

CHARLOTTE SELECTBOARD

Agenda for Monday, July 14, 2025

Charlotte Town Hall, 159 Ferry Road

To join meeting online (via Zoom) please click the link [here](#).

To join meeting by phone please call **1-929-205-6099** and dial the **Meeting ID** and **Passcode** below:

- **Meeting ID:** 880 2491 0208
- **Passcode:** 123456

Please contact Nate Bareham, Town Administrator at (802)-425-3071 ext. 5 or at townadmin@townofcharlotte.com, with any comments, questions or requests for accommodations for this meeting. Reasonable accommodations shall be provided upon request to ensure this meeting is open and accessible to everyone.

MEETING AGENDA:

<i>TIME</i>	<i>ITEM</i>
7:00 PM	Approval of Consent Agenda <ul style="list-style-type: none">a. Meeting Minutes for June 23rd, 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
7:20 PM	Discussion, and possible action, on approving the installation of a fence at 630 Church Hill Road
7:30 PM	Discussion, and possible action, on approving a Charlotte Energy & Climate Action Committee donation to Sustainable Charlotte
7:40 PM	Discussion, and possible action, on amending the Charlotte Highway Access Permit Policy
8:10 PM	Discussion, and possible action, on amending the Charlotte Purchasing Policy
8:40 PM	Charlotte Board of Sewage Disposal Commissioners: <ul style="list-style-type: none">a. Discussion, and possible action, on approving Annual Sewer Use Rates
8:45 PM	Appointment of an Interim Zoning Administrator – Proposed Executive Session likely per 1 V.S.A. § 313(a)(3)
8:50 PM	Signing of Warrants
9:00 PM	Adjournment

Selectboard Members: Lee Krohn, Chair; Frank Tenney, Vice Chair; Lewis Mudge; Natalie Kanner; JD Herlihy

Town Administrator: Nathaniel Bareham

Minute Taker: Brooke Milo

Next Meetings: July 28, 2025; August 11, 2025

Town Administrator's Report
July 14th, 2025

Approval of Consent Agenda:

- a. Meeting Minutes for June 23rd, 2025
 1. Minutes of the last regular Selectboard meeting.
- b. **A suggested motion is:** "I move to approve the consent agenda for July 14th as presented."

Discussion, and possible action, on approving the installation of a fence at 643 Church Hill Road

- a. Background Information:
 1. Lauren and Luke Rondel are requesting permission to install a split rail fence within the Town's right-of-way.
 2. The proposed location is outlined in two plans, which are included in your meeting packet.
- b. Applicable Land Use Regulations:
 1. Under Chapter III, Section 3.4, fences less than six feet in height may be constructed without a zoning permit, and be located in setback areas, so long that they do not interfere with visibility for vehicles or sight distances at driveway intersections.
- c. Discussion:
 1. The proposed fence will be less than six feet in height.
 2. The Town's Road Commissioner and Administrator visited the site and determined that the proposed project would not impact visibility for vehicles, sight distances at driveway intersections, or other Town services.
- d. Recommended Action:
 1. I recommend the Selectboard approve the installation of the fence with a condition that, following completion of the fence, the landowner must contact the Road Commissioner or Town Administrator inspect the location of the fence once it's installed.
 2. **A suggested motion is:** "I move to approve the installation of a split-rail fence at 643 Church Hill Road, conditioned on final inspection by the _____."

Discussion, and possible action, on approving a Charlotte Energy & Climate Action Committee donation to Sustainable Charlotte

- a. Background Information:
 1. The Charlotte Energy & Climate Action Committee requested the Town Clerk/Treasurer allocate \$999.00 to Sustainable Charlotte to support Charlotte households seeking insulating window inserts.
 2. The Town Clerk has requested the Selectboard review, and possibly approve, this request before any check is released to Sustainable Charlotte.

Discussion, and possible action, on amending the Charlotte Highway Access Permit Policy

a. Background Information:

1. The Town Administrator and Zoning Administrator ask the Selectboard consider amending the Town's Highway Access Permit Policy, to grant the Road Commissioner the authority to approve work within the Town's right-of-way and highway access permits for accessing serving two or fewer lots. Highway access permits servicing three or more lots will still require a hearing before the Selectboard.
2. There are five overall policy goals for these amendments:
 - i. Provide staff with greater autonomy to approve routine highway access permits.
 - ii. Provide more autonomy to the Road Commissioner to approve work within the Town's right-of-way.
 - iii. Streamline the procedural requirements for the Town to approve a highway access permit.
 - iv. Decrease the amount of time the Selectboard spends handling administrative tasks.
 - v. Decrease wait times for residents applying to work in the Town's right-of-way, or applying for a highway access permit.
3. A redlined copy of the amended policy is included in your meeting packet.

- b. A suggested motion is:** "I move to amend the Town of Charlotte's Policy and Procedure for Highway Access and Work in Right-of-Way Permits as (presented/amended)."

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

a. Background Information:

1. During the Selectboard's reorganizational meeting in March, the Board decided to include reviewing, and possibly amending, the Town's Purchasing Policy onto its work plan.
2. The Selectboard may wish to consider amending Section V of the purchasing policy, regarding emergency purchases. In the past year, there have been several emergency expenses approved by the Selectboard in order to repair existing Town property, and maintain Town services. This includes:
 - i. Emergency repairs to the Holmes Creek Covered Bridge.
 - ii. Emergency repairs to the Town's pump station in the West Village.
 - iii. Various emergency repairs as a result of the July 2024 flooding.
3. A redlined draft of the amended purchasing policy is included in your meeting packet. The amended language in Section V is a modification of the Shelburne and Essex Junction purchasing policies.

- b. A suggested motion is:** "I move to amend the Town of Charlotte's Purchasing Policy as (presented/amended)."

Charlotte Board of Sewage Disposal Commissioners (Discussion of Annual Sewer Use Rates – Quarterly Administrative & Infrastructure Fee):

a. Recessing as the Selectboard:

1. The Selectboard will need to recess and reconvene as the board of sewage disposal commissioners.
2. **A suggested motion is:** “I move to recess as the Charlotte Selectboard and reconvene as the Charlotte Board of Sewage Disposal Commissioners.”

b. Background Information – Establishing Annual Sewer Use Rates:

1. There are several aspects of this fee structure, which has been reviewed and found appropriate by our consulting engineer based on the best information we have at this time. The key elements of the fee structure are summarized below:

i. Initial Connection Fee – Onetime fee

1. This fee helps to recover on a pro-rata basis the initial costs of building the system and its total design capacity; a common approach with wastewater disposal systems. This fee is \$48.85 per approved gallon per day (GPD)* of proposed use.

ii. Quarterly Administrative and Infrastructure Fee

1. This covers pro-rata share of overall administrative costs, including annual system inspections, audit, billing, and the like. This is a flat fee based on the number of connections to the system divided by \$5,000 of estimated administrative costs [Quarterly costs = (\$5,000/3)/4].

iii. Quarterly Burns Property Usage/Lease

1. A fee related to the assessed value of this property for use for present/future wastewater disposal capacity; again, as with all fees, pro-rated based on GPD for each use connected to the Town system. This fee is \$0.38/approved GPD.

iv. Quarterly Sinking Fund Contribution

1. Stated simply, this fee goes toward estimated costs of future system renovation/replacement. This fee is \$0.17/approved GPD.

- v. *Note* – Gallons per day (“GPD”) of estimated/proposed uses are based on State agency data, and are used across the board for consistency. There are specified GPDs for each bedroom in a home, number of employees in professional offices, number of seats in restaurants, etc.

c. Recommended Action:

1. I recommend the Board adopt the fee schedule as proposed. Approval of a fee structure is long overdue, and the Town has missed out on potential revenues due to the lack of an approved fee structure. Lastly, nothing precludes the Board from revisiting, and amending, an approved fee structure.

2. **A suggested motion is:** “I move to adopt the wastewater fee schedule for the Charlotte West Village Wastewater system as (‘presented/amended’) in the Selectboard’s meeting packet for July 14th, 2025.”
- d. Once this discussion has concluded, the Board will need to reconvene as the Selectboard.
 1. **A suggested motion is:** “I move to adjourn as the Charlotte Board of Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard.”

Appointment of an Interim Zoning Administrator – Proposed Executive Session per 1 V.S.A. § 313(a)(3):

- a. To enter into executive session, **a suggested motion is:** “I move to enter into executive session to discuss the possible appointment an interim Zoning Administrator, per 1 V.S.A. § 313(a)(3). I further invite _____ into this session.”

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, June 23, 2025**
3 **Charlotte Town Hall 159 Ferry Road and via teleconference**
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*
6

7 **SELECTBOARD MEMBERS:** *In person:* Lee Krohn, Chair; Frank Tenney, Vice Chair;
8 Lewis Mudge; Natalie Kanner; J.D. Herlihy
9

10 **ADMINISTRATION:** Rebecca Kaplan, Planning & Zoning Assistant
11

12 **OTHERS:**

13
14 **In person:** Wolfger Schnieder, Jim Foster, Claudia Mucklow, Jim Hodson, Deirdre Holmes,
15 Sharon Mount, Mike Yantachka, Peter Demick, Charles Russell, Brett Yates
16

17 **Remote:** Alexa Lewis, Tim Post, Rebecca Foster, Jacob Williams, Brett Yates, Barbara Russ,
18 Dean Williams,
19

20
21 **AGENDA ITEMS:**
22

- 23 7:00 PM Approval of Consent Agenda
24 a. Meeting Minutes for June 9th, 2025
25 7:05 PM Adjustments to the Agenda
26 7:10 PM Public Comment for items not on the Agenda
27 7:15 PM Selectboard & Town Administrator's Updates
28 7:20 PM Discussion of request for proposals with the Charlotte Energy and Climate Action
29 Committee
30 7:35 PM Discussion of wildlife mapping quotes with the Charlotte Conservation
31 Commission
32 7:55 PM Establishing employee salaries for FY25
33 8:00 PM Charlotte Board of Sewage Disposal Commissioners:
34 a. Discussion of Annual Sewer Use Rates – Quarterly Administrative &
35 Infrastructure Fee
36 8:20 PM Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. §
37 313(a)(1)(B)
38 8:30 PM Discussion of Personnel – Executive session likely per 1 V.S.A. § 313(a)(3)
39 8:40 PM Discussion of Town Contracts – Executive session likely per 1 V.S.A. §
40 313(a)(1)(A)
41 8:50 PM Signing of Warrants
42 9:00 PM Adjournment
43

44 **Call to Order**

45 Lee Krohn called the meeting to order at 7:27 p.m.

46

47 **Approval of Consent Agenda: a. Meeting Minutes for June 9th, 2025**

48

49 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the meeting minutes**
50 **of June 9, 2025, as amended. VOTE: 5 ayes, 0 nays; Motion Carried.**

51

52 **Adjustments to the Agenda**

53 None

54

55 **Public Comment for items not on the Agenda**56 Wolfger Schnieder stated that he's speaking for his HOA this evening. He lives at 18 Common
57 Way with Champlain Valley Cohousing and there have been problems with Thorp Brook
58 overrunning the road creating tens of thousands of dollars of expense. All of their utilities go
59 across the main culvert and if that ever gets destroyed it will result in a huge expense. He went
60 on to state that he would like to know if there is anyone in charge of storm water management in
61 the town?

62 Lee Krohn stated that he isn't aware of anyone in such a role for the town.

63 Natalie Kanner stated that there is a new storm water permitting process in the last two years.

64 This Vermont state guideline states that a stormwater assessment must be done by an engineering
65 company and if the stormwater running through the HOA is on the HOA land than the HOA
66 would need to put in the appropriate drainage.

67 Discussion was had regarding who would be responsible.

68 All concurred that this topic needs further clarification and will be looked into further and
69 discussed in the near future.

70

71 Jim Foster stated that he is a Thompson's Point camp owner that is at tonight's meeting to speak
72 in support of Steven Jake Waynes in the operation of the Thompson's Point Sewar Plant. They
73 have provided 31 years of faithful professional service to the town and the lease holders. It
74 would be a shame if one particular incident with one particular camp owner upset this long
75 standing positive relationship. There are 117 camps on Thompson's Point that really like SJW's
76 operation of the sewer plant.

77

78 Claudia Mucklow stated that she is speaking on behalf of the Conservation Commission this
79 evening. The problem is that over the last year and a half the Conservation Commission has lost
80 over half of it's long time members without being able to replace them. The commission is made
81 up of 9 members and needs 5 members to make a quorum. The last meeting the commission
82 voted to request from the Selectboard a reduction of members to 7. The last appointment to the
83 commission brings the Conservation Commission membership to 7. Staying at this number
84 would help the commission to run more smoothly.

85

86 **Selectboard & Town Administrator's Updates**87 Natalie Kanner stated that there is a suggestion within town hall of town hall staff, members of
88 the senior center and the library to have a regular staff meetings, the frequency is still to be
89 decided on. She went on to state that she suggested that a member of the Selectboard could
90 attend these meetings at least for the initial stage of it to assist with the actual occurrence of the
91 meetings. This role of the Selectboard could be a shared rotational role. Natalie Kanner stated

92 that the timing of the meeting would be during the workday and that that may limit which
93 Selectboard members can actually attend but the option was put out there with the intent to allow
94 all Selectboard members the chance to participate if they desire.
95 Discussion was had regarding the fact that the meetings have already been occurring weekly for
96 3-4 weeks now, the attendance of a Selectboard member would change the dynamic and pros and
97 cons of a Selectboard member attending were discussed. At the next meeting this this topic will
98 be discussed further.

99

100 **Discussion of request for proposals with the Charlotte Energy and Climate Action**
101 **Committee**

102 Jim Hodson stated that he is representing the Charlotte Energy and Climate Action Committee.
103 There are 12 proposals total. He reviewed the Modernization Project's RFQs Combined pdf
104 document included in tonight's meeting packet. The proposals are separated out by property,
105 power source options and HVAC options. There are research and screen suppliers in the area.
106 He went on to state that CECAC has reached out to CVFRS and it's their hopes to have a contact
107 working group with them. CECAC has launched a website specific for this project so that
108 anyone that wants more information on these proposals can go to
109 charlotteenergy.org/modernization. On this site there is a built in Q&A which is a database
110 loaded with all the project documents. You can ask it a question and it provides an informative
111 answer. Jim Hodson stated that CECAC is also starting a communications campaign that
112 includes live sessions scheduled for this coming week, June 27th and July 1st during the day and
113 in the evening. The committee has back up detail including flyers that will be seen around town.
114 There are also a few articles that will be in the news hopefully in the next month or two. The
115 members of CECAC are going to attend some other town committee meetings to share the word
116 with them. He went on to state that once the proposal responses are gathered from the different
117 vendors the plan is to rerun the financial analysis to provide more detail. He went on to state that
118 it's important to remind all that these incentives are going away in the congressional bill. It's in
119 the Senate hands now. There are four senators on the Republican side that have some issue with
120 it. So far the earliest is 60 days from bill signing to 180 days and then those incentives are gone.
121 That effects about 30% of the upfront costs of this project. Specific questions about the bills can
122 be asked on the website. Jim Hodson stated that if the town doesn't get the project in the ground
123 with those incentives by December of 2025 it would cost the town roughly, an additional
124 \$100,000 up front and 15% on the electrical generation on the backside of the project. Most
125 importantly it would shift the project from being a taxpayer neutral to taxpayer negative for the
126 term of the loan and then the town would get benefits in year 10 to 25.

127 Jim Hodson stated that CECAC reached out to CVFRS and they said that they would bring the
128 topic up at their meeting on the 18th and said they would try to establish a contact group to work
129 with CECAC but he has not heard back yet.

130 Jim Hodson stated that the bids will give the town a clear picture of expense comparison for
131 ground solar and roof solar for these sites. The idea isn't to do both.
132 Discussion was had on practicality of the timeline being December of 2025 and how the bids
133 should be received in order to provide more clarity for the bidders and the Selectboard.
134 Grouping them by site instead of 12 independent different projects.

135 Jim Hodson stated that CECAC will collate and summarize all the bids and present them to the
136 Selectboard in order to help the board with comparing and contrasting.

137 Jim Hodson stated that in regard to the HVAC equipment the financial risk depends on what
138 equipment is being replaced and how much life it has left to it.
139 Discussion was had regarding the CPG deadline and equipment incentive deadline.
140 Jim Hodson stated that once the bids are in the project/s can be organized in whatever way that
141 makes the best sense.
142 Mary Mead stated she would like to know if there is going to be a townwide vote regarding this
143 project and where the money is to come from.
144 Frank Tenney stated that this isn't in the current budget and therefore if this gets moved forward
145 a townwide bond vote would need to take place.
146 Lewis Mudge stated that the Selectboard plans to have a townwide vote if this moves forward
147 after the bids come in and Natalie Kanner concurred.
148 Mary Mead stated that when the town did the town garage solar panels there was to be either an
149 \$80,000 or \$90,000 dollar incentive and that never came to be.
150 Jim Hodson stated the Green Loan is one of the financing mechanisms that we're looking at and
151 if we did that there's a mechanism of incentive called direct pay which gives 30% back. So, the
152 town would take a loan for that entire amount but with that incentive combined with what the
153 town would have been paying in electric bills pays off the loan. Under this scenario there is no
154 taxpayer impact if we can get that incentive within the same fiscal year. The town vote in this
155 situation is whether or not we're allowed to put a lien on the town. Again, there wouldn't be any
156 additional taxes on the tax payer. He went on to state that in the second scenario if the town
157 doesn't get the incentives there would be expense since the town would have to be paying that
158 loan back. It would be offset with the savings but there would be a slight negative to the
159 taxpayer until the loan was paid off in the 10th year.
160 Lee Krohn stated that there is no harm in letting the RFPs to go out since it doesn't bind the town
161 to do anything but it would allow for the process to move forward.
162 All of the Selectboard concurred.
163 Frank Tenney stated that he hasn't seen all the bids so he won't be able to vote on this.
164

165 **MOTION by Lee Krohn, seconded by J.D. Herlihy, to authorize the Charlotte Energy and**
166 **Climate Action Committee to move forward issuing the RFPs with the understanding that**
167 **it doesn't bind the town of Charlotte to anything. VOTE: 4 ayes, 0 nays, 1 abstention**
168 **(Tenney); Motion Carried.**
169

170 **Discussion of wildlife mapping quotes with the Charlotte Conservation Commission**

171 Claudia Mucklow stated that the Charlotte Conservation Commission is in need of funding to
172 complete the wildlife mapping that is required as part of the new Charlotte Town Plan that is due
173 next year. This was initially looked into two years ago when they found out that a specialized
174 biologist is required to complete this type of work. There was discussion with the former Town
175 Planner regarding helping to get the Charlotte Conservation Commission the Municipal Planning
176 Grant of which he did apply for two years in a row and was denied. She went on to state that last
177 year during the budget session the Charlotte Conservation Commission requested \$12,500 for the
178 first phase of this mapping but the commission was denied and was advised by the Selectboard to
179 apply for a grant. Earlier this spring the TA told the commission that he applied for the
180 Municipal Planning Grant but again this application was denied. The commission put out a
181 couple of RFPs in February which came back at the end of May. These were shared with the
182 Selectboard. This was done to give the commission a better idea of what the total expense would

183 be for this project. This project will likely take up to 18 months to two years to complete.
184 Claudia Mucklow stated that the Conservation Commission has no money in the budget since
185 they were denied. The commission's plan is to discuss a possible fundraising campaign and they
186 wonder if the town is willing to add something to whatever is raised to help to get to an amount
187 of \$10,000 since that is what is needed to complete the first phase. The maps that were updated
188 by CCRPC weren't adequate to satisfy the town plan requirements because they're too broad.
189 She went on to state that the two vendors that can do this work are Arrowwood Environmental
190 and Native Geographic. Native Geographic did the town of Charlotte's maps in 2008 and the
191 town had grant funds to do this at that time. The third phase that was to be accomplished in 2009
192 was cancelled. The maps were not entirely completed and now they are outdated. This mapping
193 is done once every twenty years, a requirement for every town. If the commission waits until
194 budget season they won't be able to begin the work on the maps until next year. She went on to
195 state that she would definitely like and expect money put into the next budget for this. In the
196 interim the hopes are to generate enough money to begin the first phase of the mapping which is
197 \$10,000 and \$25,000-\$30,000 is the rough total estimate needed for the entire project. The
198 Conservation Commission has less than \$1,500 in their specialized budget and that is the extent
199 of their available funds.

200 Claudia Mucklow stated that these maps are important for the town plan and for land use because
201 they provide the information that is needed when planning development of the town. It must be
202 known where the wet lands are, where the forests are, where important types of plants are
203 growing that need preservation.

204 J.D. Herlihy concurred and stated that the maps are included as part of the town plan and they
205 can be used in land use review. Having the town's maps done by the town gives it clarity and
206 detail. It could also provide information such as how the land use has impacted the ecology,
207 areas of high public value over time.

208 Discussion was had regarding ways to provide monies to the Conservation Commission for this
209 project now. There was a difference of opinion regarding funds that haven't been used on other
210 budgeted line items whether those funds, if any, could be designated to the mapping project or if
211 the funds need to go back into the town's general fund.

212 Peter Demick stated that the Conservation Commission has been short funded for years and he
213 offered to donate \$5,000 to this project if the town would match the \$5,000.

214 Discussion was had regarding the need for having the budget in front of all the Selectboard
215 members in order to make any decisions. All were grateful for Peter Demick's very generous
216 offer. The plan is to discuss this further at the Selectboard Special Meeting next week.

217

218 **Establishing employee salaries for FY25**

219 Lee Krohn stated that this increase is consistent with everything seen for other municipalities and
220 other public and private entities in the Chittenden county region.

221

222 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve a 3% cost of living**
223 **adjustment for town employees beginning July 1, 2025, as presented in the town's**
224 **approved budget. VOTE: 5 ayes, 0 nays; Motion Carried.**

225

226 **Charlotte Board of Sewage Disposal Commissioners: a. Discussion of Annual Sewer Use**
227 **Rates – Quarterly Administrative & Infrastructure Fee**

228

229 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to recess as the Charlotte**
230 **Selectboard and convene as the Charlotte Board of Sewage Disposal Commission. VOTE:**
231 **5 ayes, 0 nays; Motion Carried.**
232

233 Lee Krohn stated that the essence of the decision needed to be made is whether to charge the
234 town a portion of the fees needed for the shared septic system or to allocate these fees to the
235 external users who benefit from it and are driving those costs further.

236 Natalie Kanner stated that not including the municipal buildings in these fees is pushing
237 additional tax burden onto the people that are hooking onto the system by taking the
238 municipalities financial burden of the water usage and redistributing it out but only to those that
239 are hooked onto the system.

240 Lewis Mudge stated that the system was created and intended for use by the municipal buildings
241 and having those that request to be connected to this system pay for the fees seems fair.

242 J.D. Herlihy stated that the brunt of the bill is the annual inspection fee, which is \$4,500 of the
243 \$5,000 dollar total. Therefore, it's appropriate to simply count the town as a participant of the
244 system's resources.

245 Frank Tenney stated that there is the initial hook up fee and the usage fee which is based on what
246 the connection is permitted for per quarter. It would be appropriate to take the administrative fee
247 and build it into the quarterly usage fee. There has to be an amount for a sinking fund as well.

248 He went on to say that figuring out what's fair for dividing the inspection fee is challenging since
249 the connections are different for each user.

250 Lee Krohn stated that it's clear that one perspective is that this should be equally split between
251 all the users including the town and the other perspective is without granting the use of this
252 system these users couldn't exist and therefore they can absorb this minor fee in order to do
253 something they wouldn't otherwise physically be able to do.

254 Natalie Kanner stated this may be small but it's one way as a board that it can be expressed that
255 this development is welcome.

256 Lewis Mudge stated that with deciding that the municipalities are billed the same as all other
257 connections to the system shows that there is no hierarchy in regard to the billing which may set
258 a precedent. It's a right to be hooked up to this septic system but not an assumed privilege.
259

260 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to include the town's municipal**
261 **buildings in the calculation of the quarterly administrative and infrastructure fees to cover**
262 **pro rata share of overall costs, including annual septic inspections audit billing and the**
263 **like. VOTE: 2 ayes, 3 nays; Motion Carried.**
264

265 Lee Krohn stated that the motion failed which means the opposite of the motion is approved.
266

267 **MOTION by J.D. Herlihy, seconded by Lee Krohn, to adjourn as the Charlotte Board of**
268 **Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard. VOTE: 5**
269 **ayes, 0 nays; Motion Carried.**
270

271 **Discussion of Collective Bargaining – Executive session likely per 1 V.S.A. § 313(a)(1)(B)**
272

273 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to find that premature general**
274 **public knowledge of these collective bargaining negotiations would clearly place the public**
275 **body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**
276

277 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to enter into executive session for**
278 **the discussion of collective bargaining negotiations per 1 V.S.A. § 313(a)(1)(B). I further**
279 **invite Nathaniel Bareham, Town Administrator if he's available into this session. VOTE: 5**
280 **ayes, 0 nays; Motion Carried.**

281
282 **MOTION by Frank Tenney, seconded by Natalie Kanner, to exit out of executive session.**
283 **VOTE: 5 ayes, 0 nays; Motion Carried.**

284
285 Lee Krohn stated that no Action taken.

286
287 **Discussion of Personnel – Executive session likely per 1 V.S.A. § 313(a)(3)**
288

289 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to enter into executive session to**
290 **discuss the possible appointment of a Town Planner, and a Zoning Administrator, per 1**
291 **V.S.A. § 313(a)(3). I further invite Nathaniel Bareham, Town Administrator if he's**
292 **available into this session. VOTE: 5 ayes, 0 nays; Motion Carried.**
293

294 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to exit out of executive session.**
295 **VOTE: 5 ayes, 0 nays; Motion Carried.**

296
297 Lee Krohn stated that there are town actions to be taken.

298
299 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve a conditional offer of**
300 **employment to Lindsey Kahn for the Town Planner position with an effective starting date**
301 **as soon as possible after July 1, 2025, with a starting wage to be negotiated by Nathaniel**
302 **Bareham, Town Administrator within the posted wage range. VOTE: 5 ayes, 0 nays;**
303 **Motion Carried.**
304

305 **MOTION by Lee Krohn, seconded by Natalie Kanner, to accept the resignation of the**
306 **Town Recreation Director effective July 3, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.**
307

308 **Discussion of Town Contracts – Executive session likely per 1 V.S.A. § 313(a)(1)(A)**
309

310 **MOTION by Natalie Kanner, seconded by Lee Krohn, to find that premature general**
311 **public knowledge of these discussions of an existing Town contract would clearly place the**
312 **public body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**
313

314 **MOTION by Natalie Kanner, seconded by Lee Krohn, to enter into executive session for**
315 **the discussion of a Town contract per 1 V.S.A. § 313(a)(1)(A). I further invite Nathaniel**
316 **Bareham, Town Administrator if he is available into this session. VOTE: 5 ayes, 0 nays;**
317 **Motion Carried.**
318

319 **MOTION by Frank Tenney, seconded by Natalie Kanner, to exit out of executive session.**
320 **VOTE: 5 ayes, 0 nays; Motion Carried.**

321
322 Lee Krohn stated that there are two action to be taken.

323
324 **MOTION by Lee Krohn, seconded by J.D. Herlihy, to terminate the town's contract with**
325 **SJW docks which relates to maintenance and operation of the wastewater system at**
326 **Thompson's Point and the town's attorney is working in a letter of cancellation pursuant to**
327 **the town's contract with them and they will handle it from there. VOTE: 5 ayes, 0 nays;**
328 **Motion Carried.**

329
330 **MOTION by Lee Krohn, seconded by Natalie Kanner, that the Selectboard approve the**
331 **current draft operating agreement for Thompson's Point's maintenance and operations**
332 **with Simon Operating Systems and with any final negotiated items to be worked out with**
333 **the town administrator and the town attorney. VOTE: 5 ayes, 0 nays; Motion Carried.**

334
335 **Signing of Warrants**

336
337 Warrants were signed.

338
339 **Adjournment**

340
341 **MOTION by Natalie Kanner, seconded by Lee Krohn, to adjourn. VOTE: 5 ayes, 0 nays;**
342 **Motion Carried.**

343
344 The meeting was adjourned at 10:26 p.m.

345
346 Minutes respectfully submitted by Brooke Milo, Minute Taker.
347 Edits by Nathaniel Bareham.

Church Hill Rd

driveway

Garage

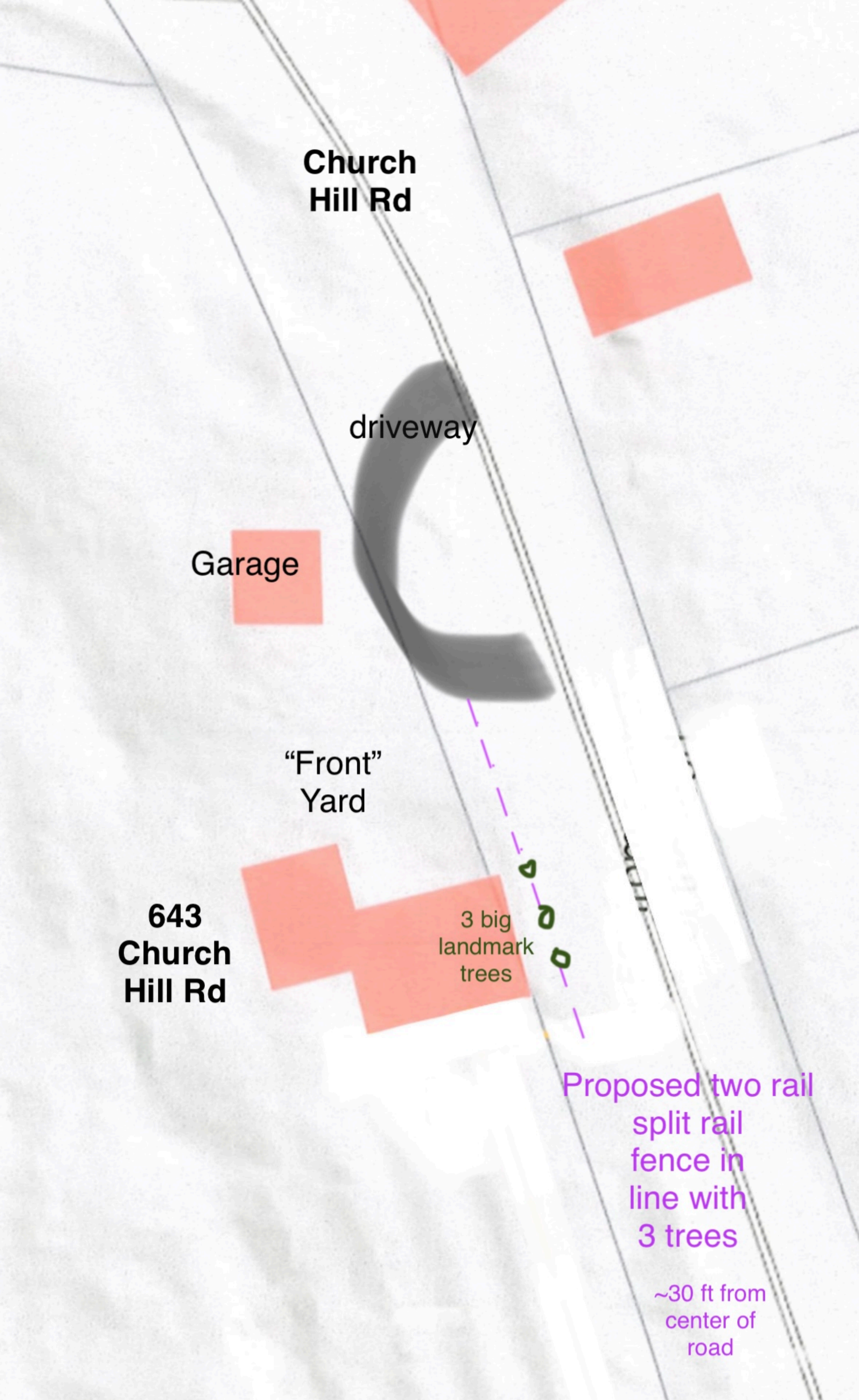
“Front”
Yard

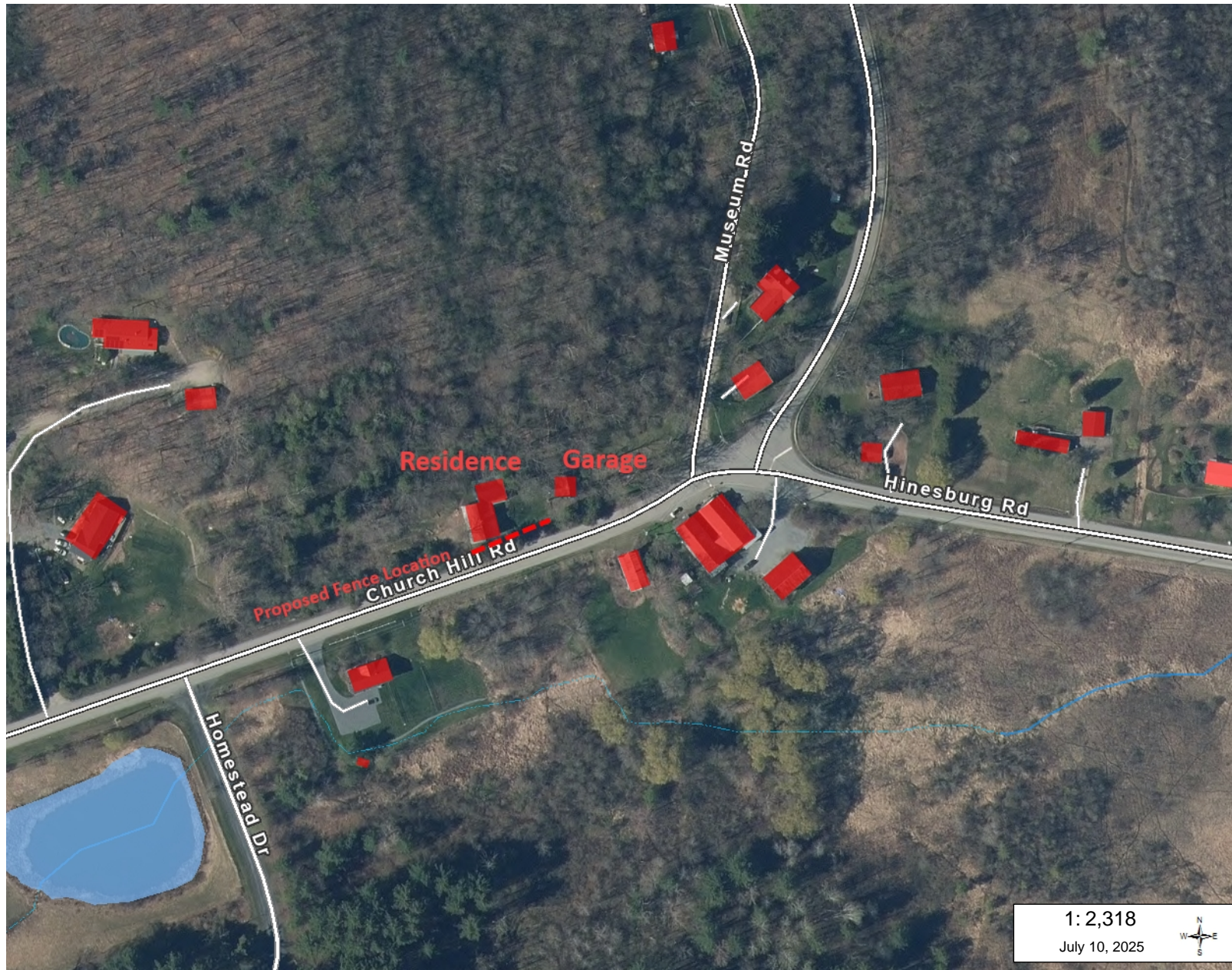
**643
Church
Hill Rd**

3 big
landmark
trees

Proposed two rail
split rail
fence in
line with
3 trees

~30 ft from
center of
road





LEGEND

- Building footprints
- ✈ Airports
- ▲ Mountains and Hills
- US Highways
- State Highways
- Roads - Public (VTrans)
 - Interstate Highway
 - US Highway
 - State Highway
 - Local road
 - - Other road
 - - - Legal trail
- = Roads - Private (E911)
- Driveways
- + Rail Lines
- Town Boundaries
- County Boundaries
- VT State Boundary



1:2,318

July 10, 2025



WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 193 Ft. 1cm = 23 Meters
 © Vermont Center For Geographic Information THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. VCGI and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

INVOICE

SUSTAINABLE CHARLOTTE VT

DATE:
Date 06/27/2025

TO: Town of Charlotte Vermont
Ferry Road
Charlotte VT 05445

CONTACT:

RUAH SWENNERFELT
SCV CO-COORDINATOR

This is an invoice, requesting \$999.00 from the Town of Charlotte for a weatherization project collaboration with the Charlotte Energy & Climate Action Committee, and with WindowDressers, for which Sustainable Charlotte Vermont serves as the fiscal agent.

This project supports low-income households in Charlotte by providing durable window inserts, either at low or no cost to the household. Over the last 5 years, many homes have saved heating costs, stayed warm, and emitted fewer carbon emissions.

TOTAL

999.00

MAKE ALL CHECKS PAYABLE TO SUSTAINABLE CHARLOTTE VT

SUSTAINABLE CHARLOTTE VT 360 TOAD RD | CHARLOTTE VT 05445 | EMAIL: SUSTAINABLECHARLOTTVT.ORG

APPROVED FOR PAYMENT

BY: _____

DATE: 6/30/2025

ACCT. # 100-9000-54.0

CHECK # _____

June 25, 2025

Hi Mary,

We've got three remaining items in wrapping up the fiscal year for the Charlotte Energy & Climate Action Committee.

1. Please reimburse me for recent purchases related to renewable energy project:
 - a. Staples – color flyers printed: \$12.20
 - b. Hannaford's – snacks for public education events: \$19.56Deirdre Holmes
413 Carpenter Road

2. Jim Hodson has subscribed to two online research platforms to support our summer research project with our college intern. He told me he got the first 30 days free, so there may not be a charge during this FY. If there is, I have asked him to send those receipts to you by Friday for reimbursement from the committee budget.

3. The committee passed a motion allocating up to \$999 to support Charlotte households seeking insulating window inserts to work with Window Dressers instead of our supplying single-use window film as part of our weatherization work. The Window Dressers product is much longer lasting. Sustainable Charlotte is a local 501 (c)3 that serves as the fiscal agent for Window Dressers. They have a fund specifically to support Charlotte residents to which we would like to contribute up to \$999. We will receive a report outlining how the funds were distributed to support low-income Charlotte households. I believe we have the funds for the full amount, but if you could confirm that for me and then send a check to Sustainable Charlotte for Window Dressers, that will complete this fiscal year for us.

Made out to: Sustainable Charlotte Vermont
Mailing address: 360 Toad Road, Charlotte

Sustainable Charlotte Vermont is a 501(c)(3) nonprofit organization. EIN is 46-2592247

Please let me know if you have any questions regarding the above, and if you could send me a final expense report for the year when available.

Thank you,
Deirdre

Fee paid \$ _____

Recording fee \$ _____

TOWN OF CHARLOTTE
P.O. Box 119, Charlotte, VT 05445
Phone: 802-425-3533 Fax: 802-425-4241

Application # _____ - _____ - _____

HIGHWAY ACCESS/RIGHT-OF-WAY WORK PERMIT APPLICATION

Owner(s) _____ Phone (h) _____

Phone (w) _____

Address _____

Email _____

Applicant _____ Phone (h) _____

Phone (w) _____

Address _____

Email _____

Parcel ID # _____

Properties to be served by new access _____

Any conditions (subdivision, site plan, covenant, or conditional use approval) that apply to this property? Yes ___ No ___

Summarize those conditions: _____

Describe below the improvements to be made and their intended purpose: _____

Provide a list of attachments with sheet title, description and dates, continue on reverse side if more than three:

Attachments # _____ # _____ # _____ dated ____/____/____

Culvert Proposed: _____ Diameter (Inches) _____ Length (Feet) _____ Material _____

Name of design firm: _____

Subdivision Application (if applicable) _____

*Attach to this sheet at minimum 1) *site or plot plan* drawn to scale, with North →, showing:

- Road frontage
- All existing and proposed accesses
- Bodies of water, including unnamed streams
- Lot dimensions
- Utilities, easements, and right-of-ways
- Water well(s) and septic system(s)

***Plan size submissions to be 8 ½ X 11 or 11 X 17 (preferred)**

I/we will adhere to the Recommended Standards for Developments and Homes of the Town of Charlotte as adopted in 1997 and as may be amended. I/we agree to allow Town officials access to the property to verify compliance with the terms and conditions of this permit, upon reasonable notice. I/we acknowledge that my/our project may require other State permits. I/we agree to contact the Agency of Natural Resources Department of Environmental Conservation Essex Regional Office at 802-879-5656 to learn more.

Signature(s) of applicant(s) _____ Date ____/____/____

Signature(s) of landowner(s) _____ Date ____/____/____

Signature of Road Commissioner _____ Date ____/____/____

Referred to Selectboard (Access Serving Three or More Lots, or for other reason):

Check one: YES NO

Date ____/____/____

Comparison of Municipal Highway Access Policies and Practices

Who Approves a Highway Access Permit?

Town	Selectboard	DRB/PC	DPW/Road Commissioner	Notes:
Charlotte	X		X	
Bristol			X	Application form also covers other work in the ROW
Essex			X	
Ferrisburgh			X	
Georgia			X	Selectboard involvement limited to road naming (after e911 coordinator solicits proposed name from property owner)
Hinesburg			X	Permit expires after 9 months
Middlebury				Permit granted by Director of Operations
New Haven	X		X	Road commissioner makes recommendation to SB
Shelburne			X	
Williston			X	

Edits: AB 11.22.24; NB 7.9.25

**POLICY AND PROCEDURE FOR HIGHWAY ACCESS AND
PERMITWORK IN RIGHT-OF-WAY PERMITS**
TOWN OF CHARLOTTE

Under 19 V.S.A. Section 1111(b), the Town of Charlotte Selectboard or its designee has the authority to regulate access onto public roads. The rules contained in this policy shall guide the Town of Charlotte Board of Selectmen in providing reasonable and safe access onto public roads and preventing unsafe conditions, as well as allowing safe and reasonable improvements made within the public right-of-way.

In the performance of its statutory duty to issue highway access permits and in the fulfillment of its responsibility to adequately protect and promote the safety of the traveling public, maintain reasonable levels of service on existing town highways, provide for the adequate provisions for life safety services and to protect the public investment in the existing highway system, the Selectboard of the Town of Charlotte has adopted the following official policy and procedure. The Selectboard-Town will be guided by the Recommended Standards for Access Roads and Driveways adopted by the Charlotte Planning Commission on September 2, 1997, Town Road and Bridge Standards adopted by the Selectboard on August 26, 2019, and by the Vermont Agency of Transportation standard sheets, B-71, Standards for Residential and Commercial Drives A-76, Standards for Town and Development Roads. Proposals should be in compliance with these standards as well as the terms and provisions of the Town's Municipal Plan, and Zoning By-Laws and Subdivision Land Use Regulations, as may be amended from time to time.

Permit Required

A permit approved by the Selectboard or Road Commissioner is required for all driveways, entrances, curb cuts and approaches ("access points") within a town highway right-of-way. Highway access permits that impact two or fewer lots require approval of the Road Commissioner. Highway access permits involving the subdivision of land into three or more lots require approval of the Selectboard. No new driveway construction may take place until the Town has issued a highway access permit.

Right-of-Way Improvements

Improvements to existing accesses on town highways require the approval of the road commissioner and may require a stormwater discharge or other appropriate permit from the State of Vermont or Army Corps of Engineers. The following improvements within the public right-of-way require the written approval of the Road Commissioner prior to construction:

1. Culverts
2. Stormwater Catch Basins
3. Ditches
4. Utility Poles
5. Fences Over Six Feet in Height

Commented [AB1]: Not sure if the Town wants to go this route.

Commented [AB2]: The LURs currently exempt fences under six feet in height. They will need to be updated to include road commissioner approval if this item is adopted in a new HAP policy.

Mailboxes and signs are specifically exempt from this requirement. However, the Zoning Administrator may consult the Road Commissioner when reviewing and approving signage within the public right-of-way.

Commented [AB3]: LURs would need to be updated to reflect the ZA's consulting of the road commissioner.

General Provisions

The following Town policies will guide decisions on applications for an access permit:

1. Any proposed driveway, entrance, curb cut or approach within a town highway right-of-way shall be allowed only as necessary to provide reasonable access to and from the subject property. For reasons of safety, costs and aesthetics, the Selectboard-Town will normally allow only 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.
2. Subject to the recommendation of the Planning Commission/Development Review Board, access points near the intersection of two roads will generally be located on less traveled roads rather than more highly-traveled roads.
3. Access points will minimize impacts on agricultural soils and operations, wildlife habitat, wetlands and scenic areas.
4. Any additional lots created from the lot for which an access point is approved may be required to use the same access.
5. The access will be located so as to obtain, if possible, sight distance (in feet) of at least ten times the speed limit (in miles per hour). So, if the speed limit is 50 mph, the sight distance should be at least 500 feet in both directions.
6. If the average slope in the vicinity of the access is 5% or greater, end treatment or a headwall will be installed at the inlet, and the outlet will be stabilized such that there will be no scour erosion.
7. Driveway culverts will be a minimum of 15" in diameter; 18" may be required.

Procedure

1. Applicants shall submit a **Highway Access Application** to the Town Administrator with the application fee. All applications will include:
 - A description of the proposed project with location of the property including parcel identification and E-9-1-1 address (if available), anticipated scope of required clearing, excavation and/or fill, and names of adjacent property owners, to include those across the highway.
 - A sketch of the project with scaled dimensions of the proposed curb cut, proposed drainage including culverts, with sizes, clear line-of-sight distances in two directions, distance to nearest driveways in two directions, and locations of all existing and proposed structures, utilities or other easements, septic systems and replacement areas, wellheads, bodies of water, and property lines with dimensions.
 - If the average slope in the vicinity of the access is 5% or greater, the application shall include a site plan or elevation drawing indicating the average slope for the 100 foot span centered on the proposed access; if the average slope is 5% or greater, the applicant must install end treatment or a

headwall at the inlet and stabilize the outlet such that there will be no scour erosion.

- The Road Commissioner or Selectboard may, in its discretion, require professionally engineered designs.
- If the applicant is not the owner of record of the property subject to the proposed access, written authorization for the application by the property owner must be included with the application.

2. A copy of the application will be forwarded to the Road Commissioner and, for proposed accesses to a new subdivision of three or more lots, to the Chair of the Planning CommissionDevelopment Review Board.

3. In the case of a highway access permit involving two or fewer lots, the Road Commissioner will conduct a site visit to the proposed location and issue a written decision to approve or deny the request within thirty (30) days of the site visit. In granting an approval, the Road Commissioner may place reasonable conditions on site grading, culvert sizing and placement, sight distances (clearing), or other criteria to protect the health and safety of the travelling public.

~~3.4.~~ In the case of a highway access permit involving a new subdivision of three or more lots, The Road Commissioner will conduct a site visit to the proposed location and prepare a recommendation regarding the request to the Selectboard.

~~4.5.~~ In the case of a highway access permit involving a new subdivision of three or more lots, a hearing before the Selectboard on any new highway access request impacting three or more lots will be scheduled as soon as possible after such a request is deemed administratively complete by the Chair of the Selectboard or designeeTown Administrator.

~~5.~~ Notice of the hearing shall be posted in three physical locations in the Town, on the Town website, and on Front Porch Forum (or similar communications outlet).

6. ~~The~~ A hearing before the Selectboard will not be held until:

a. The Road Commissioner has conducted a site visit and prepared a recommendation to the Selectboard.

~~b.~~ The adjoining property owners have been notified by the Planning and Zoning Office.

~~e-b.~~ If the property is to be subdivided, a recommendation from the Planning CommissionDevelopment Review Board must also be received prior to the hearing.

For a minor subdivision, this recommendation from the Planning CommissionDevelopment Review Board will be given after the sketch plan review and before the final review.

Formatted: List Paragraph, No bullets or numbering

Commented [NB4]: The notice/posting requirement already exists within VT OML and in the Selectboard's rules of procedure. The Selectboard should discuss whether they wish to maintain this as a redundancy, or strike out this language.

Commented [AB5]: I'm not sure if the practice of receiving a recommendation from the PC or DRB has been consistently followed.

For a major subdivision the recommendation will be given after the preliminary review and before the final review.

In providing a recommendation, the Development Review Board may provide a copy of the sketch plan decision or the preliminary subdivision decision to the Town Administrator. The Development Review Board may authorize the Zoning Administrator or other appropriate staff persons to summarize its recommendations or provide additional comments to the Selectboard.

The Selectboard may also, at times, request a recommendation from the Planning Commission even if the subject property is not being subdivided.

7. The applicant, or ~~a~~ their representative, must attend the scheduled hearing in person or remotely. If the applicant chooses to send a representative to the hearing, the Selectboard, prior to the date of the hearing, must receive written authorization from the applicant for such representation.
8. The Selectboard will render a decision on the request within 30 days of the close of the hearing and notify the applicant of the decision.
9. Approvals will be recorded in the Town of Charlotte land records.
10. If construction has not commenced within two years of the date of the issuance of the highway access permit, the permit shall expire. The applicant may request a single, one-time extension of up to two (2) years from the Town Administrator. The Town Administrator shall notify the Road Commissioner of any permit extension.

Inspection

The applicant will be expected to arrange the above-referenced site visit with the Road Commissioner and a second site visit with the Selectboard or its agent upon completion of construction. No construction activity may commence within a town highway right-of-way without prior notification to the Road Commissioner.

Forms

The Town will provide the necessary form for applying for an access permit.

Temporary Highway Accesses

Temporary accesses may be considered independent of this process. However, temporary accesses require ~~a recommendation~~ approval from the Road Commissioner ~~and Selectboard approval~~. Requests for temporary accesses should be sent to the ~~Chair of the Selectboard~~ Town Administrator in the form of a letter that states the purpose of the access and justifies the need. After receiving ~~a the recommendation letter and any recommendation~~ from the Town Administrator, the Road Commissioner ~~the Selectboard~~ will conduct a site visit and invite the applicant to present the request at a routine Selectboard meeting for a decision to determine the appropriateness of the proposed temporary access and any conditions necessary for the safety of the general public.

Commented [NB6]: This may warrant further discussion with the DRB on the timing of seeking approval for HAPs. In certain circumstances, DRB decisions have included conditions requiring approval of a HAP, whereas others have requested approval of a HAP prior to a decision being made.

Temporary requests will be granted for a specific length of time and for a specific purpose, such as for construction vehicle access. [Temporary accesses shall be removed and regraded to the satisfaction of the Road Commissioner within a reasonable timeframe set forth in the temporary access permit.](#)

Liability

The property owner shall indemnify, defend and hold harmless the Town of Charlotte, its officers, employees and agents from any claims for damages to persons or property that may occur as a consequence of work performed within a town highway right-of-way under the authority of an access permit issued pursuant to the provisions described herein. Any damage to the Town’s utilities, property or appurtenances as a consequence of work performed shall be repaired by the Town at the expense of the property owner, unless otherwise formally agreed to.

Amended on: _____
Date

By: _____
[Lee Krohn](#), Chair

Frank Tenney, Vice Chair

[Lewis Mudge](#)

[Natalie Kanner](#)

[JD Herlihy](#)



Town of Charlotte

ESTABLISHED 1762

DRAFT PURCHASING POLICY

Approved June 22, 2015

Amended June 26, 2017

Amended July 14, 2025

PURPOSE

The purpose of this Purchasing Policy (“Policy”) is to create a process for purchasing goods and services promoting efficiency, consistency, fairness, accountability and confidence, while allowing necessary supplies and services to be provided in a timely and cost-effective manner, treating all vendors equitably. This Policy shall apply to all purchases of goods and services by the Town of Charlotte, Vermont except where conditions of State or Federal funding, grants, gifts or bequests dictate otherwise.

SECTION I: DEFINITION

PURCHASING AGENT: The Purchasing Agent shall be the Selectboard, a Department Head, or a Commission/Committee/Board Chair. The Purchasing Agent may delegate their authority to a designee.

SECTION II: PURCHASE CATEGORIES

A) INCIDENTAL PURCHASE

1. Incidental Purchase Definition: a good or service costing less than \$1,000.
2. An Incidental Purchase may be made by a Purchasing Agent without a solicitation for bids or quotations. However, if practicable, quotations are encouraged.

B) REGULAR PURCHASE

1. Regular Purchase Definition: a good or service costing \$1,000 - \$5,000.
2. For Regular Purchases, the Purchasing Agent or designee shall use either the Competitive Solicitation Process (Section III) or the Bid Process (Section IV), unless a single source has been approved by the Selectboard (Section V).

C) MAJOR PURCHASE

1. Major Purchase Definition: a good or service costing over \$5,000.
2. For Major Purchases, the Selectboard shall act as the Purchasing Agent. The Selectboard may designate another Town official or employee to be the Purchasing Agent (i.e. Designee).

3. Notwithstanding the above, Major Purchases may only be made by the Selectboard and must comply with the Bid Process (Section IV) unless a single source has been approved by the Selectboard (Section V) or is on the Preferred Vendor List.

SECTION III: COMPETITIVE SOLICITATION PROCESS

- A) The Purchasing Agent shall solicit quotes from at least three vendors. Vendors, goods and services will be selected based on the quality of goods and services offered, and the ability, capacity, price and skill of the vendor as demonstrated by prior purchases by the Town or other customers.
- B) The Purchasing Agent shall maintain documentation of such purchases in the Town Clerk's/Treasurer's Office, including: a list of vendors contacted, copies and dates of all quotes, vendor correspondence, and a dated copy of any agreement.

SECTION IV: BID PROCESS

A) REQUEST FOR PROPOSALS

1. The bid process shall be initiated by the issuance of a Request for Proposals and bid package prepared by the Selectboard or its designee.
2. The bid package will include:
 - a. A Request for Proposals with project or product name, submission deadline, date, location and time of the bid opening, product or service specifications including a description of the materials, equipment or services to be purchased, any security requirement, notification of the Town's tax-exempt status, and any other pertinent information
 - b. A request for the price margin(s) over the wholesale materials cost(s), (if applicable)
 - c. A request for the hourly rate and mark-up percentage of materials for any additional work
 - d. A proposed payment schedule and a percent retention of the contract (if applicable)
 - e. A statement indicating the right of the Town to modify or reject any or all bids at its sole discretion.
 - f. A request for three qualified references
 - g. Insurance requirements of the Town
 - h. A bid form (if applicable), which will provide places for bidders to enter their bid and all other information requested by the Town
 - i. Vendor certification requirements (if applicable)
 - j. A code of conduct (if applicable).
3. Pre-bid meetings shall be held for Major Purchases unless waived by the Selectboard; the date, time and location of such meetings shall be noted in the Request for Proposals. For Major Purchases, the bid package shall be reviewed by the Selectboard or its designee prior to advertising and distribution to prospective bidders.

B) ADVERTISING

Requests for Proposals shall be advertised in the newspaper(s) of record and in any other appropriate media at least two (2) weeks prior to the submission deadline. The notice shall include: the submission deadline, the location for bid submissions and information on how to obtain a bid package.

C) BID SUBMISSION

1. All bids shall be submitted in sealed envelopes addressed to the Selectboard, and plainly marked with the name of the project and bidder.
2. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt, and initialed by the receiver.
3. Bids may be withdrawn by request (in writing) prior to the scheduled time for the opening of bids.
4. Any bids received after the submission deadline shall not be considered and shall be returned to the bidder unopened.
5. Bidders shall bid to the requested specifications. Any additions, deletions, or exceptions shall be noted.
6. Bidders shall sign the bid form, certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on their behalf without connection with or obligation to any person or firm.

D) BID OPENING

Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard or designee. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, and any additions, deletions, or exceptions.

E) CRITERIA FOR BID SELECTION

1. In evaluating bids, the Selectboard may consider the following criteria:
 - a. Price
 - b. Bidder's schedule for completion and ability to perform within the specified time limit(s)
 - c. Bidder's demonstrated experience and reputation, including past performance for the Town
 - d. Quality of the materials and services specified in the bid
 - e. The match between the specifications requested and the specifications proposed in the bid
 - f. Bidder's ability to meet other terms and conditions, including insurance and bond requirements
 - g. Bidder's availability to provide future service, maintenance, and support
 - h. Capacity of bidder to deliver or perform in a timely, collaborative, and high-quality manner.
 - i. Any other factors the Selectboard determines are relevant and appropriate in connection with a given project, service or product.
2. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine their ability to assure service throughout the term of the contract.
3. The Selectboard reserves the right in its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or immaterial irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

4. Bid selection is to occur at a subsequent meeting as timely as possible following the bid opening.

F) CHANGE OF SCOPE

1. If specification changes need to be made prior to the deadline for submission of bids, the Request for Proposals will be amended and notice shall be sent to all bidders who already submitted a bid and to all prospective bidders known to have obtained a bid package, and the notice shall be advertised (Section V, subsection B). A new bid process may be initiated.
2. If specification changes need to be made after the deadline for submission of bids (e.g. all bids are higher than the budget for a project or purchase,) but before any award is made, the Selectboard may request updated bids from all bidders who submitted a timely bid, or initiate a new bid process.

G) AGREEMENT

Following bid selection, a contract or letter of agreement will be obtained or created which shall reference the Request for Proposals, the winning bid price, and other information as determined to be appropriate by the Selectboard or its designee, to be signed by the Selectboard or its designee and contractor/vendor.

Additional requirements related to any procurements utilizing Federal grant funds:

- Prohibits the award of a subaward, covered contract, or any other covered agreement for program administration, goods, services, or any other program purpose with any suspended or debarred party; and
- Requirements staff to obtain certificates from entities receiving subawards (contract and subcontract) over \$25,000, certifying that the organization and its principals are not suspended or debarred.
- Procedures are established to verify that vendors have not been suspended or disbarred from federal procurements or contracts, as appropriate.
- Efforts shall be made to utilize small business, minority – owned firms and women’s business enterprise, whenever possible.

BUY AMERICAN. Preference may be given to the purchase of products and services that are produced, grown, or manufactured in the United States if it is priced no more than 6 percent higher than the bid or offered price of the nondomestic material, including all costs of delivery, and any applicable duty, whether or not assessed. Costs would be based on those in effect on the date of opening bids on proposals.

H) CHANGE ORDER

Once a bid has been accepted, if changes become necessary, a change order will be prepared describing the change(s) and the associated cost(s). The Selectboard or its designee and the selected bidder will sign the change order upon agreement.

I) BID FILES

Bid files are to be maintained by the Selectboard. Files should include a copy of the Request for Proposals, the date and copies of bid advertisements, the list of bidders and bids received, the bid comparison or analysis, any recommendations made to the Selectboard, copies of correspondence with bidders, and the agreement and any other contract documents executed after award of the bid. Files may be maintained in paper or electronic format.

SECTION V: EXCEPTIONS TO THE USE OF THE BID PROCESS

- A) The Selectboard may waive the bid process for Major Purchases and authorize the purchase from a single source under the following circumstances:
1. **SOLE SOURCE:** No other vendor exists capable of fully meeting the Town's bid requirement(s).
 2. **PREFERRED SOURCE:** Alternative vendors exist in the market, but the Selectboard prefers a particular vendor because of project requirements (precision, reliability, service, unique needs); a vendor's historical performance and/or extensive knowledge of the Town's need; or concerns about other vendors (lack of experience or history, poor service, lack of availability of parts).
 3. **EMERGENCY PURCHASES:** The Selectboard may award or authorize contracts or make purchases for the purpose of meeting a public emergency without complying with the bid process. The Town Clerk, Town Administrator, Road Commissioner, Emergency Management Director, or Emergency Management Coordinator may make purchases for the purpose of meeting a public emergency without complying with the bid or quote process following verbal communication with the Chair, or alternatively the Vice-Chair, of the Selectboard in excess of the limits outlined above – the Selectboard shall be notified of such purchases within twenty-four (24) hours. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.
- B) In the event that the Selectboard authorizes use of a single source, the Purchasing Agent shall write a memo for the project file which includes the following as applicable:
1. A statement that provides information regarding the project or procurement (e.g., any unique requirements, nature of emergency, etc.) and identification of the reason(s) that the selection process does not include a bid process
 2. A description of the proposed vendor's/contractor's unique qualifications
 3. A description of efforts to solicit offers from other vendors and the results, or a statement describing the reason offers from other vendors were not solicited.

SECTION VI: RECEIPT AND INSPECTION

The Purchasing Agent shall be responsible for the receipt, inspection and acceptance or rejection of incoming supplies and equipment.

SECTION VII: PAYMENT

All invoices shall be submitted by the Purchasing Agent to the Treasurer's Office, and will be submitted with a duly executed IRS Form W-9. No payment will be made until an IRS Form W-9 is received.

The cost of goods and services received before June 30th shall be expensed to that fiscal year.

SECTION VIII: DEBIT/CREDIT CARD USE

The Town does not have any debit or credit card accounts, with the exception of a credit card account used by the Charlotte Library.

The use of personal credit cards, cash or personal checks to make purchases for the Town is discouraged unless no alternative exists. If reimbursement is necessary a receipt is mandatory.

SECTION IX: LEASE PURCHASES

The purchase or lease of any equipment, vehicles or materials which require periodic payments over the course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.

All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.

SECTION X: MONITORING

Monitoring is a process that assesses the quality control performance over time.

The Selectboard will periodically conduct independent reviews of procurements and contracting activities to determine whether policies and procedures are being followed as intended.

SECTION XI: GIFTS AND GRATUITIES

Town officials and employees are expressly prohibited from soliciting or personally accepting any rebate, money, entertainment, gift or gratuity from any person, company, firm or corporation to which a purchase agreement or service agreement is, or might be, awarded. The Selectboard may terminate an agreement if said agreement was awarded due to consideration of the personal interests of the Purchasing Agent over the interests of the Town. The Town may also take disciplinary action, including dismissal, against a Town employee who solicits gifts or gratuities.

SECTION XII: CERTIFICATE OF INSURANCE

The Town of Charlotte requires all vendors that provide personal services, i.e. labor for the Town, to provide a valid Certificate of Insurance that names the Town as an additionally insured. Minimally, the Town requires \$500,000 per incident and \$ 1,000,000 overall coverage. Higher limits may be required by the Selectboard, or Designee for high hazard exposures (for example, fireworks displays). The Certificate of Insurance shall be valid for the period of time the successful bidder is performing the work. Other than informing vendors of the Town's insurance requirements, it is not necessary to confirm insurance coverage when soliciting quotes or bids. Certificates are required before any work can be performed.

Any sole proprietor (no employees) hired shall be required to sign a Hold Harmless Agreement and a Non-Employee Work Agreement. Contractors with employees will need to provide a Certificate of Insurance for Workers' Compensation.

If the insurance requirements of this Policy cannot be met, or if the Purchasing Agent is concerned that a vendor's insurance coverage may be insufficient, the Purchasing Agent may request assistance from the Town's insurer to determine the appropriate documents or insurance coverage.

SECTION X: ENACTMENT

The foregoing Policy is hereby amended by the Selectboard of the Town of Charlotte, Vermont, as approved on the 14th day of July, 2025 and is effective as of this date until amended or repealed.

Lee Krohn, Chair

Natalie Kanner

Frank Tenney, Vice Chair

JD Herlihy

Lewis Mudge

Sample Documentation of Connection & Usage Fees

Initial Connection Fee

Existing System Cost Recovery				
\$	302,500	System Infrastructure Construction Costs		
\$	15,000	Design & Permitting Costs		
\$	317,500	(PDSC) Present Day System Cost (OSC x IA)		
	6499	(SDF) System Design Flows in GPD		
\$	48.85	(DSC) Disposal System Cost Per GPD of Design Flow (PDSC / SDF)		
\$	4,885.00	= Approved GDP of Design Flow for Property:	100	x \$ 48.85

Quarterly Administrative & Infrastructure Fees

Capacity Fee				
\$	4,500	Annual System Inspection		
\$	500	Annual Billing & Management Cost Sharing Allocation		
\$	5,000	Total Fixed Administration Costs		
	5	Number of System Connections		
\$	1,000	Cost Per Connection Allocated to Annual Administration Fee		
\$	250	Cost Per Connection Quarterly Admin. Fee		

(BPL) Annual Cost of Burns Property Usage/Lease

\$	30,000	(ASV) Assessor's Sewage Added Value of Per Equivalent Unit Wastewater System Capacity		
	6499	(SDF) System Design Flow in GPD of Disposal System		
	490	(DA) Design Allocation flow in GPD to Equivalent Unit Connection		
	13.26	(EU = SDF/DA) Number of Equivalent Units (EU) in System Capacity		
\$	397,898	(FMV) Fair Market Value of Property Wastewater Capacity (ASV x EU)		
	40	(YR) Design Life		
\$	9,947	(AV) Annual Valuation		
	6,499	(SDF) System Design Flow in GPD of Town Disposal System		
\$	1.53	(ACC) Annual Connection Cost per GPD of Design Flow for Connection (AV/SDF)		
\$	0.38	(QCC) Quarterly Connection Cost per GPD of Design Flow for Connection (ACC/4)		
\$	38.27	= Approved GDP of Design Flow for Property:	100	x \$ 0.38

Sinking Fund Contribution (To be updated annually)

	Cost	Life (Yrs)	Span Pd.	Cost/30 Yrs
Pump Station Electrical Sys.	\$ 4,800	10	30	\$ 14,400
Pumps & Railing	\$ 10,700	12	30	\$ 26,750
Disposal Field Expansion	\$ 42,800	30	30	\$ 42,800
Disposal Field Renovation	\$ 32,000	30	30	\$ 32,000
Planning Costs	\$ 5,400	10	30	\$ 16,200
				\$ 132,150 every 30 Years
\$	132,150	(ERC) Estimated Replacement Cost Every 30 Years		
\$	4,405	(AERC) Annualized Estimated Replacement Cost (ERC/30)		
	6499	(SDF) System Design Flow in GPD of Disposal System		
\$	0.68	(UAERC) Unitized Annual Replacement Cost		
\$	0.17	(QERC) Quarterly Estimated Sinking Fund Replacement Costs (UAERC/4)		
\$	16.94	= Approved GDP of Design Flow for Property:	100	x \$ 0.17

Quarterly Cost Summary

\$	250	Cost Per Connection Quarterly Admin. Fee		
\$	38.27	(BPL) Annual Cost of Burns Property Usage/Lease		
\$	16.94	Sinking Fund Contribution		
\$	305	Per Quarter =	\$ 1,221	Per Year