



April 1, 2026

Ms. Carrie Johnson
365 Read Lane W.
St. Albans, VT 05478

RE: Extension of Interim Town Administrator Appointment

Dear Carrie,

On behalf of the Town of Charlotte, I am pleased to extend your appointment as Interim Town Administrator. Your current term, which was set to conclude on March 31, 2026, is hereby extended beginning April 1, 2026. The extension will continue until the earlier of: (a) the date a permanent Town Administrator begins employment with the Town, or (b) June 29, 2026 — ninety days from the start of this extension.

All other terms and conditions of your original offer letter dated October 1, 2025 remain in effect, including your compensation, hours, and at-will employment status.

The Selectboard is grateful for your continued service to the Town of Charlotte, and we look forward to working with you through this transition. If you have any questions, please don't hesitate to reach out.

Sincerely,

Selectboard Chair
Town of Charlotte

ACCEPTANCE

I have read and accept the terms of this extension of my appointment as Interim Town Administrator.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

