



# Town of Charlotte

ESTABLISHED 1762

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September 13, 2024

Nate Bareham, Town Administrator & Charlotte Selectboard  
Charlie Pughe & Planning Commission members

Dear colleagues,

At Nate's request, I write to formalize my intention to wrap up my service as your Town Planner by the end of this calendar year. Nate asked me to provide these details about my planned timeframe, and my availability to provide follow-on support to the town on a contract basis after my employment ends.

My intention is to wrap up my salaried work for the town on or around December 1, 2024 (the Sunday after Thanksgiving). I can be somewhat flexible around that date, if there is a need for some additional overlap time after Dec. 1 to onboard a newly hired Town Planner. However, I'd prefer that the town initiate its hiring process for my replacement early enough so that won't be necessary. (As in, advertise it not later than October 1, and schedule interviews for early November.)

Speaking of the search process: I would like to be involved in setting up this search, and in interviewing finalists for this position. This will ensure the recruitment process is robust and well-grounded in the specifics of what it takes to do this job on a day-to-day basis.

I've timed this transition so that I can continue to guide the Villages Project towards its desired outcomes as long as I'm here, and ensure its handoff to a skilled planning professional after I leave. I'd also like to wrap up as many of our ongoing LURs draft amendments as time & PC workload allows. I will be preparing at least one more state grant application to cover the costs of hiring outside help for the rewrite of Charlotte's Town Plan in 2025, a 'must do' project to retain our land use permitting authority. That grant will require voted PC and Selectboard approval, and will be due sometime this fall.

Once I have submitted my final timesheet, I can make myself available to provide services on a contract basis for time-limited projects as the town may request. This could include preparing grant applications for public funds, feasibility/scoping studies, managing public communications, and training new PC & DRB members on the basics of land use planning & permitting. Because I'm unsure of what other opportunities may emerge for me after Dec. 1, I'd prefer to limit such contract services with the town to no more than 8-10 hrs. a week. Deliverables, my hourly rate and other terms would be negotiated with the Town Administrator, and invoiced as you do with other contractors.

It's been a privilege to work for this town, and a challenging journey from when I started this job just 3 months into the pandemic in 2020. Let me know if you have any questions.

Sincerely,

Larry Lewack, Town Planner