

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, March 9, 2026**
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:* Natalie Kanner, Chair; Frank Tenney, Vice Chair;
8 Lee Krohn; J.D. Herlihy; Troy Krahl
9

10 **ADMINISTRATION:** Rebecca Kaplan, Zoning Administrator, Carrie Johnson, Interim Town
11 Administrator (absent)
12

13 **OTHERS:**

14 **In person:** Charles Russell, Carrie Spear, Scooter MacMillan, Jon Davis
15

16 **Remote:** Hugh Lewis Jr., Thyleen Tenney, Lane Morrison
17

18 **AGENDA ITEMS:**
19

- 20 7:00 PM Annual Organizational Meeting (Elect Selectboard Chair and Vice Chair)
21 7:05 PM Adjustments to the Agenda
22 7:10 PM Approval of Consent Agenda
23 a. Meeting Minutes for March 2, 2026
24 b. Warrants
25 c. Readopt Selectboard Rules of Procedure (last updated 2025)
26 d. Readopt The Citizen as the Town's Newspaper of record (with Charlotte News
27 and Seven Days as other options when appropriate)
28 e. Readopt regular meeting time/ date/ schedule (7:00 PM on 2nd and 4th Monday
29 of each month unless there's a conflict with a holiday).
30 7:15 PM Public Comment (for items not on the Agenda)
31 7:25 PM Selectboard and Town Administrator (TA) Updates
32 7:35 PM Contract: Landfill Monitoring Contract. Review and Approval Requested
33 7:45 PM Open Space Agreement: Jonathan Davis
34 8:00 PM Selectboard Work Plan for 2026
35 8:08 PM Selectboard Liaison assignments
36 8:15 PM Sewer Allocation Request: Burns
37 8:27 PM Decision on a Union Grievance
38 8:29 PM Other Business
39 8:30 PM Adjournment
40

41 **Call to Order**

42 Lee Krohn called the meeting to order at 7:00 p.m.

43 Lee Krohn welcomed Troy Krahl as a new member of the Selectboard, elected for a three-year
44 term.
45

46 **Annual Organizational Meeting (Elect Selectboard Chair and Vice Chair)**

47

48 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to nominate Natalie Kanner as the**
49 **Selectboard Chair. VOTE: 4 ayes, 0 nays, 1 abstention (Kanner); Motion Carried.**

50

51 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to nominate Frank Tenney as the**
52 **Selectboard Vice Chair. VOTE: 4 ayes, 0 nays, 1 abstention (Tenney); Motion Carried.**

53

54 **Adjustments to the Agenda**

55 Discussion was had and the 8:27 p.m. agenda item, Decision on a Union Grievance, will be
56 discussed during an executive session on personnel issues.

57

58 **Approval of Consent Agenda**

59 **a. Meeting Minutes for March 2, 2026**

60 **b. Warrants**

61 **c. Readopt Selectboard Rules of Procedure (last updated 2025)**

62 **d. Readopt The Citizen as the Town's Newspaper of record (with Charlotte News and**
63 **Seven Days as other options when appropriate)**

64 **e. Readopt regular meeting time/ date/ schedule (7:00 PM on 2nd and 4th Monday of each**
65 **month unless there's a conflict with a holiday).**

66

67 Frank Tenney requested that item e. on the consent agenda be removed and added to tonight's
68 agenda at 8 p.m. during the agenda item, Selectboard Work Plan for 2026. In addition, he
69 requested that item c. be removed from the consent agenda to allow for Selectboard discussion.

70

71 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to approve items a., b. and d. on the**
72 **consent agenda with the note that d. should have The Charlotte News and also adding that**
73 **the places of post of record will be the Charlotte Town Hall, the Charlotte Post Office and**
74 **the East Charlotte General Store. VOTE: 5 ayes, 0 nays; Motion Carried.**

75

76 Discussion was had and item c. of the consent agenda will be added to the 8:00 p.m. agenda item
77 and it will be decided at that time if it will be discussed tonight or at a future Selectboard
78 meeting.

79

80 **Public Comment (for items not on the Agenda)**

81 None

82

83 **Selectboard and Town Administrator (TA) Updates**

84 Lee Krohn stated that for the record it should be known that the state of VT Agency of
85 Transportation has sent a letter as it does every year regarding the legality of posting roads in the
86 fall and the spring with regard to mud season. Hugh Lewis Jr. has appropriately posted the roads
87 and the letter has been posted at the Charlotte Town Hall and the Charlotte Post Office.

88 Discussion was had regarding a couple upcoming openings on the PC.

89 Frank Tenney stated that there is a talent bank form where anyone can apply for current and/or
90 future board and commission positions. These forms submitted stay on file for a full year.

91 Except for the DRB all other position's terms end on April 30th.

92 Natalie Kanner stated that at the next Charlotte Selectboard meeting an agenda item will be to
93 make sure that all the volunteer terms are correctly documented.

94

95 **Contract: Landfill Monitoring Contract. Review and Approval Requested**

96 Natalie Kanner stated that a contract was received a couple of weeks ago by Waite-Heindel
97 Environment Management for monitoring the landfill at Plouffe Lane. This hasn't been done for
98 the town in a couple of years due to the fact that the company that was doing this for the town is
99 no longer providing this service. The town is behind with the state requirement. This contract
100 didn't go out for bid but the Selectboard has the authority to bypass this process and except this
101 bid if they're comfortable doing so.

102 Discussion was had regarding approving the contract. All concurred that with the timing, the
103 lack of options and the cost being close to the budgeted amount it would be advantageous to the
104 town to proceed with the contract in hand.

105

106 **MOTION by Lee Krohn, seconded by Frank Tenney, to approve the proposal with Waite-**
107 **Heindel Environment Management dated February 26, 2026, for the amount of \$10,526 for**
108 **semiannual landfill monitoring at the former town landfill. VOTE: 5 ayes, 0 nays; Motion**
109 **Carried.**

110

111 Natalie Kanner stated that the contract will need to be signed but it's unspecified so Mary Mead
112 could sign.

113

114 **Open Space Agreement: Jonathan Davis**

115 Discussion was had regarding legal review having been received today.

116 Lee Krohn stated that this open space agreement has been through the DRB process and it was
117 approved and the applicant is under a legal requirement timeline to get the plat recorded.

118 Jon Davis stated that his property is 16.5 acres and he owns and lives in the home on this
119 property with his wife. Prior to this project there was no open space. Due to the shape of the
120 property changing with adding a 50 ft driveway access which involved swapping land with his
121 willing and gracious neighbor, it requires a PRD. The intent is to divide the land in half and
122 build a single-family dwelling and since it's required to process as a PRD half the acreage must
123 be open space.

124 A map was reviewed showing the property and the open space area.

125 Frank Tenney stated that he hadn't seen the lawyer's comments and review.

126

127 **MOTION by Lee Krohn, seconded by Troy Krahl, to approve the open space agreement**
128 **pursuant to the DRB's decisions, with the assumption that the town attorney has approved**
129 **it and to authorize the Town Administrator to work with the attorney if there are any non-**
130 **material amendments to it. VOTE 4 ayes, 0 nays, 1 abstention (Tenney); Motion Carried.**

131

132 Natalie Kanner stated that in general there seems to be a lack of clarity of what the Selectboard's
133 role is with the open space agreements. This topic should be revisited as a future agenda item.

134

135 **Selectboard Work Plan for 2026**

136 Natalie Kanner suggested postponing this agenda item until the next Selectboard meeting since
137 there is no draft work plan for 2026 in the meeting packet. This will give the Selectboard the

138 opportunity to circulate last year's workplan and each member can bring back ideas and thoughts
139 to the table in order to compile the work plan for 2026.

140 All concurred.

141

142 **Readopt regular meeting time/ date/ schedule (7:00 PM on 2nd and 4th Monday of each**
143 **month unless there's a conflict with a holiday).**

144 Natalie Kanner stated that typically there would be a draft for this item as well and without one it
145 makes sense to push this agenda item out to the next Selectboard meeting.

146 All concurred.

147 Discussion was had regarding the 7 p.m. start time and the 2nd and 4th Monday of each month
148 unless there is a holiday conflict and those can be decided at a future meeting.

149

150 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to readopt the regular meeting**
151 **schedule to be 7:00 p.m. on the seconded and fourth Monday of each month unless there is**
152 **a conflict of which will be decided on at a future meeting. VOTE: 5 ayes, 0 nays; Motion**
153 **Carried.**

154

155 **Readopt Selectboard Rules of Procedure (last updated 2025)**

156 Frank Tenney stated that he would be voting against the readoption of the Selectboard Rules and
157 Procedures since it includes the rule that a Selectboard member can't serve on another board at
158 the same time they serve on the Selectboard due to a potential conflict of interest. This is
159 something he disagrees with.

160 Discussion was had regarding this rule and it was clarified that there is no state statute on this
161 issue.

162

163 **MOTION by Lee Krohn, seconded as Troy Krahl, to readopt the Selectboard Rules of**
164 **Procedure. VOTE: 4 ayes, 1 nay, (Tenney); Motion Carried.**

165

166 **Selectboard Liaison assignments**

167 Natalie Kanner stated that typically there is a list of liaison roles to review and this evening there
168 isn't one in the packet.

169 Discussion was had regarding what the Selectboard feels the expectation of the liaison's
170 attendance to the boards/committees should be in 2026.

171 Charles Russell stated that having the liaison's go to every meeting puts a substantial burden on
172 the Selectboard members since they're already very busy. Instead, having whole boards and/or
173 commissions or their Chairs come to the Selectboard meetings to present updates periodically
174 throughout the year would be more efficient and potentially more informative.

175 Further discussion was had regarding Selectboard roles as liaisons to the various town boards
176 and commissions. All concurred that hearing updates from the boards themselves would be most
177 advantageous. Troy Krahl stated that having individual Selectboard members bring the boards
178 and commissions updates to the rest of the Selectboard is unfair to those boards and commissions
179 since the updates would be subjective. Natalie Kanner stated that she has viewed her role as a
180 liaison as the board's or commission's advocate.

181 Natalie Kanner stated that last year's list of liaisons will be circulated amongst the Selectboard
182 members and at the next Selectboard meeting decisions will be made as to who will fill each
183 liaison role.

184 J.D. Herlihy stated that at the next meeting all should consider change and rotation of liaison
185 roles to help with bringing different perspectives to the table.

186

187 **Sewer Allocation Request: Burns**

188 Lee Krohn stated that this has been a long running request that dates back to last year. This
189 property is at 89 Ferry Road. The property owner would like to make renovations to a single-
190 family home to create a retail use in a portion of the home. The proposal is for mixed use that
191 would require more septic capacity than the property currently has. An engineer has done the
192 analysis as required by the town's ordinance to demonstrate why the property can't be served as
193 is. The request is for 280 gallons of septic capacity on the town system and it's at the stage of
194 sketch plan with the DRB. Presuming this is approved, it won't be able to serve its own needs
195 without this increased septic capacity.

196

197 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to recess as the Charlotte Selectboard**
198 **and convene as the town of Charlotte Sewage Control Commission. VOTE: 5 ayes, 0 nays;**
199 **Motion Carried.**

200

201 Natalie Kanner stated that there is question if the fee schedule has been utilized for town septic
202 use. All concurred that it should be clarified if anyone is currently connected to the town septic
203 system and if there is anyone that can monitor this.

204 Discussion was had at length regarding the sewer allocation request and the issue with mixed use
205 and use of the town septic system since the town ordinance doesn't allow for residential hook
206 ups.

207 Natalie Kanner stated that these are the kind of developments that the town is wanting to see
208 evidenced by the vote on the LURs this past town meeting day.

209 J.D. Herlihy stated that he would like to propose that the Selectboard update the sewer allocation
210 ordinance to add language to clarify the mixed uses and commercial uses at a later date. This
211 will need to be properly warned as it may elicit response from the public. All concurred.

212 Natalie Kanner stated that the applicant will need to be informed that the Selectboard is not
213 prepared to make a decision on this application right now due to the town ordinance not
214 permitting a town septic system hook up with the residential component of their development
215 unless it's affordable housing or senior housing. If it is affordable housing or senior housing
216 then the application can be reviewed again and if not they will need to wait to see if the
217 Selectboard updates the ordinance.

218 Charles Russell stated that it could be appropriate and beneficial to ask the PC to give their
219 interpretation on this ordinance change.

220

221 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to adjourn as the Charlotte Sewage**
222 **Control Board and reconvene as the Charlotte Selectboard. VOTE: 5 ayes, 0 nays; Motion**
223 **Carried.**

224

225 **Decision on a Union Grievance**

226

227 **MOTION by Lee Krohn, seconded by Troy Krahl, to enter into executive session**
228 **pursuant to 1 V.S.A. § 313(a)(3) for the purpose of discussing personnel (and legal issues)**
229 **where premature public disclosure of the subject matter may put the town at a substantial**

230 risk. VOTE: 5 ayes, 0 nays; Motion Carried.

231

232 MOTION by Lee Krohn, seconded by J.D. Herlihy, to exit executive session. VOTE: 5
233 ayes, 0 nays;

234 Motion Carried. (NOTE-This wasn't recorded/included on the MediaFactory recording)

235

236 MOTION by J.D. Herlihy seconded by Lee Krohn, that the Selectboard ratify the decision
237 made subsequent to a meeting with AFSCME representatives on February 25, 2026, in
238 which part time employees are paid under Article 26, Section 4 of the collective bargaining
239 agreement holiday pay on a prorated basis and authorize the Chair to sign the decision
240 letter. VOTE: 3 ayes, 0 nays, 2 abstentions (Tenney and Krahl); Motion Carried.

241

242 Other Business

243 Natalie Kanner stated that there is an annual ethics training that all of the Selectboard needs to
244 complete and there is an open meeting law training. The ethics training is available through
245 VLCT and the ethics training is available through the state and it's a required training.

246

247 Adjournment

248

249 MOTION by Lee Krohn, seconded by J.D. Herlihy to adjourn. VOTE: 5 ayes, 0 nays;
250 Motion Carried.

251

252 The meeting was adjourned at 9:06 p.m.

253

254 Minutes respectfully submitted by Brooke Milo, Minute Taker.
255 Edits by Carrie Johnson, Interim Town Administrator.