

CHARLOTTE SELECTBOARD MEETING
Monday, August 25, 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: Libby Laino, Bill Stuono, Lane Morrison, Kyra Wegman

Remote: Scooter MacMillan, Carrie Spear, Hugh Lewis Jr., Paul Plante, Thyleen Tenney

AGENDA ITEMS:

- 7:00 PM Approval of Consent Agenda
a. Meeting Minutes for July 28, 2025, August 11, 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. Update on Affordable Housing Discussion
b. Update on Town Meeting Day Discussion
c. Update on FY27 Budget Cycle
d. Update on Ferry Road Traffic Concerns
- 7:35 PM Discussion, and possible action, on a Design Signs invoice for “Welcome to Charlotte” Signs
- 7:45 PM Discussion, and possible action, on a Memorandum of Agreement between the Town of Charlotte and the Walter Irish Senior Community Center, Inc.
- 8:15 PM Discussion, and possible action, on the Town of Charlotte’s Committee/Commission/Board Handbook and Draft Grant Management Policy:
a. Draft FY27 Committee Budget Request Forms
b. Town of Charlotte Accounting Practices for Committees & Commissions
c. Draft Unbudgeted Expense Justification Form
d. Draft Grant Application Form
- 8:45 PM Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session likely per 1 V.S.A. § 313(a)(1)(B)
- 8:55 PM Signing of Warrants
- 9:00 PM Adjournment

Call to Order

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

Approval of Consent Agenda, Meeting Minutes for July 28, 2025, August 11, 2025

MOTION by Frank Tenney, seconded by Natalie Kanner, to approve the consent agenda for August 25th as presented. VOTE: 3 ayes, 0 nays, 1 abstention (Herlihy) and 1 absent (Mudge); Motion Carried.

Adjustments to the Agenda

Lee Krohn stated that there is one proposed item to add to the agenda which is the Orkin Pest Control contract with the Charlotte Town Hall. This will be added to the end of tonight's meeting agenda.

Lewis Mudge arrived at the meeting in person.

Public Comment for items not on the Agenda

None

Selectboard & Town Administrator's Updates**a. Update on Affordable Housing Discussion**

Nathaniel Bareham stated that there was an advisory motion made at the town meeting for the town and the Selectboard to look at ways of promoting affordable housing in the community using existing funds that the town currently has. This process has begun with the town reaching out to various nonprofit organizations that work with municipalities on implementing affordable housing programs. The goal is to have representatives from these organizations come in and discuss possibilities with the Selectboard in the near future.

b. Update on Town Meeting Day Discussion

Nathaniel Bareham stated that there has been discussion regarding ways to promote accessibility for next year's town meeting. This will be more formally discussed in the near future. Some of the concerns raised are around child care for parents in need of such in order to attend town meeting. Some ideas include having a potluck or some sort of lunch to occur sometime during the midpoint of town meeting day.

Discussion was had regarding the importance of getting this on a Selectboard agenda sooner rather than later with all that goes into organizing the option of dependent care during the town meeting. It was clarified that this discussion wouldn't be about changing the day of the week for town meeting day.

c. Update on FY27 Budget Cycle

Nathaniel Bareham stated that this an update for the Selectboard. The plan is to have a draft timeline for the FY27 budget cycle ready for the next regularly scheduled Selectboard September meeting. Last year Emily Tupper put together a few spreadsheets for the town departments to assist in the budget development process. He went on to state that he plans to go through and provide updates so that all the town's various committees and commissions that also have budget line items in town have clarity of the processes for requesting budgets for the upcoming budget cycle. The goal is to have the budget complete by the end of December.

Natalie Kanner and Lee Krohn concurred that it's important that the town committees and commission understand that the expectation is to submit a budget on a flow sheet with a narrative on the justification for each expense.

d. Update on Ferry Road Traffic Concerns

Nathaniel Bareham stated that he and the town planner will be meeting with the owner of the Old Brick Store on Friday to begin a conversation with her. From there the plan is to get in touch with other stakeholders to see what desires are for traffic control measures.

Lewis Mudge stated that he met with Mike Dunbar and walked his property. Mike Dunbar is open to working with the town planner in regard to where a parking area would go. As for the 213 Ferry Rd property across the road from the Senior Center, this is less likely to be an option. The number is too high being \$250,000 for less than an acre and much of it being wetlands. Lane Morrison concurred.

Lewis Mudge stated that he and Nathaniel Bareham will be meeting with the town planner to make a plan as to where twenty parking spots might be feasible on Mike Dunbar's property that is close to the Old Brick Store. This would be municipal parking that would serve as the Old Brick Store and Senior Center overflow as well as the Library on event days. This would help clear up the road and gravel could be a sidewalk temporarily and signage would be put up.

Libby Laino stated that she has immense concerns regarding the stretch of Ferry Road from Lake Road down to the Ferry having a speed limit set at 50 mph and she would like the speed limit reduced to 40 mph. There are more homes on this stretch of the road and there are dangerous rises and curves that occlude visibility.

Discussion was had at length regarding this concern and the history of the reduction of the speed limit to 40 mph on Ferry Road at the stretch of road from the RR tracks to the Lake Rd location. The general process was defined for getting such concerns on a future Selectboard agenda. The Selectboard unanimously expressed their understanding and agreement with the 50 mph stretch of Ferry Road concern.

Kyra Wegman stated that she was speaking tonight on behalf of the residents that live along Greenbush Road in effort to convey that many want to make sure that the effort to get motorist's to obey the 25 mph speed limit is continued. The hopes are that conversation will continue regarding speed humps etc.

Bill Stuono stated that he would like to know more in regard to what Nathaniel Bareham referenced in his updates about an affordable housing program for the town of Charlotte. Lee Krohn reiterated what Nathaniel Bareham stated earlier and that no affordable housing programs are being initiated at this time simply conversations with those that are knowledgeable of such on a future agenda.

Natalie Kanner stated that she has no updates at this time.

Frank Tenney stated that he was out of town last week and has no updates at this point in time.

J.D. Herlihy stated that last week was a busy week for the PC with a joint meeting with the DRB and the Conservation Commission and they had their regular meeting as well. The joint

meetings happen quarterly and allows for more conversation to take place on the LUR's and how the town is applying them and how the LUR's and the town plan can be improved. The regular PC meeting included discussion with representatives from Thompson's Point about amendments and updates to LUR's for Thompson's Point specifically since the lease holders point of view is that the processes are complex.

Lee Krohn stated that he also attended the joint meeting and these types of meetings are great for boards and committees that have overlapping work.

Discussion, and possible action, on a Design Signs invoice for "Welcome to Charlotte" Signs

Nathaniel Bareham stated that budgeting has taken place year over year to replace the old 'Welcome to Charlotte signs'. Design Signs is a preferred vendor through the town and they have provided the town with an invoice for the installation of two additional signs that have been budgeted for last year out of the Improvement & Repair Fund. The total cost is \$4,080 and these signs will replace signs at Hinesburg Road and Greenbush Road near the Shelburne town line. He went to state that there will be several more signs that will need to get replaced in the next couple of years. A gentleman came to a Selectboard meeting a few meetings back that had mentioned some concerns about the sign over on Mount Phil Road and follow up will be taking place on this.

Lewis Mudge stated that this will get the town to six replaced out of the total of twelve signs. The new signs are durable and will last but the process of replacing them all is going to take sometime due to the expense.

MOTION by Lewis Mudge, seconded by Natalie Kanner, to authorize an expense of \$4,080 to Design Signs for the installation of two 'Welcome to Charlotte' signs, to be paid from the Improvement Repair Fund. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on a Memorandum of Agreement between the Town of Charlotte and the Walter Irish Senior Community Center, Inc.

Nathaniel Bareham stated that this all started with a conversation between himself and the Director of the Senior Center, Lori York, several months ago as an attempt to provide some historical context for the creation of the Senior Center, how the town acquired the land and to clarify the rules and responsibilities of the various parties that are involved in maintaining the Senior Center and promoting its operations. In tonight's meeting packet there is a copy of the memorandum of agreement between the Town of Charlotte and the Walter Irish Senior Community Center, Inc. This document was created with the collaborated efforts of Lane Morrison, Chair of the Friends of the Senior Center, Lori York, Senior Center Director, J.D. Herlihy and Nathaniel Bareham. He went on to state that two rounds of reviews and edits have taken place to this Agreement already. Two key areas were focused on and these were supervision employment and review of town hall staff as well as funding for the Senior Center and how the two boards will interplay throughout those processes. The Senior Center board works closely with the town Senior Center Director in presenting an annual budget to the Selectboard for review. Therefore it was important to include language in this document so that here's a clear understanding that the town will work closely with the friends of the Senior Center in drafting and proposing an overall budget for the operation of the Senior Center year over year.

Natalie Kanner stated that she would like to have the Recreation Department added to list of potential community entities in which to collaborate in section three Senior Center Operations Personnel Management.

Nathaniel Bareham and Lane Morrison both agreed to this request.

Frank Tenney stated that if there could be clarification as to who sets the programs within the document that would be beneficial.

Lane Morrison stated that Nathaniel Bareham has done a great job with memorializing the entity of the Senior Center since the year 2000 and this document captures how the Senior Center operates and it brings it to current time. As for programming, the town has hired the Director, Lori York and she does a great job in bringing lots of diverse and interesting programs. These programs are approved by the Senior Center Board.

MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the Agreement between the Town of Charlotte and the Friends of the Walter Irish Senior Community Center, Inc. as amended, and further authorize SP&F Attorneys and the Town Administrator to make any non-material changes deemed necessary to complete the agreement. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on the Town of Charlotte's Committee/Commission/Board Handbook and Draft Grant Management Policy:

a. Draft FY27 Committee Budget Request Forms

b. Town of Charlotte Accounting Practices for Committees & Commissions

c. Draft Unbudgeted Expense Justification Form

Nathaniel Bareham stated that the idea of a handbook was something that he discussed in his first year as the TA and this has taken some time to get to this point. The goal of this handbook is to provide our volunteer groups with a referenceable document that outlines the various requirements they must abide by per local and state law. It's also going to be a handy document for the public to have access to since it provides a lot of overview of what policies and processes the town is required to follow as a municipality. He went on to state that there is still ongoing staff and committee review of these items. If the Selectboard is willing to provide him with conditional approval based on the presented document he will work with the staff at the next staff meeting as well as still incorporating feedback from the committees, commissions and boards and he will aim to approve and distribute a final document in the next two weeks.

Nathaniel Bareham stated that addition to the handbook he proposed a draft Grant Management Policy which is a relatively straightforward document. The premise is that any grants that would use more than \$1,000 or that require matched funds would need to be preapproved by the Selectboard prior to them being submitted. There is an attached application form that outlines some of the information that the TA would want and the Selectboard would want prior to a grant being submitted.

Discussion was had regarding the ability to update these documents as changes are made in any of these areas.

Lee Krohn stated that it would be prudent to get on each committees agenda to give them a heads up on the key pieces of what's in the handbook.

Nathaniel Bareham concurred that individual time set aside should be made on each of the town committees, commissions and board agendas to walk through the document with them. The goal is that by spring of next year each Chair will participate in a brief training to be done annually to

make sure that they have a clear understanding of their requirements and the task of each Chair would be to go back to each respective committee, commission or board to provide members with a brief update on the contents of the handbook.

Discussion was had regarding the appropriateness of the initial review of the handbook being done by the town employees that are part of committees, commissions or boards and the corresponding Selectboard liaison to the committees, commissions or boards still in need of review will complete them accordingly.

Nathaniel Bareham stated that better outlining is needed of who has authority to enter into contract on behalf of the town.

Frank Tenney stated that it could be different set amounts of money that would trigger the requirement of a contract and what is specifically needed for that contract.

Natalie Kanner stated that anyone that is doing work on behalf of the town needs to have the appropriate documentation within hand.

Nathaniel Bareham stated that he would include that document in the handbook

Nathaniel Bareham stated that he has drafted a volunteer waiver for the town. This would be to better approve the process by which to get volunteer waivers and to track them. This could be a one year waiver. The Chairs of each committee, commission and board would have the responsibility of getting their volunteers to sign waivers. He went on to state that this would also give the TA a way to have a spreadsheet to keep track of who has done work on behalf of the town and to maintain a better record in general.

Natalie Kanner stated that perhaps a feedback deadline should be created to allow for this to move forward.

Nathaniel Bareham stated that the goal is to make this handbook a referenceable document for committees, commissions and boards. It will be made available digitally to all.

Natalie Kanner stated that she would like at least one paper copy to be made for the Chairs as a reference document to be passed around to their respective committee, commission and board. This could be kept available with each committee, commission and board to have as a reference. All concurred.

Frank Tenney stated that he would like the Selectboard to revisit the purchasing policy since it currently states that all committee, commission and board Chairs are the designated purchasing agent and he feels that not all committee, commission and boards need a designated purchasing agent.

Discussion was had by the Selectboard members and the plan is to put this topic on the next Selectboard meeting agenda for further discussion.

Bill Stuono stated that the DRB and the PC are very distinct boards and therefore procedurally things are done differently.

Nathaniel Bareham stated that this handbook isn't to supersede the preexisting rules of procedure. This handbook is intended to provide structure to the boards and committees that do not have rules of procedure. Language is included in the handbook that highlights the fact that this handbook is not a governing document for boards like the PC or the DRB that have preexisting and approved rules of procedure. He went on to state that Bill Stuono makes a valid point and additional language will be included to the handbook to assure that there are separate procedures for the removal of certain members of certain boards.

Lee Krohn stated that Nathaniel Bareham will reach out to everyone for feedback understanding that not every suggestion will be wise or included.

Discussion was had regarding each committee, commission and boards need to include the two previous years budgets with each year's budget request.

Nathaniel Bareham stated that he will provide that to each committee, commission and board.

Natalie Kanner stated that she would still like the language in the handbook to include that each committee, commission and board should have this historical information included in each annual budget request.

Nathaniel Bareham stated that the plan is to draft updates for the handbook before anything gets sent out. The copies of the draft will be shared with the Selectboard members for their individual feedback before its sent out to the committee and commission members.

Frank Tenney stated that his preference is to know what he's approving.

Lee Krohn stated that if there is anything of material change needed it will come back to the Selectboard.

MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the Town of Charlotte Committee, Commission and Board Handbook as amended, and to authorize the Town Administrator to work with staff to make any non-material changes necessary prior to distribution. VOTE: 4 ayes, 1 nay (Tenney); Motion Agreed.

d. Draft Grant Application Form

Discussion was had regarding the request from the Town Treasurer to have the Town Treasurer struck from the language. Concerns were raised regarding too much being allocated to the TA. Lewis Mudge stated that the language specifying that the time frame requirement of the grant application could be changed to "all efforts must be made" in order to give a bit more leeway. The policy would be as simple as one must submit an application and it has to be done before the actual grant is submitted.

Discussion was had regarding the process and the goal of the process.

Natalie Kanner stated that she sees no harm in moving forward with this application. There is more harm in not having this application as a part of the process for applying for grants.

Lee Krohn stated that it's important to know who's going to be responsible for following through with the requirements of a grant that could go on for several years.

Lewis Mudge stated that town grants can't be tracked with the town of Charlotte Treasurer completely removed from the process.

All concurred that this should be discussed further at a future Selectboard meeting with the town treasurer present.

Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session likely per 1 V.S.A. § 313(a)(1)(B)

MOTION by Lewis Mudge, seconded by Natalie Kanner, to find that these discussions of collective bargaining with AFSCME Local 93 would clearly place the Selectboard at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Lewis Mode, seconded by Natalie Kanner, to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(B) for the purpose of discussing a collective bargaining agreement between the Town of Charlotte and AFSCME Local 93. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by J.D. Herlihy, seconded by Frank Tenney, to exit out of executive session. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

J.D. Herlihy stated that it should be noted that Natalie Kanner was present for the entire executive session and left at its conclusion. No action was taken during executive session.

Proposed Contract with Orkin Pest Control

Lee Krohn stated that this includes the same amount as it has consistently been, the town simply hasn't had an actual contract with Orkin, it has been a month to month filled need. The TA has asked that the Selectboard approve this as proposed.

MOTION by J.D. Herlihy, seconded by Frank Tenney, to approve the Commercial Services Agreement Addendum for \$110 per month to Orkin Commercial Pest Control as presented. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Approved.

Signing of Warrants

Warrants were signed

Adjournment

MOTION by J.D. Herlihy, seconded by Lewis Mudge, to adjourn. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

The meeting was adjourned at 9:39 p.m.

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