

CHARLOTTE SELECTBOARD MEETING
Monday, September 22, 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 (absent); J.D. Herlihy

ADMINISTRATION: Nathaniel Bareham Town Administrator

OTHERS:

In person: Dana Hanley, Charles Baker, Josh Ken, Terra Heilenbach, Margaret Woodruff, Bryan Curtis, Lucy Halvorson, Can Doganci, Jon Davis

Remote: Alexa Lewis, Hugh Lewis Jr., Paul Plante, Thyleen Tenney, Mark Amblo, Mike Dorsey, Dick Tonino

AGENDA ITEMS:

- 5:30 PM Site Visit(s): a. Davis (HAP-25-03) @ 5:30pm Located across from 2725 Dorset Street b. Amblo (HAP-25-02) @ 6:00pm – Located at 30 Split Rock Road
- 7:00 PM Approval of Consent Agenda
 - a. Meeting Minutes for September 8, 2025
 - b. Charlotte Grant Management Policy
 - c. Library Contract for the Installation of Handrails
- 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 Chittenden County Regional Planning Commission Annual Report – Charles Baker, Executive Director
- 7:55 PM Discussion, and possible action, on Highway Access Permit (HAP-25-03) – Jon Davis
- 8:05 PM Discussion, and possible action, on Highway Access Permit (HAP-25-02) – Mark Amblo
- 8:15 PM Discussion, and possible action, on a Facility Use Application for the Charlotte Tractor Parade
- 8:25 PM Nomination of Voting Delegate to the 2025 VLCT, PACIF, and VERB Annual Meeting
- 8:30 PM Appointment of Lindsay Kahn to the CCRPC Planning Advisory Committee
- 8:35 PM Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. § 313(a)(1)(B)
- 8:55 PM Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. § 313(a)(3)
- 9:10 PM Signing of Warrants
- 9:15 PM Adjournment

Call to Order

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

Lewis Mudge arrived at the meeting in person.

Approval of Consent Agenda

a. Meeting Minutes for September 8, 2025

b. Charlotte Grant Management Policy

c. Library Contract for the Installation of Handrails

MOTION by J.D. Herlihy, seconded by Lewis Mudge, to approve the consent agenda for September 22nd as presented. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Adjustments to the Agenda

Lewis Mudge stated that fifteen minutes should be added onto the agenda at 8:30 p.m. to discuss what is happening at the train station parking lot.

Public Comment for items not on the Agenda

None

Selectboard & Town Administrator's Updates

Lewis Mudge stated that he doesn't have a contract with the union this evening, therefore this will be taken up in executive session and collectively the Selectboard will make a decision and will move forward accordingly.

J.D. Herlihy stated that the PC is working on changes to the LURs and starting to talk about changes to the town plan that are coming up.

J.D. Herlihy stated that there was a bit of an environmental spill with a hydraulic leak on a truck which starts at the hill by the cemetery by the Mack Farm on Greenbush Rd and comes all the way through the intersection with Ferry Rd and down Ferry Rd. This happened a week ago this past Sunday. It has been self-reported to the state.

Lewis Mudge stated that he had a conversation with the landowner on the preferred parcel that has been discussed for municipal parking on Ferry Rd. This is still in progress, and he's cautiously optimistic.

Lee Krohn stated that on Saturday October 4, 2025, at 11am the Charlotte Fire and Rescue will be hosting their 75th anniversary celebration. There will be a barbecue and in extraction demonstration and some other fire safety demonstrations.

Nathaniel Barham stated that RFP's will be going out and the first is for the Thompson Wastewater Operators Contract as well as the US Bill of Wastewater Maintenance. The goal is to have these ready for the Selectboard by the first week of October. The Thompson's Point Wastewater Advisory Commission met last week to go through the annual report with the current operators. The state was happy with the current status of the system and how it's operating. There were some questions as to what changes could be made to the ordinance. Copies of the

ordinance were provided to the members of the commission and the plan is to follow up with some suggestive feedback. It might be worth having those members come in at some point to share some formal feedback to the Selectboard.

Chittenden County Regional Planning Commission Annual Report – Charles Baker, Executive Director

Charles Baker presented on the annual report that is in tonight's meeting packet. Dana Hanley, CCRPC representative, stated that updating the regional plan has been in the process over the past four years. This has included an unprecedented amount of public outreach. This document is something to be proud of. Act 181 and Act 250 changes posed some challenges. For the first time the regional plan is required to be approved by the state of Vermont, the Land Use Review Board. This is new and likely positive as it provides an opportunity for there to be greater alignment between the municipal, regional and state levels. Charles Baker stated that they are submitting the draft regional plan to the Land Use Review Board next month. It's roughly an eight month process to get state approval. So the preliminary review will be at the end of this calendar year and formal approval will be June or July of next year. There is to be a legislative breakfast coming up in early December and if the town has some concerns they would like to have brought up he will bring these concerns to the legislative breakfast. He went on to state that something else to be aware of is the work application process opens up around Thanksgiving. These applications are asked to be submitted in late January. Charles Baker went on to state that back in June they hosted a forum for Selectboard Chairs and Town Managers and the plan is to try to do this three times per year. Invites will be going out soon for the next one.

Discussion, and possible action, on Highway Access Permit (HAP-25-03) – Jon Davis

Nathaniel Bareham stated that this is an application for a new residential access for 250 Woodland Way, as part of a 2-lot minor subdivision. As part of the decision there was approval for a driveway coming across and intersecting on Dorset Street. There is already conversation to do some property transfer to help facilitate that access point. A site visit was completed this evening and the HAP meets all the site distance requirements for that roadway. He went on to state that it has 450 feet of site distance on the south end and 400 feet of site distance on the north end. There is an intersection with Dorset Street and Hinesburg Rd on the south side. Hugh Lewis Jr., J.D. Herlihy and himself were all present for this site visit and there didn't appear to be any issues with the location of this access. He went on to state that there will be surveyors coming out to do a more formal review of the property lines. This will give a clear location of the access relative to the property boundary as well as to a powerline. There still may be some minor adjustments to the location by a few feet north or south depending on where that property line falls.

Frank Tenney stated that this is a transfer of property and not a right of way. The Selectboard isn't doing a review of this. Woodland Way is the less traveled road but while attending the DRB meeting it was revealed that they couldn't create another parcel and put the access on Woodland Way due to a covenant agreement.

J.D. Herlihy stated that his understanding is that it was discovered that there was a deed restriction on the road stating that it could only have three lots off of it.

Jon Davis stated that it's a land exchange and it has already been approved by the DRB.

MOTION by Frank Tenney, seconded by J.D. Herlihy, to approve highway access permit application 25-03 as presented, and authorize the Town Administrator to issue the highway access permit. VOTE: 5 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Discussion, and possible action, on Highway Access Permit (HAP-25-02) – Mark Amblo

Nathaniel Bareham stated that this is a request to construct a new residential access at 30 Split Rock Road. Hugh Lewis Jr. was present for this site visit. There is more than 500 feet of site distance in both directions. A 15ft by 30ft culvert would be needed to be installed by the applicant. Discussion will need to be had by the Selectboard regarding the access itself off from a town road and the access off of a private drive. Research was done and nothing was found of HAPs of past like this to refer to for precedence.

Lee Krohn stated that the reason that this is of concern is that the LUR's state that no lot may be served by more than one access or curb cut. What is proposed with this HAP is a second curb cut. One off a private road that already exists and one on a public road.

J.D. Herlihy stated that it is also stated in the Highways Access Permit in the general provision 1, in addition to saying other things its states, "for reason of safety, costs and aesthetics the Selectboard will normally only allow one access point for a single property. Exceptions will be made only in cases of hardship or unusual topography or in the interest of improved safety."

J.D. Herlihy went on to state that there is also language in the LURs that it should always be off the least traveled road. Which in this case would be Split Rock Road.

Mark Amblo stated that this curb cut would provide direct access to his solar field which would be a much safer fire entrance. It would also relieve him of the hardship of paying into the upkeep of the private road, Split Rock Road, that is used and maintained by 10 residents. At this point in time he's not willing to give up access to Split Rock Road as this HAP would be to an unbuilt garage.

Discussion was had regarding policy language of less traveled roads rather than the more highly traveled roads.

MOTION by J.D. Herlihy, seconded by Frank Tenney, to approve Highway Access Permit (HAP-25-02). VOTE: 0 ayes, 4 nays, 1 absent (Kanner); Motion Failed.

Lee Krohn stated that this HAP hasn't been approved due to failure to demonstrate the need.

Mark Amblo stated that he's extremely disappointed with the Selectboard's decision to deny him this HAP and he would like to know the procedure to get Split Rock Road adopted as town highway to relieve the burden of the residents it serves.

Nathaniel Bareham stated that he would provide Mark Amblo with the information he has requested tomorrow.

Discussion, and possible action, on a Facility Use Application for the Charlotte Tractor Parade

Terra Heilenbach stated that the Tractor Parade will take place on Saturday, October 12, 2025. Carrie Spear has passed the lead of this to Terra Heilenbach. Carrie Spear will still be involved focusing on the farmer lunch that is the event for the farmers. The plan is for the tractors to travel the full loop with them beginning and ending at the hay farm. This would decrease any confusion as to where to go at the end and it would be a way to pull some of the attendees of the event to the area of the store on the corner and the town grange is going to be open as well. The

church there may also have some activities. The goal is to allow this event to have a real community feel to it. She went on to state that she's requesting a small portion of Spear Street to be closed from 12:30-2 p.m. and traffic would be to sent from Prindle Road to Bean Road and out. Hinesburg Road will be open. Parking, is going to be available at the Tower lot.

Terra Heilenbach stated that she spoke with CVFRS and she will communicate with them further following this meeting. Communication will happen further with the town's local newspaper as well to alert residents of this temporary road closure and the plan is to send out letters to all the residents on the road that would be directly affected.

Jon Davis stated that he directed traffic for the first ten years of the tractor parades. In the past the closing of this section of Spear Street was done just for the time of the tractors traveling that area and not for the entire tractor parade. Matt Krasnow has helped with directing traffic in the past and he might be a good resource as well.

Discussion was had regarding the safety of the parade and the need to have this area of Spear Street closed. There are many families and young children that attend and there were a total of 38 tractors last year. Last year more of the event was at the Nichols Hay farm.

Discussion was had regarding having the road closed longer, 12:30-3 p.m., to promote more safety and if the area seems clear sooner those running this event can open the road sooner.

Jon Davis stated checking with the chief of CVFRS is of utmost importance due to emergency vehicles potentially needing to get through the area.

All concurred emergency vehicles would be an exception to the road closure and planning with CVFRS is a standard process of road closure.

MOTION by J.D. Herlihy, seconded by Lewis Mudge, to approve the Facility Use Application for the Charlotte Tractor Parade as amended to be from 12:30 p.m. to 3:00 p.m. for October 12, 2025, and to authorize the Charlotte Tractor Parade as a town sponsored event. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

MOTION by J.D. Herlihy, seconded by Lewis Mudge, to temporarily close Spear Street, from its intersection with Prindle Road north to its intersection with Hinesburg Road, from 12:30 p.m. to 3:00 p.m. on October 12th. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Nomination of Voting Delegate to the 2025 VLCT, PACIF, and VERB Annual Meeting

Nathaniel Bareham stated that this is a virtual event and it's taking place on October 7, 2025 from 3-5:00 p.m. They ask that delegates sign on early so they can get an understanding as to who is in attendance. Voting typically happens from 3-4:00 p.m.

MOTION by Lee Krohn, seconded by Lewis Mudge, to nominate J.D. Herlihy as the Town's voting representative for the 2025 VLCT, PACIF, and VERB Annual Meeting. VOTE: 3 ayes, 1 nay, (J.D. Herlihy), 1 absent (Kanner); Motion Carried.

Appointment of Lindsay Kahn to the CCRPC Planning Advisory Committee

Lee Krohn stated that it's traditional of the town's planner to take on this role. She is aware of this role.

Nathaniel Bareham stated she has been attending these meetings already.

MOTION by Lee Krohn, seconded by Lewis Mudge, to appoint Lindsay Kahn to the Chittenden County Regional Planning Commission's Planning Advisory Committee. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Discussion of Train Station Parking Lot

Lewis Mudge stated that he drove down to the train station parking lot this past Friday and he saw syringes on the ground, gas canisters and propane canisters, a boat, and bags of garbage. There have also been reports of open fires. There are many concerns here with a health and safety aspect being of the largest concern.

Dick Tonino stated that he has no problem with the occasional traveler staying overnight, that has been happening for years but this is different. What's happening in the last three years is campers are showing up and staying. There are syringes all over. This used to be a place that children could skateboard, rollerblade and town residents walked their dogs. It's gotten out of hand with fireworks being set off, large amounts of trash and rodents from the trash.

Mike Dorsey stated that he called the emergency line for VTrans to report what he's seen over there such as the accelerants and the propane and drug paraphernalia. It is the state of Vermont that owns this property. The open fires that have been witnessed is concerning with the railroad storing the oil tankers. He went on to state that it's surprising that the railroad employees have not been more concerned with all the propane tanks and large cans of gasoline.

Discussion was had at length regarding the concerns for safety in this area and the unanimous desire to resolve this as soon as possible. There is a sign posted that states that camping isn't allowed.

Nathaniel Bareham stated that he has been working on finding out who might be responsible for managing this situation so they could be notified. He has made multiple calls and sent multiple emails out to VTrans and the railroad company. Just today there was a response from the VTrans, District 5 administrator. They report that someone from their encampment team will be coming down to do an assessment of the situation and take action to rectify the issues. So VTrans is aware of the situation and the hopes are to get somebody out there as soon as possible. He went on to state that he hasn't been able to get ahold of anyone from the railroad company. Discussion was had regarding whos jurisdiction this would be under. The State police has been down to the area a couple of times.

Lewis Mudge stated a situation such as Sears Lane in Burlington should be avoided at all costs.

Dick Tonino stated that he wonders if the town can do anything in regards to health and safety and violation of such codes. There are also multiple dogs on the dashboards of these parked campers.

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to have a letter signed by the Chair to express the Charlotte Selectboard's discomfort with the situation's safety and health issues, zoning violations and anticipation for the situation to spiral out of control and desire for a resolution. This is to be addressed to VTrans, VT Rail, VT State Police, Agency of Natural Resources and the Vermont Department of Health. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. § 313(a)(1)(B)

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to find that these discussions of collective bargaining with AFSCME Local 93 would clearly place the Selectboard at a substantial disadvantage. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

MOTION by Lewis Mudge, seconded by J.D. Herlihy, 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. I further invite Nathaniel Bareham into this session. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

MOTION by Frank Tenney, seconded by Lewis Mudge, to exit out of executive session. VOTE: 3 ayes, 0 nays, 2 absent (Kanner & J.D. Herlihy); Motion Carried.

Lewis Mudge stated that no action was taken.

Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. § 313(a)(3)

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) for the purpose of discussing the employment of a public employee. I further invite Nathaniel Bareham into this session. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

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

Lewis Mudge stated that it's been two years and Nathaniel Bareham has provided an immense amount of invaluable service to the town and has been a joy to work with.

Lee Krohn stated that he will miss the invaluable working relationship.

Frank Tenney echoed the praise and gratitude, stating that Nathaniel Bareham has pulled the town through a rough period and done exceptionally well.

Lee Krohn stated that Nathaniel Bareham's last day will be on October 19, 2025.

J.D. Herlihy stated that he would like to thank Nathaniel Bareham for all of his work with the town and support with his role on the Selectboard.

MOTION by Lee Krohn, seconded by Lewis Mudge, to accept with greatest of regrets the resignation of the Charlotte Town Administrator, Nathaniel Bareham. A search will begin immediately to search for an interim TA while efforts immediately begin to search for a permanent replacement for this role. Lee Krohn and Natalie Kanner will be the hiring committee for the interim TA and more details will be forthcoming regarding the structuring of a hiring committee for the permanent position. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Signing of Warrants

Warrants were signed.

Adjournment

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

The meeting was adjourned at 9:41 p.m.

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