the operation from item to item in the meeting
454 and it doesn't oversee the ordinance.

455 Mike Dorsey stated that he would like to know who the authority is given to in regard to process
456 with this issue.

457 Jack Pilla stated that according to the statutes there were not enough residents on the petition that
458 was put out. In his opinion nothing has changed since this ordinance was voted into place.

459 Lewis Mudge stated that he disagrees with JD Herlihy's statements. He went on to state that the
460 Selectboard has a right to enact an ordinance and at an unspecified time later. It could be weeks,
461 months, or years later and an ordinance could be amended. As a point of process, since this has
462 been on the agenda there seems to be no reason why it can't be reconsidered.

463 James Faulkner stated that there are some changes and that is information has been brought
464 before the Selectboard regarding safety. At the speed of 25 mph there is increased risk for
465 sliding in the winter months while traveling down the hill on Ferry road if the driver is operating
466 a truck, a plow or a school bus. The Road Commissioner has provided his opinion now that 25
467 mph is much too slow. He went onto state that on average if you stop at the intersection of
468 Greenbush and Ferry Road and continue down the hill a vehicle will end up traveling close to
469 40 mph without applying any pressure to the gas pedal. Some bus drivers with a lifetime of
470 experience have reported that it's dangerous for them to go 25 mph down the Ferry road hill.
471 This is a commercial route that includes oil trucks, tractor trailer trucks etc. James Faulkner
472 stated that considering all of this information brought to light he is feeling in favor or changing
473 the speed limit to 35 mph which is still a reduction from the original speed limit of 40
474 mph.

475 Josh Meg stated that the CCRPC memo recommended ten
476 measures of which the lowering of the speed limit to 35 mph was only one of the ten
477 recommended measures. If this is to be the only measure taken it makes the town liable. The
478 memo noted a trail head but they didn't collect any data regarding pedestrians or bicyclists of
479 which has increased because of the trail head and the density of residences. He went on to state
480 that there is a speed limit of 25 mph on Greenbush Road. Going south there are 17 houses and
481 going north there are 14 houses. Going west on Ferry Road there are 22 houses. In regard to the
482 premise that automobilists can't drive up or down the hill at this speed it would seem that it's
483 their cars that need work not the town road.

484 Maura Wygmans stated that town residents are aware of every item on an agenda and it's not
485 until the Selectboard makes a decision that there is reaction. The process includes making a
486 decision followed by an appeal period along with the option to petition. The petition didn't
487 receive the amount required to bring it back to the Selectboard. She went on to state that in her
488 opinion this shouldn't be brought back up and discussed all over again when it has been
489 discussed extensively already and a decision was made.

490 Frank Tenney stated that the petition doesn't bring the issue back to the Selectboard it puts the
491 issue on Town Meeting day.

492 Maura Wygmans stated that her point is that it was on the agenda many times and discussion
493 occurred to exhaustion and therefore it makes no sense to have it back on the agenda again post a
494 made decision.

495 Rachel Daley stated that if the Selectboard is going to reconsider the ordinance made that
496 includes the set speed limit of 25 mph then it would be more than appropriate and necessary to
497 include another speed study done by CCRPC to factor in the pedestrian traffic and the trail head.
498 In regard to the commercial trucks if they have issue with the 25 mph speed limit they need to
499 seek an alternate route.

500 Frank Tenney stated that as a bus driver he remains at the bottom of a hill in a situation when
501 there is a line of traffic on a steep hill in order to go at a speed that is necessary to get up the hill.

502 Rachel Daley stated that there are hills like this all over Charlotte. There is an advised 10 mph
503 on Carpenter Road and there has never been an outcry such as this one.

504 Hugh Lewis Jr. stated that the reason this issue is being discussed again is likely due to his

505 request to get it on the agenda since he hadn't had the opportunity to share his opinion of the
506 speed limit being reduced to 25 mph. At the same time as the reduction in speed limit the no
507 passing signs were installed. There are now more people passing than there was before the
508 installment of the signs when the set speed limit was 40 mph. He went on to state that he wants
509 to be on record stating that he is not in favor of 25 mph on Ferry Road. There inevitably will be
510 an accident involving passing motorists and residents coming out of Lynrick Acres.

511 Mike Dorsey stated that with an increase in speed limit comes a decrease in safety. If the speed
512 limit is going to be increased from the set 25 mph perhaps the additional trail work shouldn't be
513 done.

514 Damaris Herlihy stated that the last meeting had a lot of anecdotal evidence. The fact of the
515 matter is all vehicles including commercial vehicles have to stop on the hill to proceed through
516 the intersection. Also, buses have to stop before the railroad tracks and then continue. So, no
517 matter what they have to stop on the hill to proceed through the intersection beginning at 0 mph.
518 She went on to state that it is vital information to know factually how many tickets were written
519 along that stretch of road and what the speed limit was of the ticketed vehicles. She and her
520 family have a clear view of the Ferry Road hill from their place of residence. Before the speed
521 limit was reduced to 25 mph they witnessed motorists passing all the time. They witnessed
522 motorists that would drive through the stop sign without stopping. Damaris Herlihy stated that
523 this is all anecdotal evidence much like all the rest that has been presented but it should be
524 considered that if there is to be passing of vehicles obeying the set 25 mph speed limit it's going
525 to be passing at much slower speeds by comparison to a motorist going 50 mph being passed.
526 The rate of fatalities increases immensely as motorists speeds increase. She went on to state that
527 there is actual data and facts that she would like to share with the Selectboard in document form
528 before a decision is made.

529 JD Herlihy stated that what he cares about is due process and due process was provided. The
530 Selectboard heard comments, reviewed evidence and had a debate of its own accord. Despite the
531 fact that Hugh Lewis Jr stated that he wasn't at the meeting, the minutes show that he was at the
532 meeting of August 12, 2024, when this decision was made. So, he may have missed the part of
533 the decision making but he was a part of the meeting originally. JD Herlihy went on to state that
534 there needs to be finality in Selectboard decisions otherwise it corrupts due process of those that
535 participated through the original process with the original proper order of business. It raises
536 question about the finality of the Selectboard's decisions in general leading people to believe that
537 decisions are all just open to change based on a minority of vocal residents. He went on to state
538 that if there is going to be a revisiting of this decision then there should be another speed study
539 done by VTrans and CCRPC should do a full analysis including the pedestrian traffic for the trail
540 and the proposed additions to the trail. It requires the correct due process.

541 Rosemary Zezulinski stated that this decision happened in the summer time when a lot of people
542 were away. Sixty-seven people did sign the petition but the people in East Charlotte didn't feel
543 that it had to do with them. Many people didn't want to put their name on it due to confusion
544 with needing to have to pay for it and due to fear of retaliation. She went on to state that she has
545 received some unkind emails from residents of Greenbush Road when she has spoken out and
546 put things on Front Porch Forum but she's not afraid to speak out. This roadway is a major
547 connector to the Ferry. When she contacted the state and spoke to the courts, VTrans and
548 District 5 they all said that Hugh Lewis Jr should be consulted. Rosemary Zezulinski
549 stated that the trail head isn't safe and she doesn't feel it should have been built there in the first
550 place.

551 Ruth Uphold stated that this is about safety and there is no mandate that anyone should walk
552 along Ferry Road. The children that ride the bus twice a day, five days a week along Ferry Road
553 during the school year they're on the steep part of the hill.

554 Woody Clifton stated that he has lived on Sunset Road for 35 years. There has been a huge
555 increase in safety with pulling in and out of Sunset Road and he can only assume this is the same
556 for residents on Lynrick Road. There has been roughly a 10 mph decrease in speeds since the
557 change in speed limit from 40 mph to 25 mph. It's much safer to have someone pass a motorist
558 at 25 mph compared to 40 mph.

559 Lewis Mudge stated that he would like to make clear that the Selectboard does value instances
560 where Rosemary Zezulinski brings issues before them.

561 Charles Russell stated that he concurs with Hugh Lewis Jr that the crest of the hill before
562 Lynrick Road becomes more dangerous with a 25 mph speed limit.

563 Rachel Daley stated that traffic has slowed down and safety has improved tremendously since
564 the decrease in speed limit to 25 mph. Motorists that pass are going to pass no matter if she is
565 going 25 mph or 35 mph. There are signs posted all over Charlotte that say the automobilist
566 have to share the roads with pedestrians.

567 Lewis Mudge reiterated that in regard to procedure he doesn't think that the Selectboard is out
568 of line with revisiting this ordinance and considering an amendment. With that being said he
569 made clear that he will not be making a motion this evening.

570 James Faulkner stated that from what he's hearing tonight it sounds like the 25 mph speed limit
571 is successful. The concern regarding safety with commercial trucks and buses remains to be a
572 real concern of his.

573 Kelly Devine stated that she concurs with Lewis Mudge that the Selectboard has a right to revisit
574 this ordinance. Robert's Rules has to do with procedure of the meeting and Robert's Rule
575 doesn't allow audience members to call points of order. This ordinance hasn't been in effect for
576 very long. The Selectboard went through a process that was following all of the laws as to how
577 you make ordinance changes and it violates the spirit of what was done this past summer to make
578 a change this quickly. She went on to state that it would be appropriate to put this on a
579 Selectboard meeting agenda roughly 6 months from now since there has been some compelling
580 testimony regarding the difference between 25 mph and 35 mph.

581 Ruth Uphold received clarification that James Faulkner stated that based on many testimonies
582 this evening the reduction in the speed limit has been successful but that doesn't mean it is his
583 opinion that it is successful.

584 Patrick Zezulinski stated that he would like to know if the local bus drivers were consulted
585 during the time that the work was done in August in creating this ordinance.

586 Frank Tenney stated that he made his opinion known during the time of the original discussion.

587 Rosemary Zezulinski stated that the trail head, pedestrians, bicyclist were all acknowledged in
588 the CCRPC memo. The multiple changes of speed along Ferry Road down to the ferry makes it
589 unsafe. There are many residents that didn't show up tonight to speak because they thought that
590 they had been heard at the last meeting and a decision was going to be made this evening.

591 Natalie Kanner stated that the Guide for Towns for Setting Speed Limits does say on pages 5 and
592 9 specifically that speeds set to low can create more and sometimes dangerous passing. Page 15
593 has a number of points that speak to this as well.

594 Damaris Herlihy stated that the CCRPC memo specifically states and this is in quotes that
595 pedestrian and bicyclist data wasn't collected. Even if they looked at the trail they didn't collect
596 data based on this. There is no parking lot to get to this new trail with the beautiful boardwalk so

597 a person has to park up the hill and you have to walk down the hill to get to the trail. She went
598 on to state that in the Setting of Speed Limits, A Guide to Vermont Towns from VTrans it also
599 says things like higher pedestrian activity may require a lower speed. There are a lot of homes
600 along that stretch of roadway. In the AAA foundation for Traffic Studies Impact Speed and
601 Pedestrians Risk of Severe Injury or Death, the average risk of death for pedestrians reaches 10%
602 at an impact of 23 mph, 25% at 35 mph and 50% at 42 mph. Setting the speed limit at a cohesive
603 speed limit along all of Ferry Road would be appropriate.

604 James Faulkner stated that he concurs with Kelly Devine that it would be appropriate to give the
605 ordinance time.

606 Frank Tenney stated that he is fine with more information being gathered through another speed
607 study if that's what the general consensus is of the Selectboard.

608 Natalie Kanner stated that she has concerns with the town's liability with the change in the speed
609 limit to 25 mph when the CCRPC memo's recommendation stated a recommended 35 mph.

610 Nathaniel Bareham stated that the town is not increasingly liable as long as it follows the
611 procedures outlines by state statute and has a traffic study done and follows that process.

612

613 **Planning and Zoning Office Hours**

614 James Faulkner stated that Larry Lewack, the Town Planner will be leaving in a couple of weeks.
615 The requested schedule is that the office will be open on Tuesday, Wednesday and Thursday for
616 their usual hours and Monday and Friday will be by appointment only. The next Town Planner
617 will certainly be working less hours. On average this office serves twelve people per week.

618 Frank Tenney received clarification that the two Planning and Zoning employees work a 30 and
619 40 hour per week schedule.

620 Nathaniel Bareham stated that the Planning and Zoning office has always run in a manner where
621 the employees figured out how to maintain at least one person in the office at all times even with
622 the management of the DRB and PC meetings.

623 Frank Tenney stated that this schedule may have worked in the past but he wonders if this is
624 common practice in other towns. It seems that the norm would be to have the supervisor set the
625 schedule and have the staff follow it.

626 Nathaniel Bareham stated that this is common practice in other towns. The Planning and Zoning
627 Office makes him aware of their hours and if there are changes they notify him of which he
628 approves as long as their defined availability to the public is satisfied. This has been how the
629 office has operated before he began as the Town Administrator and it has been successful.

630 Frank Tenney stated that it might be appropriate to have Wednesday as an appointment only
631 Day since that's a day that the Planning and Zoning office has to cover the DRB meeting every
632 other week.

633 Maura Wygmans stated that she deals with Planning and Zoning on a regular basis in the town of
634 Charlotte and other towns as well and this is a common schedule. As for the Wednesday concern
635 where it might seem like it could create a long day for an employee, the office will manage it so
636 that it doesn't fall on any one employee.

637 All of the Selectboard members concurred that this suggested schedule of three days open and
638 two days by appointment only is appropriate.

639 Discussion was had regarding this new schedule and it was clarified that no motion was
640 necessary for this topic.

641 Nathaniel Bareham will report back to the Planning and Zoning office regarding the
642 Selectboard's unanimous support of the new schedule to begin on December 1, 2024.

643

644 Opening, and possible action, on snowplowing bids for the Town Hall, Library, and Park
645 & Wildlife Refuge

646 Nathaniel Bareham stated that he had a telephone conversation with Chris Fortin prior to
647 tonight's meeting. In this conversation Chris Fortin stated that he would be willing to continue
648 plowing the Charlotte Park and Wildlife Refuge for \$75/plow and an estimated ten plows per
649 season. Nathaniel Bareham went on to state that he will follow up with Chris Fortin regarding a
650 bid in writing and this can be discussed at the next Selectboard meeting providing the one bid
651 received doesn't include a bid for the Charlotte Park and Wildlife Refuge.

652 Frank Tenney opened the one bid that was received from Brian Fortin to find it was a bid for the
653 Town Hall and Library only.

654 Nathaniel Bareham stated that a point of clarification is that the bid document and what was
655 presented to the board did outline bidders could opt to bid on a portion or all of the bid. Chris
656 Fortin and Brian Fortin are not preferred vendors of the town.

657 Frank Tenney stated that the bid from Brian Fortin was for \$150/plow and \$150 for salting on
658 request.

659 Margaret Woodruff received clarification that the sidewalks will be shoveled with each plowing.

660

661 **MOTION by Frank Tenney, seconded by Natalie Kanner, to award the Charlotte**
662 **snowplowing for the Town Hall and Library to Fortin's Lawncare at \$150 per plowing**
663 **and \$150 for salting upon request. VOTE: 4 ayes, 0 nays, 1 absent (Devine); Motion**
664 **Carried.**

665

666 Discussion, and possible action, on a contract with REPRO for printing the 2024 Town
667 Report.

668 James Faulkner stated that the history on this is that a lot of the information for the town is
669 digital at this point. Last year the printing of the Town Report was reduced to 250 from
670 somewhere around 600. Another cost savings that began last year was that the Town Report was
671 not distributed by mail to town residents. He went on to state that the Town Report was made
672 available on the town website and if a town resident wanted a paper copy they were available at
673 the Town Hall. Mary Mead reported that 30-40 were used last year. This year there will be
674 an in person town meeting and through discussion with Mary Mead and Nathaniel Bareham the
675 thought is that 150 copies would suffice.

676 Frank Tenney stated that since it will be an in person Town Meeting this year he feels that 250
677 should be printed again this year.

678 Natalie Kanner received clarification that the recommendation from Mary Mead was originally
679 100 copies but following a discussion with Nathaniel Bareham Mary Mead agreed to the 150
680 copies as an appropriate amount of printed copies of the Town Report for town residents. This
681 decision was made with the fact in mind that Town Meeting will take place be in person this
682 year.

683

684 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the contract between**
685 **the Town of Charlotte and REPRO for the printing of the 2024 Town Report, and**
686 **authorize the Selectboard Chair, Jim Faulkner, to sign the agreement. VOTE: 3 ayes, 1**
687 **nay, (Tenney), 1 absent (Devine); Motion Carried.**

688

689 Discussion of Town Meeting location for 2024

690 James Faulkner stated because the Town Meeting has been held at CCS in the past and it's a
691 widely known location for this event it would make sense to continue with this as the location.
692 All concurred.

693 Natalie Kanner stated that the WiFi might be an issue if the Selectboard wants to offer the
694 meeting virtually and therefore access to the schools WiFi would be necessary.

695 Frank Tenney stated that a mixer is needed for the audio at the Old Lantern and the school has
696 this available.

697 Discussion was had regarding the challenges with offering Zoom for the Town Meeting.

698 Frank Tenney stated that this would be a Zoom link so those that are unable to make it to the
699 meeting can listen to the discussion. It wouldn't be for interaction. If a resident wants to be able
700 to make comments they will need to attend in person.

701 Nathaniel Bareham stated that he would look into MediaFactory's availability and cost. If they
702 are available it would be strictly for a broadcast and that is his recommendation.

703 Maura Wygmans stated that having a Town Meeting on a Saturday during school vacation
704 excludes a lot of Charlotte's town residents.

705 Charles Russell stated that the town voted to move Town Meeting to a Saturday to increase
706 attendance. The other option is to have it held in the evening as many other towns do.

707 Kelly Devine stated it's important to consider the fact that utilizing the offered location of the
708 Old Lantern would be keeping the money local.

709 Nathaniel Bareham stated that if it is decided that the location is to be at CCS then he will send
710 the application over. There is no necessary motion.

711 A straw vote was taken on having the location for Town Meeting day to be Charlotte Central
712 School and it came to 4 ayes and 1 nay (Devine).

713

714 Update on Negotiations with AFSCME Local 93

715 Kelly Devine stated that some progress has been made. Some potential dates have been come up
716 with and put out to AFSCME for a possible first meeting and a general understanding of
717 what the meeting will cover. This will include setting of ground rules and beginning the process
718 of negotiation with the town lawyer. They are still in the process of trying to figure out roles
719 with the library but they're not at a place where they can give a solid update regarding that. She
720 went on to state that the way it has been explained by the town attorney is that the library is
721 represented in the negotiations as another part to the negotiation or in her opinion they have to
722 request that the Selectboard take on that role. An update on this should be available by the next
723 Selectboard meeting. Kelly Devine stated that she and Lewis Mudge are the representatives for
724 the town of Charlotte for the negotiation and will be supported by the Town Administrator,
725 Nathaniel Bareham.

726 Frank Tenney inquired about the Beach Manager position.

727 Lewis Mudge stated that the Recreation Department requested 30 hours per week for the Beach
728 Manager role and it's a seasonal position.

729 Kelly Devine stated that seasonal positions are exempt from AFSCME membership but they can
730 look into it.

731

**732 Discussion, and possible action, on implementing a consent agenda for future Selectboard
733 meetings**

734 James Faulkner stated that within tonight's meeting packet there is the Charlotte Selectboard

735 Rules of Procedure. Item D4 addresses the consent agenda.
736 Nathaniel Bareham stated that he can look further into it but other towns that have implemented
737 consent agendas do include liquor license applications as part of the broader consent agenda.
738 Kelly Devine stated that she disagrees since the Selectboard would have to be convened as the
739 Liquor Control Board in order to accept a consent agenda with liquor license applications on it.
740 James Faulkner concurred.
741 Nathaniel Bareham stated that the way to move forward would be to strike the liquor licenses
742 from this draft and maintain that final subsection language and follow up again with the attorney
743 to confirm if his understanding of this is correct.
744 Kelly Devine stated that any Selectboard member can ask for an item to be put on the consent
745 agenda.
746 Nathaniel Bareham stated that that was included in the language within the third sentence of the
747 updated language of the Charlotte Selectboard Rules of Procedure document highlighted in red.
748 Frank Tenney stated that he would approve moving forward with a trial period with the use of
749 the consent agenda without adding it in the language of Charlotte Selectboard Rules of Procedure
750 document.
751 Discussion was had regarding codifying the language that included consent agendas to the
752 Charlotte Selectboard Rules of Procedure document.
753 Nathaniel Bareham stated that curb cuts can't be included with consent agendas as a matter of
754 policy. It would require an alteration to the Highway Access Permit Policy. This would require
755 a conversation between the Selectboard, the Road Commissioner and the Town Administrator to
756 determine the best way to delegate that authority. This can be on a future agenda.
757 James Faulkner stated that the Selectboard will move forward with the use of the consent agenda
758 and leave the Charlotte Selectboard Rules of Procedure document the way it is and in March it
759 can be adjusted at the Organizational Selectboard meeting in order to include the consent agenda
760 if so desired.
761 Nathaniel Bareham clarified that even if the Selectboard were to give the Town Administrator
762 the authority to handle HAP it would still require an alteration to the HAP Policy.
763
764 **Discussion, and possible action, on a Wastewater Agreement between the Town of**
765 **Charlotte and Roland & Lisa Gaujac.**
766 Nathaniel Bareham stated that Roland and Lisa Gaujac own the property at the current Inn and
767 the Old Lantern. At the time, through various grants, deeds or easements the town was
768 informally provided with wastewater as well as parking over the years. The town determined
769 that formalizing this arrangement and getting it into the land record as a formal agreement made
770 the most sense. He went on to state that he, James Faulkner and Frank Tenney sat down with the
771 town attorney and provided feedback regarding the best arrangement for this. David Rhue has
772 provided this final agreement that has been agreed upon by Liam Murphy, the Gaujac's attorney.
773 Nathaniel Bareham stated that both parties agree only David Rhue would like to do a little
774 additional work on the Mylar prior to this being recorded in the Land Record which is why this is
775 a conditioned approval this evening.
776 Frank Tenney asked for clarification on some of the language in the agreement that seemed to be
777 saying the town was waiving it's rights.
778 Nathaniel Bareham stated that what the town is doing is waving the rights provided to the town
779 through two separate legal documents and then the town is accepting them again as a singular
780 document.

781 Frank Tenney received confirmation that the town has a right to put up signage regarding
782 parking for the trail.

783
784 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve this Wastewater**
785 **Disposal Easement Location Agreement and Parking Easement between the Town of**
786 **Charlotte and Roland Guajac and Lisa Gaujac regarding the town's rights to use a portion**
787 **of the Old Lantern property, subject to final review and final approval of the town's**
788 **attorney and to authorize the Selectboard Chair, Jim Faulkner, to execute the same.**
789 **VOTE: 5 ayes, 0 nays; Motion Carried.**

790
791 **Meeting Minutes for October 7, 2024, October 21, 2024, and November 4, 2024**

792
793 Lewis Mudge stated that he was absent for the two Selectboard meetings in October and
794 therefore he will abstain from voting on October 7th and 21st meeting minutes.

795
796 **MOTION by Frank Tenney, seconded by Natalie Kanner, to approve the Selectboard**
797 **meeting minutes for October 7, 2024, as amended. VOTE: 4 ayes, 0 nays, 1 abstention**
798 **(Lewis); Motion Carried.**

799
800 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Selectboard**
801 **meeting minutes for October 21, 2024, as amended. VOTE: 4 ayes, 0 nays, 1 abstention**
802 **(Lewis); Motion Carried.**

803
804 **MOTION by Lewis Mudge, seconded by Kelly Devine, to approve the Selectboard meeting**
805 **minutes for November 4, 2024, as submitted. VOTE: 5 ayes, 0 nays; Motion Carried.**

806
807 **Adjournment**

808
809 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to adjourn. VOTE: 5 ayes, 0**
810 **nays; Motion Carried.**

811
812 The meeting was adjourned at 10:03 p.m.

813
814 Minutes respectfully submitted by Brooke Milo, Minute Taker.

815 Edits by Nathaniel Bareham.