

CHARLOTTE SELECTBOARD MEETING
Monday, September 8, 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, (remote & in person); J.D. Herlihy

ADMINISTRATION: Nathaniel Bareham Town Administrator

OTHERS:

In person: Scooter MacMillan, Jon Davis, Moe Harvey, Mary Mead

Remote: Damaris Herlihy, Hugh Lewis Jr., Paul Plante, Ruth Uphold, Thyleen Tenney, E. Tupper

AGENDA ITEMS:

- 7:00 PM Approval of Consent Agenda
 - a. Meeting Minutes for June 30, 2025, and August 25, 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
- 7:25 PM Selectboard Review of the proposed FY27 Budget Process
- 7:35 PM Discussion, and possible action, on the Draft Charlotte Grant Management Policy
- 7:45 PM Discussion, and possible action, on amending the Charlotte Purchasing Policy
- 7:55 PM Discussion of Pedestrian/Traffic Concerns at the intersection of Ferry and Greenbush Road(s)
- 8:10 PM Discussion, and possible action, on amending the motions made to hire the Town Planner, Recreation Director, and Interim Zoning Administrator
- 8:15 PM Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. § 313(a)(3)
- 8:30 PM Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. § 313(a)(1)(B)
- 8:45 PM Discussion of Confidential Attorney-Client Communications – Executive Session Likely per 1 V.S.A. § 313(a)(1)(F)
- 8:55 PM Signing of Warrants
- 9:00 PM Adjournment

Call to Order

Lee Krohn called the meeting to order at 7:01 p.m.

Approval of Consent Agenda

a. Meeting Minutes for June 30, 2025, and August 25, 2025

MOTION by Lewis Mudge, seconded by Frank Tenney, to approve the consent agenda for September 8th as presented. VOTE: 3 ayes, 0 nays, 1 abstention (J.D. Herlihy) 1 absent (Kanner). Motion Carried.

Adjustments to the Agenda

Lewis Mudge stated that the agenda item, Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. § 313(a)(1)(B), will need to be removed from the agenda due to the fact that the counter proposals were received just hours ago which didn't allow the appropriate time for review for tonight's discussion.

Public Comment for items not on the Agenda

None

Selectboard & Town Administrator's Updates

Nathaniel Bareham stated that the meeting took place with the owners of the Old Brick Store and they were able to share some of their observations with regard to pedestrian and traffic safety on Ferry Rd.

Nathaniel Bareham stated that he reached out to the Shelburne Planning Director to see what they might be able to share from their recent traffic calming research. They have some physical assets that the town of Charlotte might be able to utilize for a short term basis.

Natalie Kanner joined the meeting remotely.

J.D. Herlihy stated that the PC had a meeting last week and there was continued discussion on Thompson's Point with potential updates down the road on the LURs. They're putting together a memo with planned updates that they're suggesting for next year going into town meeting. The PC needs to have two public hearings for any land use updates. Following this it comes to the Selectboard and then the Selectboard has to have two hearings in order to put it onto the warning for Town Meeting.

Frank Tenney stated that the DRB is working through applications and there is still a lot of conversation regarding applying zoning bylaws.

Lewis Mudge stated that there will be an update on the union negotiations/collective bargaining at the next Selectboard meeting.

Natalie Kanner joined the meeting in person.

Lee Krohn stated that the Trails Committee is continuing to run into some challenges with the wetland aspect of things and they're working on alternative solutions.

Nathaniel Bareham stated that two weeks ago there was a site visit with some of the wetland permitting folks from DEC to go through the section of Ferry Rd where the proposed trail is going to go through.

Paul Plante stated that it's 1300 linear feet on the south side including Mr Poolmans' front yard and the Health Center. He confirmed for Frank Tenney that it's the section between the boardwalk and the railroad tracks and beyond.

Natalie Kanner stated that the Energy and Climate Action Committee is continuing to work on their energy modernization project and they're hoping to make some decisions tomorrow night as far as what plan to put forward to the Selectboard.

Discussion was had regarding if the ECAC has missed the window of opportunity for the Federal incentives.

Natalie Kanner stated that she came from the Recreation Commission meeting this evening. Planning and programing for the fall was discussed at this meeting and they started to talk about their budget.

Selectboard Review of the proposed FY27 Budget Process

Nathaniel Bareham reviewed the Charlotte FY27 Budget & Town Meeting Workplan document that is included in tonight's meeting packet. This workplan provides an outline for deadlines of submission of budget items as well as key deadlines for the Selectboard to be cognizant of when it comes to warning public hearings. The workplan outline shows that the town departments, committees, commissions, and boards will give presentations of their individual department requests to the Selectboard in October and November. This will allow for the Selectboard to sit down with the Town Treasurer and the Town Administrator to review and make adjustments to the FY27 budget during the month of December. He went on to state that January 22nd is going to be the first day for the board to warn the town meeting for 2026 and January 26th is going to be the last regular Selectboard meeting that the Selectboard would have to approve any adjustments to the official town meeting warning. Town meeting day this year will be on March 7, 2026, which is the first Saturday of March. Nathaniel Bareham stated that last year the Selectboard decided not to have individual budget presentations until December. There was an option for those that wanted to present, to present. All town departments, committees, commissions, and boards submitted requests but not all gave presentations. This poses the question to the current Selectboard as to how to handle presentations this year.

Discussion was had regarding the benefits of the town departments, committees, commissions, and boards budget presentations.

All concurred presentations are to be completed this year by all.

Nathaniel Bareham will fill in the actuals for the two prior budget years on the budget request form for each town department, committee, commission, and board.

J.D. Herlihy stated that it would be beneficial to see the actual budget before the individual town departments, committees, commissions, and boards budget presentations.

Nathaniel Bareham stated that he and Mary Mead will do their best to provide information prior to the town departments, committees, commissions, and boards budget presentations but there will likely be some missing figures since many town contractors have to be reached out to regarding updated fees.

Lee Krohn stated that he would like to consider having a pre town meeting on January 17th for a broader public conversation about budget concerns. The idea is to create a different format and opportunity that would take place outside of the town hall. Childcare and snacks would be provided.

Lewis Mudge received confirmation that this pre town meeting wouldn't be in effort to change town meeting for this March since changing town meeting from in person to hybrid would have to be voted on at town meeting and therefore could only effect the 2027 town meeting.

Discussion was had at length regarding the purpose for this pre town meeting and adjusting the title of the meeting to prevent confusion. The majority of the Selectboard voiced that they would be in favor of having this meeting as one of the two required budget informational meetings. Lee Krohn stated that the Selectboard could better publicize the series of meetings where the budget is discussed in addition to the warning.

Mary Mead stated that the Selectboard can have as many informational meetings as they want to have but these informational meetings are for educational purposes not a place for budget changes.

Natalie Kanner stated that she would like all to think about appointing a group of volunteers to start brainstorming how to make the actual town meeting more accessible. These volunteers could reach out to the community to find out what town residents want the town meeting to look like.

Nathaniel Bareham stated that if the Selectboard does decide to have an alternative meeting prior to the formal approval of the town meeting warning it would not count toward the public informational hearings. Two separate public informational sessions would need to be warned as a part of the approval for the town meeting warning.

Frank Tenney stated that his understanding is that one public informational session is required by state statute. Over the past few years the Selectboard decided to have a second meeting in February for town residents that wanted to take part in early voting.

Nathaniel Bareham stated that he would like to retract his earlier statement as he stands corrected, state statute requires just one public informational session and not two.

Discussion, and possible action, on the Draft Charlotte Grant Management Policy

Nathaniel Bareham stated that there were questions that the Selectboard felt necessary to ask of the Town Treasurer, Mary Mead, during discussion of this topic at the last Selectboard meeting.

Lee Krohn stated that the understanding is that Mary Mead had requested a removal of references from her position as town treasurer in the grant management policy and the Selectboard would like to know why and how this would be appropriate since this is related to financial management issues. It is understood that the town treasurer isn't managing these grants but the town treasurer has an integral role in the town's financial management.

Mary Mead stated that grant management is in the town administrator's job description. Her role as the town treasurer does involve the management of grant invoices, cash checks and at the end of the year completion of the sub recipient grant paperwork. This is something that the state sends the town a list of and it includes all the grants that the town has and they want to know how much the town has expensed out of those during the year. She went on to state that her duties include making sure that the town is accounting for a grant on the revenue side and expense side appropriately. There was too much other responsibility in the language of the Charlotte Grant Management Policy.

Natalie Kanner read from the Policy section of the Draft Charlotte Grant Management Policy that states, "The Town Administrator is responsible for consulting with the Town Treasurer on grant budgetary matters, accounting for grants in the general ledger, monitoring grant expenditures for consistency with award requirements, tracking the timeliness of reimbursement

requests, and distributing monthly reports of grant expenditures.” She went on to state that she would like to know if Mary Mead is comfortable with this as the TA’s responsibility. Mary Mead stated that she interprets the language as the TA will be consulting with her on all that she has accounted for in the general ledger. The TA is responsible for the grant process and the accounting for how and when the money comes in and goes out is the town treasurer’s responsibility. Accounting for grants in the general ledger is a town treasurer role. Discussion was had regarding changing and adding to the language to make sure that the town treasurer and town administrator’s roles are specific and clear.

All concurred that this is needed.

Lee Krohn stated that in addition he felt an edit would be appropriate under section A. Grant Opportunity Assessment under Programmatic: and the second line where it states, “Department's capacity to administer the grant through to closeout.” The edit suggested here would be to add the language of, “including any post close out requirements for upkeep maintenance or other responsibilities.”

Lee Krohn stated that he would also like to suggest another edit under the section A. Grant Opportunity Assessment under Financial: after the first line where it states, “Total anticipated project cost” the language would again be added of, “including any post close out requirements for upkeep maintenance or other responsibilities.”

Lee Krohn stated that the Selectboard concurs that Mary Mead should get the opportunity to draft her responsibilities to be included in the Charlotte Grant Management Policy and this will be put on the next meeting’s agenda.

Frank Tenney stated that the mention of the \$1,000 threshold is something that hasn’t been included before in this process.

Nathaniel Bareham stated that the \$1,000 threshold was included in the language of the Charlotte Grant Management Policy because it’s a sum that other towns have used. The other towns have tended to allow the smaller mini grants that usually come up on an annual basis to help offset funds that don’t require any matching funding from the town. He went on to state that he would like to make an edit under section B. Grant Application and Award Acceptance after the language “Prior to filing any grant application greater than \$1,000” adding the language of , “,or any grant that requires matching funds, ...”.

Discussion, and possible action, on amending the Charlotte Purchasing Policy

Discussion was had at length regarding the need to strengthen the purchasing policy process and to clarify who is appropriate to be the purchasing agents.

All concurred that Nathaniel Bareham can work on making the necessary edits to the language of the policy to accomplish the strengthening of the purchasing policy.

Nathaniel Bareham stated that what the Selectboard’s intent is with the changes to the policies language is to clarify the requirement that all need to submit the quotes to the Selectboard for review and approval prior to any purchase being made. The record of the quotes received will be maintained by the town administrator’s office.

Discussion was had regarding the need to increase the sum that requires three bids and Selectboard review and approval.

Mary Mead stated that this amount hasn’t been changed since 2015.

J.D. Herlihy stated that the amounts of \$1,000 to \$10,000 requires three quotes and Selectboard approval and over \$10,000 requires three bids and goes to the Selectboard. This is increasing the limit but it’s also increasing the Selectboard’s oversight of the process.

All concurred.

Discussion was had regarding the preferred vendor list needing update and potentially an expiration time period from the status of preferred vendor.

Lee Krohn stated that this will be discussed further in the near future to give all time to review the list. This could potentially be something that is added to the annual reorganization process after town meeting to assure that this list gets updated annually.

Discussion of Pedestrian/Traffic Concerns at the intersection of Ferry and Greenbush Road(s)

Lee Krohn stated that the meeting with the owners of the Old Brick Store went exceptionally well. The owners suggested enhanced line striping at all four portions of the main intersection across their parking area and a potential walking path striped on the pavement that would link down to the existing crosswalk. The hopes with this concept was to create a lot more visual notice to motorists.

Frank Tenney stated that lines should be put along each one of the effected driveways stating no parking. The parking area of the Old Brick Store isn't well delineated and it might be beneficial to put some sort of a hump in the area so that automobilists know that it's not part of the town road. This hump wouldn't stop delivery trucks but it would make the delineation of the parking area more defined from the town road stand out better.

Discussion was had regarding the store owner's idea of a walking path striped on the pavement that would link down to the existing crosswalk. It was strongly felt that it wouldn't safe to do so since the space that it is there is less than adequate being of 1-2 feet width.

Natalie Kanner stated that it's not a safe proposal. Pedestrians would need to walk on the side of the street away from the parked cars not on the side of the parked cars on the street side.

Discussion was had regarding the change in the store's service. It went from being a store that customers went in and out of quickly to being a place where they spend time at which has made for a parking challenge. The popularity of the establishment has also increased.

Lewis Mudge stated that since school has been back in session another issue is that many CVU students are being dropped off there for school bus pick up.

Natalie Kanner stated that the cars right in front of The Old Brick Store that is the biggest problem. If they could be eliminated and the parking was only on the opposite side of the road then a walk way could go the length of Ferry Rd. Eliminating all cars on one side where the pedestrians are and also creates more room.

Lee Krohn stated that the new town planner has a decade of experience with transportation planning and she was present for the meeting with the owners of the Old Brick Store but it might be appropriate to ask her to take a fresh look at this and come back to the Selectboard with a concept that is copasetic with what was discussed and agreed upon this evening.

All concurred.

Lewis Mudge stated that he would like to continue with efforts to create some type of municipal parking. There has been discussion with Mike Dunbar regarding a lease.

Demaris Herlihy stated that as the Selectboard has these discussions she has had a few thoughts come up that don't need answering this evening but rather just to be thought of with this Ferry Rd challenge. How does this Ferry Rd challenge fit into the work that was done on west village planning. Traffic calming at that time came up as one of the biggest concerns that needed to be addressed but there hasn't been any obvious measures taken for this. What recommendations from CCRPC for Greenbush Rd that still haven't been implemented fit into these discussions

because traffic hasn't slowed at Greenbush Rd which is heavily populated with homes. Lee Krohn stated that this is a multi-dimensional challenge that the Selectboard faces.

Discussion, and possible action, on amending the motions made to hire the Town Planner, Recreation Director, and Interim Zoning Administrator

Lee Krohn stated that the town clerk noted that an auditor would find those motions made lacking since they didn't include specific details as to starting dates, pay ranges or salaries.

MOTION by J.D. Herlihy second by Lewis Mudge, to amend the motion made on June 23rd, 2025, approving a conditional offer of employment to Lindsay Kahn, to indicate Lindsay's start date being August 4th, 2025, with a starting wage of \$34.00/hour. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Lewis Mudge, seconded by Natalie Kanner, to amend the motion made on June 30th, 2025, approving a conditional offer of employment to Gareth Rogers, to indicate Gareth's start date as July 14th, 2025, with a starting wage of \$54,600/year. VOTE: 4 ayes, 0 nays, 1 abstention (Herlihy); Motion Carried.

MOTION by Frank Tenney, seconded by J.D. Herlihy to amend the motion made on June 23rd, 2025, for the appointment of Rebecca Kaplan as the Town's Interim Zoning Administrator, to indicate Rebecca's start date being July 15, 2025, with a starting wage of \$33.26/hour. VOTE: 5 ayes, 0 nays; Motion Carried.

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

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

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

MOTION by Lee Krohn, seconded by Natalie Kanner, to formulate a hiring committee to review the zoning administrator position. The committee would include the Town Administrator, Nathaniel Bareham, the Chair of the Selectboard, Lee Krohn, the Chair or the Vice Chair of the Planning Commission and the Vice Chair of the Selectboard, Frank Tenney. VOTE: 5 ayes, 0 nays; Motion Carried.

Lee Krohn stated that no action was taken in the executive session. Lee went on to state that the Selectboard will form a new hiring team to review and interview applicants for the Zoning Administrator position. This hiring team will consist of the Town Administrator, Frank Tenney, either the chair or vice chair of the

Natalie Kanner left the meeting and will join remotely for the next executive session.

Discussion of Confidential Attorney-Client Communications – Executive Session Likely per 1 V.S.A. § 313(a)(1)(F)

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to find that these discussions of confidential attorney-client communications would clearly place the Selectboard at a substantial disadvantage. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.

Natalie Kanner rejoined the meeting remotely.

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(F) for the purpose of discussing confidential attorney-client communications. I further invite Nathaniel Bareham into this session. VOTE: 5 ayes, 0 nays; Motion Carried.

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

Lee Krohn stated that no action was taken during the executive session.

Signing of Warrants

Warrants were signed.

Adjournment

MOTION by Lewis Mudge, seconded by J.D. Herlihy, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.

The meeting was adjourned at 9:47 p.m.

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