

CHARLOTTE SELECTBOARD MEETING
Monday, May 27, 2025
Charlotte Town Hall 159 Ferry Road and via teleconference

SELECTBOARD MEMBERS: *In person:* Lee Krohn, Chair; Frank Tenney, Vice Chair; Lewis Mudge, (remote & in person); Natalie Kanner; J.D. Herlihy, (remote & in person)

ADMINISTRATION: Nathaniel Bareham Town Administrator

OTHERS:

In person: Charlie Baker, CCRPC, Darren Schibler, CCRPC, Hylah Patton, Charlie Russell, Robert Block, Matt Krasnow, Katherine Lampton, Dorothy Walles

Remote: Barbara Russ, Dean Williams, Brett Yates, Hugh Lewis Jr., Lane Morrison, Lori York, Paul Plante

AGENDA ITEMS:

- 7:00 PM Approval of Consent Agenda
 a. Meeting Minutes for May 12th, 2025
 b. Event Applications: - Greenbush Time Trials (5/29/25; 6/26/25; 8/21/25) -
 Very Merry Theatre (7/2/25; 8/1/25)
- 7:05 PM Adjustments to the Agenda
- 7:10 PM Public Comment for items not on the Agenda
- 7:15 PM Selectboard & Town Administrator's Updates
- 7:20 PM Liquor Control Board: a. DLL App. 60902 – 1st Class Liquor/Bar License – SBP
 Hospitality Group, LLC b. DLL App. 60903 – 3rd Class Liquor/Bar License –
 SBP Hospitality Group, LLC
- 7:25 PM Discussion, and possible action, on a Quitclaim Deed to Mark and Molly Valade
 releasing an existing Open Space Agreement in favor of a Conservation Easement
- 7:35 PM Discussion, and possible action, on a resolution requesting Tier 1B Act 250
 exemptions with the Chittenden County Regional Planning Commission
- 8:05 PM Discussion, and possible action, on installing LED Crosswalk Signs at the Senior
 Center
- 8:10 PM Discussion, and possible action, on the Town's Local Emergency Management
 Plan
- 8:15 PM Discussion, and possible action, on the installation of an ADA compliant ramp at
 the Town Beach
- 8:25 PM Discussion, and possible action, on appointing a Town Health Officer and Deputy
 Health Officer
 a. Nate Bareham as interim Town Health Officer
 b. Zac Farnham-Haskell as Deputy Health Officer
- 8:30 PM Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. §
 313(a)(1)(B)

8:40 PM Discussion of Town Contracts – Executive session likely per 1 V.S.A. § 313(a)(1)(A)
8:50 PM Signing of Warrants
9:00 PM Adjournment

Call to Order

Lee Krohn called the meeting to order at 7:02 p.m.

Approval of Consent Agenda

a. Meeting Minutes for May 12th, 2025

b. Event Applications: - Greenbush Time Trials (5/29/25; 6/26/25; 8/21/25) - Very Merry Theatre (7/2/25; 8/1/25)

Lee Krohn stated that the meeting minutes for May 12, 2025, didn't get distributed to all Selectboard members prior to this evening so this item will be removed from the consent agenda.

MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the event applications as presented on the consent agenda for Tuesday May 27, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.

Adjustments to the Agenda

Lee Krohn stated that it was suggested that the Liquor Control Board applications agenda item be moved to the end of the meeting to allow for a smoother process. Another adjustment would be to add an item of commentary regarding the Recreation Director's resignation and lastly a discussion of and possible approval of the agreement with Spherion Temp Staffing Agency to allow for temporary staffing as soon as possible.

MOTION by Natalie Kanner, seconded by Lewis Mudge, to accept the adjustments to the agenda. 5 ayes, 0 nays; Motion Carried.

Public Comment for items not on the Agenda

None

Selectboard & Town Administrator's Updates

Natalie Kanner stated that she had been doing some brief summaries of the Selectboard meetings during the last Selectboard cycle and she got some good response initially but due to a decline a survey was posted on Front Porch Forum that revealed little response. Due to what seems like a lack of interest the plan is to stop providing these summaries on the town website.

Frank Tenney stated that the DRB has been moving forward and they are currently discussing their rules and procedures. Collaboration is taking place with the CCC and the PC. They're working on mapping and updating them.

Lewis Mudge stated that the final interview for the Senior Center position is taking place tomorrow at 1pm and he will be attending and representing the Selectboard.

Lee Krohn stated that he attended a training at CVFRS led by a first responder mental health provider. The CVFRS board meeting reviewed what was learned at the last Selectboard meeting which is that there is a decrease in rescue calls, decrease in transports which equates to a decrease in revenue. There was an interview on this date for a new Business Operations Manager. He went on to state that he attended the Memorial Day ceremony put on by the grange which was lovely and provided new flags for tombstones of the veterans.

Nathaniel Bareham stated that the final invoices for the paving of Spear Street have been received as well as some of the engineering costs and it's the hopes that this can be closed out with the Federal Highway Administration in the coming weeks.

Nathaniel Bareham stated that as Lewis Mudge stated there will be an interview for the Senior Center's Assistant Director position tomorrow and there will be an interview taking place for the Zoning Administrator position this coming Monday.

Discussion, and possible action, on a Quitclaim Deed to Mark and Molly Valade releasing an existing Open Space Agreement in favor of a Conservation Easement

Lee Krohn stated that this is a process that the town has gone through before and it is presumed that all the protections that were written into the original open space agreement would then carry into the conservation easement that the Land Trust would hold and the town a secondary interest if there were a need to enforce that.

Nathaniel Bareham confirmed this stated presumption and went on to state that the town's attorney has reviewed the agreement. The transfer from the open space agreement to the conservation easement is a benefit to the town in a lot of ways because the restrictions placed will be more stringent than what the town currently has through the current open space agreement. The town will maintain an interest in the property therefore in the event that the Charlotte Land Trust is not able to enforce the restrictions the town would be able to enforce them. He went on to state that he had a discussion with the town's attorney and he was assured that this kind of a transition from an open space agreement to a conservation easement maintains the spirit of the DRB at the time and this will be placing it into a more restrictive covenant. The town's attorney felt no issue with the Selectboard taking action to rescind the open space agreement in favor of placing a conservation easement on it.

Frank Tenney received confirmation from Nathaniel Bareham that the conditions within the conservation easement are the same as the open space agreement and that it will be mapped and put into town records.

MOTION by Natlaie Kanner, seconded by Frank Tenney, to approve the release of the Town's Open Space Agreement on the Valade property on Ferry Road by Quitclaim Deed in order to allow for the conveyance of a conservation easement on the property to Charlotte Land Trust, to approve a Grant of Executory Interest whereby the Town is granted the contingent ability to enforce said conservation easement, and to authorize the Selectboard Chair, Lee Krohn, to execute all documents needed or advisable for this transaction, including the Quitclaim Deed. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on a resolution requesting Tier 1B Act 250 exemptions with the Chittenden County Regional Planning Commission

Charlie Baker, from CCRPC began the presentation included in tonight's meeting packet since Darren Schibler wasn't yet present due to the change in the order of the agenda.

J.D. Herlihy arrived in person to the meeting.

Natalie Kanner stated that she would like to know what happens to the interim exemptions once a town opts in or doesn't opt in.

Charlie Baker stated that nothing happens immediately since this is in the early stages. Until the Land Use Review Board actually approves the regional plan on CCRPC's map, which will likely be next summer, there is no change. Therefore, these interim exemptions stay in place until they are superseded by our new geography on our maps at the Land Use Review Board.

Darren Schibler stated that their goal is to have the Regional Plan adopted by summer of 2026. Charlie Baker stated that the legislature is trying to find different ways to help get more affordable housing production to happen.

The Chittenden County land use areas draft map was reviewed with the eleven areas plus one more and the regional future land use map for Charlotte.

Natalie Kanner asked what the difference is between a hamlet and a village area?

Darren Schibler stated that the difference is that hamlets are generally a lot smaller historical settlements that are not intended to grow or change or see a lot of investment. It's more about preserving the historical marker of a crossroads where there happened to be a church, a general store, school and a few houses. There are two hamlets in Chittenden County, with one in Hanksville in the upper southern part of Huntington and one in Jonesville. He went on to state that theoretically Charlotte villages could be hamlets however CCRPC is making sure to map all of the existing designated village centers that are in the state designation program as village centers. The reason for this is that hamlets are not eligible for those designation benefits which are the new community investment program incentives that provide tax credits for historic preservation, priority for infrastructure investment or even just scoping studies such as water, wastewater and sidewalks. It does not provide the priority for municipal planning grants for these specific areas and the goal is to make sure these benefits continue for the areas that already had it.

Lee Krohn stated that he would like to know since the town has a designated village center, why would the town not want it all to be aligned with this hypothetical Tier 1B exemption area.

Darren Schibler stated that starting with the existing designation and where the mapping process began, the goal was to capture what the town had in that program as well as the historic buildings in east Charlotte because those are the things that are going to benefit most from the State Community Investment Program. The PC wanted to align with the village commercial district because that is the area that they wanted to focus on new development which is more what act 250 and Tier 1B is trying to capture. He went on to state that this is where planning comes into play with deciding where to remove process to the development process so that things can happen more quickly. CCRPC has been doing a lot of work with the town of Charlotte on these village land use regulations and part of that work has included trying to decide how much change to do at once and how much to wait on until there is more clarity about the capacity of the villages to accommodate significant new housing growth. The PC wanted to concentrate development of new housing in the village commercial districts specifically to encourage mixed-use. This is something that came out of the East and West villages project that we did over the last year and a half with the community.

Matthew Krasnow stated that the scoping study through the Village Center has been taking place with the help of CCRPC for the past six months. CCRPC has brought an immense amount of expertise to the PC. This scoping study allowed an extensive community outreach to find out the desires of people in every region of the town through multiple stakeholders. Through that surveying that went on for four to five months it was found that there is a conservative desire to increase density in the town as a whole. He went on to state that a desire to limit fragmentation and development in the rural district by incentivizing it in the village centers. Unanimous PC consent was gathered during this process to recommend Tier 1B exemption just in the commercial village districts even though those don't totally align with village designations. The village designations were done in a separate process a few years ago with the help of Mike Russell and the Selectboard applying for those village designations. Matthew Krasnow stated that the work that the PC is still planning to pick up is looking at the village, the rest of the village centers, which is the residential districts and our land use regulations. The land use regulations are more granular than the village designation topography. Due to the deadline for the Tier 1B eligibility exemption recommendations the PC did not have enough time to really look at the rest of the purple area that is outside of the teal blue lines on the map. It's not that the PC isn't looking to recommend more growth in those area for town residents to vote on, the PC simply didn't get that far by the deadline.

Darren Schibler stated that for Tier 1B the town can opt in or out at any point at least in line with CCRPC's updates to the regional plan. There is another opportunity to add in more areas or change areas. The goal however is to get this buttoned up as soon as possible so that these designations and exemptions can be in place to reap the benefits that they provide.

Lee Krohn received confirmation from Darren Schibler that the Selectboard is to make a decision of approving or not approving the concept of the Tier 1B on the two areas defined in the light blue on the presented map.

Darren Schibler stated that CCRPC is putting this in the regional map and making the request to the Land Use Review Board, who is the ultimate authority who approves these Tier 1B areas and therefore, the motion for the Selectboard would be to request that CCRPC include the areas as shown on the map in the regional map as Tier 1B specifically.

Darren Schibler stated that the legislature has been very clear that they want the communities to have a direct say in regard to their opting into Tier 1B and Act 250 exemptions.

Lewis Mudge arrived in person to the meeting.

Natalie Kanner stated that the town of Charlotte passed a charter that declares that the community doesn't want the Selectboard making decisions that change the Land Use Regulations on their behalf. It would seem that it would be a benefit to the town to wait until November to have a townwide vote on this. At the same time this would allow the PC more time to give recommendations on area they think would be appropriate versus something that is provided due to the limited time line.

Charlie Baker stated that ideally CCRPC would like this before the regional map is submitted to the Land use Review Board but the town of Charlotte needs to do what is best for the town. The legislature and CCRPC's intent is to support the towns and not impose anything differently. Frank Tenney stated that he would like to know if the town's zoning bylaws cover what is exempted from Act 250.

Charlie Baker stated that there isn't a town in VT that does exactly what Act 250 does.

Discussion was had at length regarding the benefits of opting into Tier 1B Act 250.

Frank Tenney stated that part of what's driving the Tier 1B is the housing targets and it's important for residents to understand this.

Darren Schibler stated that planning for housing has been done in the regional municipal plans ever since there were plans. The difference with these targets is putting a more precise number on what that housing need is.

The presentation continued with state housing targets being reviewed. Chittenden County's targets are 7,301 - 10,537 new units by 2030 and 15,783 - 47,407 new units by 2050.

Charlie Baker stated that the lower range is the rate at which housing development is currently progressing. Legislature wants a housing goal just to have something to track against and to figure out what to do in the future and if they need to make some policy choices differently.

These are numbers that CCRPC were given, they were Developed by the Vermont housing finance agency, VHFA, for the Department of Housing and community development. They really worked together on these numbers and what their numbers are showing is what their understanding of the demographic trends are which is that there is more pressure in the next 5 to 10 years then the next 10 to 25 years,

Natalie Kanner stated that what seems to be missing from this conversation each time it comes up is the reality that housing is expensive in the town of Charlotte so housing targets can be set but they're going to be million dollar houses unless there is some actual money that is going to be given to small municipalities to provide low income housing. Climate resilient environment needs more spaces and the kind of development that is aligned with climate resiliency is not dismantling land use regulations that protect the environment.

Charlie Baker stated that that is some underlying policy basis for this. One of the things was to make sure all the growth happens outside the floodplains. It is more about growing up than out. None of the towns are talking about expanding their sewer service areas. There is zoning capacity and maybe infrastructure capacity at least in the shorter part of that 25 years to grow up and not out. It is very much about climate resilience. In the coming months it is likely that around 5% of the state will be in these growth areas and 95% will not be. In the legislature the climate thought was definitely on their minds when they were doing this policy.

Natalie Kanner stated that there are a lot of expense related issues that lead to people not buying a house in Vermont outside of availability reasons.

A Selectboard straw pull showed that the Selectboard supports the Tier 1B Act 250 and will encourage residents to vote in favor of it but it's unanimously felt that it should go to a townwide vote.

Natalie Kanner stated that as stated she wants to support the townwide decision to have LURs go out to a townwide vote but she also doesn't want the Selectboard to micromanage the PC and would like to hear from them on their take of going to a town wide vote.

Matthew Krasnow stated that the PC saw this as an informational delivery of what the PC thought from the work with CCRPC and the community. The PC didn't think of it as co-opting any pre-existing voting rights of people in town. Therefore, leaving no right answer here regarding how the Selectboard should choose to proceed.

Darren Schibler stated that if the plan is to have a town wide vote in November and if the vote reveals a desire to include the areas discussed this evening as Tier 1B, CCRPC will try to wrap that in the first Act 181 regional plan. If that opportunity is missed the next opportunity will be in two to three years. There are no changes that are needed to be made to the Charlotte Town

Plan due to the Tier 1B. The one thing that Charlotte will need to include in its next town plan is that regional housing target to be sure that the town is compliant. The 2050 targets for Charlotte are 176 on the low end to 530 on the high end.

Robert Block stated that it seems that the Selectboard is looking for more clarification from the PC for the specific locations to be part of the Tier 1B and then it will go to the town for a vote in November.

Discussion was had regarding the Selectboards already stated position.

Frank Tenney stated that he would like the PC to help the Selectboard to come up with a clear concise description of what's being voted on with any supporting information that would be relevant to the voters.

Discussion, and possible action, on installing LED Crosswalk Signs at the Senior Center

Natalie Kanner stated that it would be appropriate to have the maintenance of the LED crosswalk signs to be the responsibility of the Senior Center and this could and should be put in writing.

Frank Tenney stated that it's a big ask and if he were gifting something to the town he wouldn't be willing to take on the maintenance of the gift as well.

Lane Morrison stated that the Friends of the Senior Center are willing to gift the LED crosswalk signs and they will also pay for the maintenance of the signs if that is a requirement to allow for the Selectboard to vote in favor of installing these signs.

J.D. Herlihy stated that he feels that the town should take on the maintenance of this generous gift following its installation.

Lane Morrison concurred with J.D. Herlihy.

Lane Morrison stated that the entrance to the Senior Center has a cavity that creates an ongoing puddle there and it would be nice to get that leveled off.

J.D. Herlihy stated that the cavity that creates a puddle could be remedied by shoveling in the area to allow for drainage since there is a drainage grate there that has been covered by some of the turf that has grown up around it.

Nathaniel Bareham stated that there is a spacing requirement between two separate crosswalks but there is nothing dictating restrictions on LED signage at the crosswalk.

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to approve the installation of LED crosswalk signs at the Charlotte Senior Center, conditioned on final review by the Town's Road Commissioner. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on the Town's Local Emergency Management Plan

Lee Krohn stated that this is an annual requirement of towns to help qualify for maximum FEMA reimbursement in case of damage due to a disaster. It's been prepared and reviewed by the Fire and Rescue chief, the Emergency Management Director and in consultation with the state.

Frank Tenney received confirmation from Lee Krohn that the only changes pertained to phone numbers.

MOTION by J.D. Herlihy, seconded by Frank Tenney, to adopt the updated Charlotte Local Emergency Management Plan for 2025 as presented, authorizing the Chair to sign. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on the installation of an ADA compliant ramp at the Town

Beach

Nathaniel Bareham stated that there isn't a member of the Recreation Commission available this evening to speak on this agenda item.

All concurred it is appropriate to postpone this agenda item until the next Selectboard meeting.

Discussion, and possible action, on appointing a Town Health Officer and Deputy Health Officer**a. Nate Bareham as interim Town Health Officer****b. Zac Farnham-Haskell as Deputy Health Officer**

Lee Krohn stated that Natalie Kanner already raised the valid question of does it make sense to appoint someone as a Deputy Health Officer when they're giving their notice to the town?

All concurred it does not.

Nathaniel Bareham stated there is a requirement of the town to appoint a Town Health Officer but there is no requirement to appoint a Deputy Health Officer.

MOTION by Lewis Mudge, seconded by Natalie Kanner, to appoint Nathaniel Bareham as the interim Town Health Officer. VOTE: 5 ayes, 0 nays; Motion Carried.

Hugh Lewis Jr. stated that pushing the agenda item, "Discussion, and possible action, on the installation of an ADA compliant ramp at the Town Beach", might not be appropriate as this project involves needing a handicapped space painted where the ramp would be installed.

Nathaniel Bareham stated that Maura Wygmans had reported that all members of the Recreation Commission were unavailable to speak on this item this evening and therefore the Commission asked for it to be pushed to the June 9, 2025, Selectboard meeting. The prep work for the parking space is estimated to cost \$3,900.

Hugh Lewis Jr. concurred that it makes sense to wait since this is what the Recreation Commission had requested and that is something he was unaware of.

Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. § 313(a)(1)(B)

MOTION by Lewis Mudge, seconded by Natalie Kanner, to find that premature general public knowledge of these discussions of collective bargaining negotiations with AFSCME would clearly place the public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Lewis Mudge, seconded by Natalie Kanner, to enter into executive session for the discussion of collective bargaining negotiations with AFSCME per 1 V.S.A. § 313(a)(1)(B). I further invite Town Administrator Nathaniel Bareham into this session. VOTE: 5 ayes, 0 nays; Motion Carried.

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

Lewis Mudge stated that no action was taken.

Discussion of Town Contracts – Executive session likely per 1 V.S.A. § 313(a)(1)(A)

MOTION by Lewis Mudge, seconded by Frank Tenney, to find that premature general public knowledge of these discussions on an existing Town contract would clearly place the public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to enter into executive session for the discussion of a Town contract per 1 V.S.A. § 313(a)(1)(A). I further invite Nate Bareham into this session. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Natalie Kanner, seconded by J.D. Herlihy, to exit out of executive session. VOTE: 5 ayes, 0 nays; Motion Carried.

No action taken.

Agreement with Spherion Staffing & Recruiting Agency

MOTION by Lee Krohn, seconded by Natalie Kanner, to accept the temporary staffing services agreement with Spherion Staffing & Recruiting Agency. VOTE: 5 ayes, 0 nays; Motion Carried.

Recreation Director's Resignation

Lee Krohn stated that the town has received a letter of resignation from the Recreation Director.

MOTION by Lee Krohn, seconded by Natalie Kanner, to accept the letter of resignation from Zac Farnham-Haskell, the Charlotte Recreation Director and to move forward with posting the position as soon as possible. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Natalie Kanner, seconded by Lee Krohn, to post the Recreation Director job description that was revised for hiring last year. VOTE: 5 ayes, 0 nays; Motion Carried.

Signing of Warrants

Warrants were signed.

Liquor Control Board: a. DLL App. 60902 – 1st Class Liquor/Bar License – SBP Hospitality Group, LLC b. DLL App. 60903 – 3rd Class Liquor/Bar License – SBP Hospitality Group, LLC

MOTION by Lewis Mudge, seconded by Natalie Kanner, to adjourn as the Selectboard and convene as the Charlotte Liquor Control board. VOTE: 5 ayes, 0 nays; Motion Carried.

Nathaniel Bareham stated that the new owners of the Old Lantern, SBP Hospitality Group, LLC, submitted a last minute request for this because they have an event this upcoming week so they are hoping to get their liquor licenses approved today.

MOTION by Lee Krohn, seconded by Natalie Kanner, to approve the 1st Class Liquor/Bar License and 3rd Class Liquor/Bar License for SBP Hospitality Group, LLC. VOTE: 5 ayes, 0 nays; Motion Carried.

Adjournment

MOTION by Natalie Kanner, seconded by Lee Krohn, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.

The meeting was adjourned at 10:12 p.m.

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