

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, August 11, 2025**  
**Charlotte Town Hall 159 Ferry Road and via teleconference**

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

**ADMINISTRATION:** Nathaniel Bareham Town Administrator

**OTHERS:**

**In person:** Scooter MacMillan, Alexa Lewis, Ruth Uphold, Sarah Beal, Lane Morrison, Lindsay Kahn

**Remote:** Carrie Spear, Janet Morrison, Hugh Lewis, Jr., M. Stone, Paul Plante, Susan Hyde, Jim Hyde, Thyleen Tenney

**AGENDA ITEMS:**

- 5:30 PM Site Visit at the intersection of Higbee Road and Old Higbee Road
- 6:00 PM Site Visit at the intersection of Ferry Road and Greenbush Road
- 7:00 PM Approval of Consent Agenda a. Meeting Minutes for July 28, 2025
- 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
  - a. Review of draft Charlotte Committee/Commission/Board Handbook
  - b. Welcoming new staff members (Assistant Senior Center Director, Recreation Director, Town Planner).
- 7:20 PM Discussion, and possible action, on an Agreement between the Town of Charlotte and the Chittenden Regional Planning Commission for Professional Planning Services
- 7:25 PM Discussion, and possible action, on an Updated Scope & Objectives between the Town of Charlotte and Sullivan Powers
- 7:45 PM Discussion, and possible appointment, of Garreth Rogers as Deputy Town Health Officer
- 7:50 PM Interview, and possible appointment, of Alexa Lewis to the CCRPC Clean Water Advisory Commission
- 7:55 PM Discussion, and possible action, on an Amendment to the Town of Charlotte Ordinance Regarding Street Naming and Addressing for Old Higbee Road
- 8:05 PM Charlotte Board of Sewage Disposal Commissioners: Discussion, and possible action, on a Final Wastewater Application for 213 Ferry Road
- 8:15 PM Discussion of traffic concerns, and review of previous traffic studies, at the intersection of Ferry Road and Greenbush Road
- 8:55 PM Signing of Warrants
- 9:00 PM Adjournment

**Call to Order**

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

**Site Visit at the intersection of Higbee Road and Old Higbee Road**

Lee Krohn stated that this site visit took place earlier this evening due to a E-911 road naming matter.

**Site Visit at the intersection of Ferry Road and Greenbush Road**

Lee Krohn stated that a site visit took place earlier this evening for the purpose of taking a fresh look at issues and concerns with safety.

**Approval of Consent Agenda a. Meeting Minutes for July 28, 2025**

Lee Krohn stated that the minute taker was on vacation and no coverage was available to have these minutes completed in her absence.

**Adjustments to the Agenda**

None

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

None

**Selectboard & Town Administrator's Updates****a. Review of draft Charlotte Committee/Commission/Board Handbook**

Nathaniel Bareham stated that the draft Charlotte Committee/Commission/Board Handbook is being circulated for feedback from the committee chairs and staff. In the interim Nathaniel Bareham welcomes redlined versions to be emailed to him and or he's available to meet individually with Selectboard members to discuss any suggestions for adjustments to the handbook. The goal is to get this back before the Selectboard for review and final approval by sometime in September.

**b. Welcoming new staff members (Assistant Senior Center Director, Recreation Director, Town Planner).**

Nathaniel Bareham stated that three new employees were hired to the town of Charlotte a warm welcome was given to all. Lindsay Kahn, the new Town Planner, Thyleen Tenney, the new Assistant Director of the Senior Center and Gary Rogers, the new Community Recreation Director.

J.D. Herlihy stated that he has received messages from town residents regarding the traffic on Ferry Road.

Frank Tenney stated that he attended the last PC meeting and the commission was getting to the point of finalizing and getting the new zoning bylaws to the Selectboard and hopefully starting to work on the town plan.

Natalie Kanner stated that the Recreation Committee is in the starting phases of working on a preliminary budget. The new Recreation Director, Gary Rogers, was able to attend their last meeting which is great.

Lewis Mudge stated that things are moving along with the union negotiations. The hopes are that there will be an update for the next Selectboard meeting in an executive session.

Lee Krohn stated that the Trails Committee is running into some questions and challenges from state agency representatives about wetland issues. This is in regard to a trail that has been in place for a while and the state has determined that changing it from one kind of use to another kind of use requires permitting. Lee Krohn stated that he will be helping the Trails Committee to navigate this issue.

**Discussion, and possible action, on an Agreement between the Town of Charlotte and the Chittenden Regional Planning Commission for Professional Planning Services**

Lee Krohn stated this would be for CCRPC's assistance with completing the Charlotte Town Plan.

Nathaniel Bareham stated that during the last budget cycle the town set aside \$4,000 for planning consultation and \$2,160 for a match for a municipal planning grant to assist with a town plan rewrite. The town didn't receive this grant. Consequently these two sums added together of \$6,160, is what the town has for this planning consultation with CCRPC. CCRPC's assistance would include updates to the town plan that are required by state statute. He went on to state that there have been a number of regulatory updates since the town plan was last updated and these will need to be incorporated into the town plan in order to remain in compliance. CCRPC will specifically help the Charlotte Town Planner and the Charlotte Planning Commission to draft the required language as well as to provide the information that is needed to get maps updated. The town worked in collaboration with CRRPC to set the language that is put forth in this contract which included feedback from the PC.

Natalie Kanner received confirmation that the town is asking CCRPC to make sure that the goals that the town independently writes are in line with all the state statute requirements.

Discussion was had regarding the completion of this work by December.

**MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the agreement between the Chittenden County Regional Planning Commission and the Town of Charlotte for professional planning services as presented. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible action, on an Updated Scope & Objectives between the Town of Charlotte and Sullivan Powers**

Lee Krohn stated that because the town received more than three quarters of \$1,000,000 for the Spear Street culvert reconstruction project a single audit has been triggered. This type of audit is more complicated and time consuming than a standard municipal financial audit Which is why there is a proposal for an additional cost associated with this year's audit since it's more complicated for the clerks, treasurers and for the auditors to do.

Nathaniel Bareham stated that it will cost the town an additional \$7,000 to conduct the audit but this was triggered by the town receiving over \$900,000 for reconstruction of Spear Street. This is an unanticipated expense to the town and therefore these funds will be pulled from the general

fund.

Discussion was had regarding going out to bid for this single audit or to proceed with having Sullivan Powers complete this additional work.

Alexa Lewis stated that the single audit would be to audit the requirements of the grant itself and the reporting on the grant for the specific project. A single audit which is a requirement for this size of a federal or state grant should be budgeted for in the future.

All concurred.

Natalie Kanner stated that the town auditor contract will be going out for bid for next year.

**MOTION by Lewis Mudge, seconded by Natalie Kanner, to accept the updated Scope and Objectives letter provided by Sullivan Powers dated July 22nd, 2025, and further authorize the Selectboard Chair to execute the agreement. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible appointment, of Garreth Rogers as Deputy Town Health Officer**

Lee Krohn stated that this is an important role and if it's not filled it defaults to the Selectboard Chair.

**MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint Garreth Rogers as the Town of Charlotte's Deputy Health Officer. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Interview, and possible appointment, of Alexa Lewis to the CCRPC Clean Water Advisory Commission**

Alexa Lewis stated that she feels it's appropriate to have a resident of Charlotte on this commission. Her main goal is to help with communication between the committees and between the town and its residents.

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to appoint Alexa Lewis to the Clean Water Advisory Committee for a term beginning on August 12th, 2025, and ending on June 30th, 2027. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible action, on an Amendment to the Town of Charlotte Ordinance Regarding Street Naming and Addressing for Old Higbee Road**

Nathaniel Bareham stated that this is of two parts which is to have the Selectboard approve the road name and to make sure that the state knows that one of the portions of Old Higbee Road is in fact a private access.

The maps included in this evenings packet were reviewed for clarification.

Nathaniel Bareham stated that when the state went through an update to the E-911 address system it labeled the small area as Old Higbee Road. The request would be to remove the small section to the south since that is a driveway access and has never been historically maintained by the town. The remainder of the T section of the road coming from the west side would be renamed Old Higbee Road and this would be a dead end road.

**MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the proposed amendment to the Charlotte Ordinance Regarding Street Naming and Addressing, specifically to rename a portion of Higbee Road to Old Higbee Road. VOTE: 5 ayes, 0 nays; Motion Carried**

**Charlotte Board of Sewage Disposal Commissioners: Discussion, and possible action, on a Final Wastewater Application for 213 Ferry Road**

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to recess as the Charlotte Selectboard and reconvene as the Charlotte Board of Sewage Disposal Commissioners. VOTE: 5 ayes, 0 nays; Motion Carried.**

Nathaniel Bareham stated that this is a long outstanding application that has been postponed until the town had updated the wastewater fees. The applicant would like consideration from the board for final approval of the proposed application. The review on the application and the site plan and map are included in these evening's packet. He went on to state that the applicant meets all the requirements under the town ordinance for wastewater sewer allocations. Sketch plan justification has been provided. The proposed use is mixed use in nature with both commercial and residential with a two bedroom apartment.

Discussion was had regarding potentially adding language to the approval of wastewater applications that allows for a one time, one year renewal through a written request to be approved by the TA.

Lewis Mudge stated that it would be prudent to keep record of the remaining capacity of the system as more and more users of the system are established. This would be a spreadsheet that would include what each user is using of the system.

All concurred.

**MOTION by Lee Krohn, seconded by Natalie Kanner, to approve the final allocation authorization, and connection authorization for wastewater permit #23-1, for Yellowwood Design Farm, subject to the following conditions that have been attached and distributed to the board and with an additional addendum that there is an opportunity for a single one year extension if needed upon written request that could be approved by the TA. VOTE: 5 ayes, 0 nays; Motion Carried**

**MOTION by J.D. Herlihy, seconded by Frank Tenney, to adjourn as the Charlotte Board of Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion of traffic concerns, and review of previous traffic studies, at the intersection of Ferry Road and Greenbush Road**

Lee Krohn stated that this issue was brought to the attention of the Selectboard by a letter received from Lane Morrison at the last Selectboard meeting. The questions and concerns revolve around vehicular flow, bicycle safety at the intersection and all along Ferry Road. A site visit took place earlier this evening and this was seen firsthand.

J.D. Herlihy stated that prior to Lane Morrison's letter on this important issue he heard from Jim Hyde with similar concerns. In addition to this he has heard from many town residents voicing concerns regarding safety around the corner on Ferry Road.

Lane Morrison reviewed the points made in his letter to the Selectboard. This letter is included in tonight's meeting packet. He stated that in the past the town approved but later overruled the installation of a road curb, sidewalks, diagonal parking and drainage heading east

on the south side of the road. Perhaps this could be reconsidered. There are six employees that park at the Old Brick store which adds to the street parking problem. On the weekends they park at the Senior Center which helps alleviate the street parking issue to some level. As stated in the letter there are three properties that aren't actively being used on the east and west of the Senior Center. It could be advantageous to look into purchasing or leasing from any of these property owners to create more parking. Lane Morrison went on to state that if there is a desire to sell adjacent land from current property owners, the Senior Center Friends would undertake a fund raiser to purchase available property and turn it over to the Town. Another option would be to see if existing locations might allow a rental arrangement to allow for the use of their properties for parking. Removing six to ten vehicles from parking on the road increases the safety of the roadway.

Lane Morrison stated that the Senior Center ordered eight strobe lights for the crosswalks and this will help with safety at the location of the crosswalk.

Discussion was had regarding the interconnection needed if an additional parking area was made at some small distance from the Old Brick store.

Lee Krohn stated that Ferry Road is a state aid road due to its access to the ferry, meaning that anything that the town decides on would need to be done along with VTrans.

Discussion was had regarding utilizing the town hall parking area for the store employees to give some immediate action for the safety issue.

Lane Morrison stated that there needs to be a specific target and he strongly believes the town will support it if there is a goal.

Sarah Beal stated that she shares a parking lot with the Brick Store. When she purchased her home it was seated next to a store and not seated next to a restaurant or café as it is now due to the changes of the Old Brick Store. The change in the number of seats has also dramatically impacted the number of cars parked at the Old Brick Store. She is in support of the success of the Old Brick store and is friends with the owner but noted that something needs to be done. She has personally brainstormed with the owner regarding the parking issue. Painted parking lines has helped to have what parking that is there fully utilized. She and her husband painted the area that is their driveway and it has helped to reduce customers inappropriately parking there by about twenty percent. She went on to state that she has a two year old and a four year old and a lot of time and energy is expended with trying to keep their children safe from the chaotic driving in the parking area. Motorists cut through the parking area. Customers travel fast around the parking area irritated with finding no parking. Lines of cars are often out in front of their home so they are often unable to get out of their own driveway. Sarah Beal stated that some of the brainstorming involved ideas of speaking with Dunbar to make pull in parking vs parallel parking or making a parking lot behind Dunbar's. If a designated parking area could be made then the chaos by the establishment itself could decrease. She went on to say that perhaps returning to a smaller capacity for seating is the answer but the town approved this increased seating and the town should be responsible for coming up with a solution to this safety and over populated parking lot issue.

Discussion was had regarding the significant safety issue of motorists cutting through the parking area of the Old Brick store.

J.D. Herlihy stated that he has heard from many residents regarding their support in getting rid of the on street parking. He went on to state that it might be better to leave the on street parking as is but to make it safer to do so.

Natalie Kanner stated that she doesn't feel that it is possible to make off site parking and allow

on street parking. Safe access to offsite parking needs to be made available in conjunction with offsite parking.

Lewis Mudge stated that he would reach out to neighboring property owners to find out their interests in selling or leasing to potentially create a place for this offsite parking.

Alexa Lewis stated that the Selectboard should consider budgeting funds into the capital fund for sidewalks so if this is something that can get approved in the future the funds would be ready to go. Behind the parking area behind the town hall there is a green area that is not in the wetland or the wetland buffer. Some people have suggested that that could be additional parking. If the town decides to approve a solar project there both could be accommodated.

Jim Hyde stated that traffic flow independent of the pedestrian issue is a serious part of the problem particularly in the summer time with out of state drivers. One possible solution for this is signage. Large delivery trucks, seventeen feet and bigger, delivering supplies to the store which blocks the intersection for a short period of time before they back into the parking area creates hazardous conditions with pedestrians walking about. He went on to state that the Selectboard should consider putting together a committee to think about all of the multifaceted issues and possible solutions to bring back to the Selectboard.

J.D. Herlihy stated that in the interim measures could be taken to better define where people can park and where they can't park and the fog lines could be better defined to help with appropriate use of the roadway.

Sarah Beal stated that having time limits for parking spaces in the Old Brick Store parking area and signs that state if you're staying for use of the café parking is available at the town hall.

Hugh Lewis Jr. stated that for a short term solution, if the employees of the Old Brick store could park at the town hall parking that would free up eight to ten parking spaces.

Nathaniel Bareham stated that he would be willing to work alongside a Selectboard designee in order to collaborate with the new town planner and the other stakeholders. This would allow for some troubleshooting of some short term immediate solutions. Some solutions mentioned included fifteen minute parking, designating a loading zone, making the parking lot a one way only in order to direct traffic to exit on Greenbush Road vs. turning left onto Ferry Road.

Lee Krohn stated that he would be the designated Selectboard member to work alongside Nathaniel Bareham.

Lewis Mudge stated that he will make the phone calls to the land owners to see if they have any interest in selling.

### **Signing of Warrants**

Warrants were signed

### **Adjournment**

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.**

The meeting was adjourned at 8:57 p.m.

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