

# CHARLOTTE SELECTBOARD

Agenda for Monday, August 25<sup>th</sup>, 2025

Charlotte Town Hall, 159 Ferry Road

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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](mailto: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>
<b>7:00 PM</b>	Approval of Consent Agenda <ul style="list-style-type: none"><li>a. Meeting Minutes for June 30, 2025 and August 25, 2025</li></ul>
<b>7:05 PM</b>	Adjustments to the Agenda
<b>7:10 PM</b>	Public Comment for items not on the Agenda
<b>7:15 PM</b>	Selectboard & Town Administrator's Updates
<b>7:25 PM</b>	Selectboard Review of the proposed FY27 Budget Process
<b>7:35 PM</b>	Discussion, and possible action, on the Draft Charlotte Grant Management Policy
<b>7:45 PM</b>	Discussion, and possible action, on amending the Charlotte Purchasing Policy
<b>7:55 PM</b>	Discussion of Pedestrian/Traffic Concerns at the intersection of Ferry and Greenbush Road(s)
<b>8:10 PM</b>	Discussion, and possible action, on amending the motions made to hire the Town Planner, Recreation Director, and Interim Zoning Administrator
<b>8:15 PM</b>	Discussion on Town Personnel – Executive Session Likely per 1 V.S.A. § 313(a)(3)
<b>8:30 PM</b>	Discussion on Collective Bargaining Negotiations – Executive Session Likely per 1 V.S.A. § 313(a)(1)(B)
<b>8:45 PM</b>	Discussion of Confidential Attorney-Client Communications – Executive Session Likely per 1 V.S.A. § 313(a)(1)(F)
<b>8:55 PM</b>	Signing of Warrants
<b>9:00 PM</b>	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:** September 22, 2025; October 13, 2025

## Town Administrator's Report September 8<sup>th</sup>, 2025

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### Approval of Consent Agenda:

- a. Meeting Minutes for June 30<sup>th</sup>, 2025 and August 25<sup>th</sup>, 2025
  1. Minutes of the last regular Selectboard meeting.
- b. **A suggested motion is:** "I move to approve the consent agenda for September 8<sup>th</sup> as presented."

### Selectboard Review of the proposed FY27 Budget Process

- a. Background Information:
  - Each fall, the Selectboard reviews and approves a work plan for the upcoming budget development cycle.
  - A draft work plan is included in your meeting packet.
- b. Discussion:
  - This time has been set aside for the Selectboard to provide feedback on the proposed FY27 budget development schedule.
- c. Recommended Action:
  - No formal action is required.
  - If the Selectboard agrees to the proposed schedule, the Town Administrator will post copies on the Town's website and distribute them to Departments, Committees, Commissions, and Boards.

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

- a. Background Information:
  - The Draft Grant Management Policy is intended to ensure staff can efficiently and appropriately manage the Town's grant-funded programs.
  - The policy sets a framework for evaluating opportunities, tracking grant activity, and processing revenues and expenditures.
  - At the last regular meeting, the Board requested clarification from the Town Treasurer regarding their role in the process.
- b. Discussion:
  - This time has been set aside for the Selectboard to provide feedback on the draft policy.
- c. Recommended Action:
  - **A suggested motion is:** "I move to approve the Town of Charlotte Grant Management Policy as (presented/amended)."

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

- a. Background Information:
  - At the last meeting, the Selectboard discussed whether the Town should more formally outline who has authority to enter into contracts.

- The Board agreed to include this discussion on their next regularly scheduled meeting.
  - A copy of the most recent purchasing policy is included in your meeting packet.
- b. Recommended Action:
- No formal action is required from the Board at this time.
  - If consensus is reached on amendments, **the following motion may be used:** “I move to approve the Town of Charlotte Purchasing Policy as amended.”

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

- a. Background Information:
- Town staff and the Selectboard Chair met with the owners of the Old Brick Store regarding parking and pedestrian safety concerns on Ferry Road.
  - Possible remedies discussed included:
    - i. Re-striping Ferry Road with designated walkways/bike paths.
    - ii. Adding public seating areas on Town property.
    - iii. Having Old Brick Store staff park at Town Hall.
  - A sketch diagram of the proposed striping is included in your meeting packet.
- b. Discussion:
- This time has been set aside for the Selectboard to determine which options staff should begin reviewing and soliciting quotes for, to be brought back for formal consideration at a future meeting.
- c. Recommended Action:
- No formal action is required.

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

- a. Background Information:
- The Town Clerk has advised that the motions approving the hiring of the Town Planner, Recreation Director, and Interim Zoning Administrator need to specify start dates and wages for auditing purposes.
- b. Recommended Action:
- **A suggested motion for the Town Planner position is:** “I move to amend the motion made on June 23<sup>rd</sup>, 2025, approving a conditional offer of employment to Lindsay Kahn, to indicate Lindsay’s start date being August 4<sup>th</sup>, 2025, with a starting wage of \$34.00/hour.”
  - **A suggested motion for the Recreation Director position is:** “I move to amend the motion made on June 30<sup>th</sup>, 2025, approving a conditional offer of employment to Gareth Rogers, to indicate Gareth’s start date as July 14<sup>th</sup>, 2025, with a starting wage of \$54,600/year.”
  - **A suggested motion for the Interim Zoning Administrator is:** “I move to amend the motion made on June 23<sup>rd</sup>, 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.”

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

- a. **A suggested motion is:** “I move 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.”

**Discussion of Collective Bargaining Negotiations – Executive Session likely per 1 V.S.A. § 313(a)(1)(B):**

- a. In order to enter into executive session, the Selectboard must first make a specific finding that premature general public knowledge would clearly place the public body at a substantial disadvantage.
- b. **A suggested motion is:** “I move to find that these discussions of collective bargaining with AFSCME Local 93 would clearly place the Selectboard at a substantial disadvantage.”
- c. **A suggested motion is:** “I move to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(B) for the purpose of discussing a collective bargaining agreement between the Town of Charlotte and AFSCME Local 93. I further invite Nathaniel Bareham into this session.”

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

- a. In order to enter into executive session, the Selectboard must first make a specific finding that premature general public knowledge would clearly place the public body at a substantial disadvantage.
- b. **A suggested motion is:** “I move to find that these discussions of confidential attorney-client communications would clearly place the Selectboard at a substantial disadvantage.”
- c. **A suggested motion is:** “I move 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.”

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, June 30, 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; J.D. Herlihy (Absent)

**ADMINISTRATION:** Nathaniel Bareham, Town Administrator

**OTHERS:**

**In person:** None

**Remote:** None

**AGENDA ITEMS:**

6:30 PM        Adjustments to the Agenda  
6:35 PM        Public Comment for items not on the Agenda  
6:40 PM        Discussion of Personnel – Executive session likely per 1 V.S.A. § 313(a)(3)  
7:00 PM        Adjournment

**Call to Order**

Lee Krohn called the meeting to order at 6:31 p.m.

**Adjustments to the Agenda**

None

**Public Comment for items not on the Agenda**

None

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

**MOTION by Frank Tenney, seconded by Natalie Kanner, to enter into executive session to discuss personnel, per 1 V.S.A. § 313(a)(3). I further invite Nathaniel Bareham, into this session. VOTE: 4 ayes, 0 nays; 1 Abstention (Herlihy absent). Motion Carried.**

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

**MOTION by Natalie Kanner, seconded by Lee Krohn, to approve a conditional offer of employment to Gareth Rogers for the Recreation Director position with an effective start date to be negotiated by Nathaniel Bareham, Town Administrator and a starting wage of \$54,600/year. VOTE: 4 ayes, 0 nays; 1 Abstention (Herlihy absent). Motion Carried.**

**Adjournment**

**MOTION by Natalie Kanner, seconded by Lee Krohn, to adjourn. VOTE: 4 ayes, 0 nays;  
1 Abstention (Herlihy absent). Motion Carried.**

The meeting was adjourned at 6:53 p.m.

Minutes respectfully submitted by Nathaniel Bareham, Town Administrator

1 **CHARLOTTE SELECTBOARD MEETING**  
2 **Monday, August 25, 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:** Nathaniel Bareham Town Administrator  
11

12 **OTHERS:**

13  
14 **In person:** Libby Laino, Bill Stuono, Lane Morrison, Kyra Wegman  
15

16 **Remote:** Scooter MacMillan, Carrie Spear, Hugh Lewis Jr., Paul Plante, Thyleen Tenney  
17

18 **AGENDA ITEMS:**  
19

- 20 7:00 PM Approval of Consent Agenda  
21 a. Meeting Minutes for July 28, 2025, August 11, 2025  
22 7:05 PM Adjustments to the Agenda  
23 7:10 PM Public Comment for items not on the Agenda  
24 7:15 PM Selectboard & Town Administrator’s Updates  
25 a. Update on Affordable Housing Discussion  
26 b. Update on Town Meeting Day Discussion  
27 c. Update on FY27 Budget Cycle  
28 d. Update on Ferry Road Traffic Concerns  
29 7:35 PM Discussion, and possible action, on a Design Signs invoice for “Welcome to  
30 Charlotte” Signs  
31 7:45 PM Discussion, and possible action, on a Memorandum of Agreement between the  
32 Town of Charlotte and the Walter Irish Senior Community Center, Inc.  
33 8:15 PM Discussion, and possible action, on the Town of Charlotte’s  
34 Committee/Commission/Board Handbook and Draft Grant Management Policy:  
35 a. Draft FY27 Committee Budget Request Forms  
36 b. Town of Charlotte Accounting Practices for Committees & Commissions  
37 c. Draft Unbudgeted Expense Justification Form  
38 d. Draft Grant Application Form  
39 8:45 PM Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session  
40 likely per 1 V.S.A. § 313(a)(1)(B)  
41 8:55 PM Signing of Warrants  
42 9:00 PM Adjournment  
43  
44

45 **Call to Order**

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

47

48 **Approval of Consent Agenda, Meeting Minutes for July 28, 2025, August 11, 2025**

49

50 **MOTION by Frank Tenney, seconded by Natalie Kanner, to approve the consent agenda**  
51 **for August 25th as presented. VOTE: 3 ayes, 0 nays, 1 abstention (Herlihy) and 1 absent**  
52 **(Mudge); Motion Carried.**

53

54 **Adjustments to the Agenda**

55 Lee Krohn stated that there is one proposed item to add to the agenda which is the Orkin Pest  
56 Control contract with the Charlotte Town Hall. This will be added to the end of tonight's  
57 meeting agenda.

58

59 Lewis Mudge arrived at the meeting in person.

60

61 **Public Comment for items not on the Agenda**

62 None

63

64 **Selectboard & Town Administrator's Updates**

65 **a. Update on Affordable Housing Discussion**

66 Nathaniel Bareham stated that there was an advisory motion made at the town meeting for the  
67 town and the Selectboard to look at ways of promoting affordable housing in the community  
68 using existing funds that the town currently has. This process has begun with the town reaching  
69 out to various nonprofit organizations that work with municipalities on implementing affordable  
70 housing programs. The goal is to have representatives from these organizations come in and  
71 discuss possibilities with the Selectboard in the near future.

72

73 **b. Update on Town Meeting Day Discussion**

74 Nathaniel Bareham stated that there has been discussion regarding ways to promote accessibility  
75 for next year's town meeting. This will be more formally discussed in the near future. Some of  
76 the concerns raised are around child care for parents in need of such in order to attend town  
77 meeting. Some ideas include having a potluck or some sort of lunch to occur sometime during  
78 the midpoint of town meeting day.

79 Discussion was had regarding the importance of getting this on a Selectboard agenda sooner  
80 rather than later with all that goes into organizing the option of dependent care during the town  
81 meeting. It was clarified that this discussion wouldn't be about changing the day of the week for  
82 town meeting day.

83

84 **c. Update on FY27 Budget Cycle**

85 Nathaniel Bareham stated that this an update for the Selectboard. The plan is to have a draft  
86 timeline for the FY27 budget cycle ready for the next regularly scheduled Selectboard September  
87 meeting. Last year Emily Tupper put together a few spreadsheets for the town departments to  
88 assist in the budget development process. He went on to state that he plans to go through and  
89 provide updates so that all the town's various committees and commissions that also have budget  
90 line items in town have clarity of the processes for requesting budgets for the upcoming budget  
91 cycle. The goal is to have the budget complete by the end of December.

92 Natalie Kanner and Lee Krohn concurred that it's important that the town committees and  
93 commission understand that the expectation is to submit a budget on a flow sheet with a narrative  
94 on the justification for each expense.  
95

96 **d. Update on Ferry Road Traffic Concerns**

97 Nathaniel Bareham stated that he and the town planner will be meeting with the owner of the  
98 Old Brick Store on Friday to begin a conversation with her. From there the plan is to get in  
99 touch with other stakeholders to see what desires are for traffic control measures.

100 Lewis Mudge stated that he met with Mike Dunbar and walked his property. Mike Dunbar is  
101 open to working with the town planner in regard to where a parking area would go. As for the  
102 213 Ferry Rd property across the road from the Senior Center, this is less likely to be an option.  
103 The number is too high being \$250,000 for less than an acre and much of it being wetlands.  
104 Lane Morrison concurred.

105 Lewis Mudge stated that he and Nathaniel Bareham will be meeting with the town planner to  
106 make a plan as to where twenty parking spots might be feasible on Mike Dunbar's property that  
107 is close to the Old Brick Store. This would be municipal parking that would serve as the Old  
108 Brick Store and Senior Center overflow as well as the Library on event days. This would help  
109 clear up the road and gravel could be a sidewalk temporarily and signage would be put up.  
110

111 Libby Laino stated that she has immense concerns regarding the stretch of Ferry Road from Lake  
112 Road down to the Ferry having a speed limit set at 50 mph and she would like the speed limit  
113 reduced to 40 mph. There are more homes on this stretch of the road and there are dangerous  
114 rises and curves that occlude visibility.

115 Discussion was had at length regarding this concern and the history of the reduction of the speed  
116 limit to 40 mph on Ferry Road at the stretch of road from the RR tracks to the Lake Rd location.  
117 The general process was defined for getting such concerns on a future Selectboard agenda.  
118 The Selectboard unanimously expressed their understanding and agreement with the 50 mph  
119 stretch of Ferry Road concern.  
120

121 Kyra Wegman stated that she was speaking tonight on behalf of the residents that live along  
122 Greenbush Road in effort to convey that many want to make sure that the effort to get motorist's  
123 to obey the 25 mph speed limit is continued. The hopes are that conversation will continue  
124 regarding speed humps etc.  
125

126 Bill Stuono stated that he would like to know more in regard to what Nathaniel Bareham  
127 referenced in his updates about an affordable housing program for the town of Charlotte.

128 Lee Krohn reiterated what Nathaniel Bareham stated earlier and that no affordable housing  
129 programs are being initiated at this time simply conversations with those that are knowledgeable  
130 of such on a future agenda.  
131

132 Natalie Kanner stated that she has no updates at this time.  
133

134 Frank Tenney stated that he was out of town last week and has no updates at this point in time.  
135

136 J.D. Herlihy stated that last week was a busy week for the PC with a joint meeting with the DRB  
137 and the Conservation Commission and they had their regular meeting as well. The joint

138 meetings happen quarterly and allows for more conversation to take place on the LUR's and how  
139 the town is applying them and how the LUR's and the town plan can be improved. The regular  
140 PC meeting included discussion with representatives from Thompson's Point about amendments  
141 and updates to LUR's for Thompson's Point specifically since the lease holders point of view is  
142 that the processes are complex.

143

144 Lee Krohn stated that he also attended the joint meeting and these types of meetings are great for  
145 boards and committees that have overlapping work.

146

147 **Discussion, and possible action, on a Design Signs invoice for "Welcome to Charlotte"**  
148 **Signs**

149 Nathaniel Bareham stated that budgeting has taken place year over year to replace the old  
150 'Welcome to Charlotte signs'. Design Signs is a preferred vendor through the town and they  
151 have provided the town with an invoice for the installation of two additional signs that have been  
152 budgeted for last year out of the Improvement & Repair Fund. The total cost is \$4,080 and these  
153 signs will replace signs at Hinesburg Road and Greenbush Road near the Shelburne town line.  
154 He went to state that there will be several more signs that will need to get replaced in the next  
155 couple of years. A gentleman came to a Selectboard meeting a few meetings back that had  
156 mentioned some concerns about the sign over on Mount Phil Road and follow up will be taking  
157 place on this.

158 Lewis Mudge stated that this will get the town to six replaced out of the total of twelve signs.

159 The new signs are durable and will last but the process of replacing them all is going to take  
160 sometime due to the expense.

161

162 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to authorize an expense of \$4,080**  
163 **to Design Signs for the installation of two 'Welcome to Charlotte' signs, to be paid from the**  
164 **Improvement Repair Fund. VOTE: 5 ayes, 0 nays; Motion Carried.**

165

166 **Discussion, and possible action, on a Memorandum of Agreement between the Town of**  
167 **Charlotte and the Walter Irish Senior Community Center, Inc.**

168 Nathaniel Bareham stated that this all started with a conversation between himself and the  
169 Director of the Senior Center, Lori York, several months ago as an attempt to provide some  
170 historical context for the creation of the Senior Center, how the town acquired the land and to  
171 clarify the rules and responsibilities of the various parties that are involved in maintaining the  
172 Senior Center and promoting its operations. In tonight's meeting packet there is a copy of the  
173 memorandum of agreement between the Town of Charlotte and the Walter Irish Senior  
174 Community Center, Inc. This document was created with the collaborated efforts of Lane  
175 Morrison, Chair of the Friends of the Senior Center, Lori York, Senior Center Director, J.D.  
176 Herlihy and Nathaniel Bareham. He went on to state that two rounds of reviews and edits have  
177 taken place to this Agreement already. Two key areas were focused on and these were  
178 supervision employment and review of town hall staff as well as funding for the Senior Center  
179 and how the two boards will interplay throughout those processes. The Senior Center board  
180 works closely with the town Senior Center Director in presenting an annual budget to the  
181 Selectboard for review. Therefore it was important to include language in this document so that t  
182 here's a clear understanding that the town will work closely with the friends of the Senior Center  
183 in drafting and proposing an overall budget for the operation of the Senior Center year over year.

184 Natalie Kanner stated that she would like to have the Recreation Department added to list of  
185 potential community entities in which to collaborate in section three Senior Center Operations  
186 Personnel Management.

187 Nathaniel Bareham and Lane Morrison both agreed to this request.

188 Frank Tenney stated that if there could be clarification as to who sets the programs within the  
189 document that would be beneficial.

190 Lane Morrison stated that Nathaniel Bareham has done a great job with memorializing the entity  
191 of the Senior Center since the year 2000 and this document captures how the Senior Center  
192 operates and it brings it to current time. As for programming, the town has hired the Director,  
193 Lori York and she does a great job in bringing lots of diverse and interesting programs. These  
194 programs are approved by the Senior Center Board.

195

196 **MOTION by Natalie Kanner, seconded by Lewis Mudge, to approve the Agreement**  
197 **between the Town of Charlotte and the Friends of the Walter Irish Senior Community**  
198 **Center, Inc. as amended, and further authorize SP&F Attorneys and the Town**  
199 **Administrator to make any non-material changes deemed necessary to complete the**  
200 **agreement. VOTE: 5 ayes, 0 nays; Motion Carried.**

201

202 **Discussion, and possible action, on the Town of Charlotte's Committee/Commission/Board**  
203 **Handbook and Draft Grant Management Policy:**

204 **a. Draft FY27 Committee Budget Request Forms**

205 **b. Town of Charlotte Accounting Practices for Committees & Commissions**

206 **c. Draft Unbudgeted Expense Justification Form**

207 Nathaniel Bareham stated that the idea of a handbook was something that he discussed in his first  
208 year as the TA and this has taken some time to get to this point. The goal of this handbook is to  
209 provide our volunteer groups with a referenceable document that outlines the various  
210 requirements they must abide by per local and state law. It's also going to be a handy document  
211 for the public to have access to since it provides a lot of overview of what policies and processes  
212 the town is required to follow as a municipality. He went on to state that there is still ongoing  
213 staff and committee review of these items. If the Selectboard is willing to provide him with  
214 conditional approval based on the presented document he will work with the staff at the next  
215 staff meeting as well as still incorporating feedback from the committees, commissions and  
216 boards and he will aim to approve and distribute a final document in the next two weeks.

217 Nathaniel Bareham stated that addition to the handbook he proposed a draft Grant Management  
218 Policy which is a relatively straightforward document. The premise is that any grants that would  
219 use more than \$1,000 or that require matched funds would need to be preapproved by the  
220 Selectboard prior to them being submitted. There is an attached application form that outlines  
221 some of the information that the TA would want and the Selectboard would want prior to a grant  
222 being submitted.

223 Discussion was had regarding the ability to update these documents as changes are made in any  
224 of these areas.

225 Lee Krohn stated that it would be prudent to get on each committees agenda to give them a heads  
226 up on the key pieces of what's in the handbook.

227 Nathaniel Bareham concurred that individual time set aside should be made on each of the town  
228 committees, commissions and board agendas to walk through the document with them. The goal  
229 is that by spring of next year each Chair will participate in a brief training to be done annually to

230 make sure that they have a clear understanding of their requirements and the task of each Chair  
231 would be to go back to each respective committee, commission or board to provide members  
232 with a brief update on the contents of the handbook.  
233 Discussion was had regarding the appropriateness of the initial review of the handbook being  
234 done by the town employees that are part of committees, commissions or boards and the  
235 corresponding Selectboard liaison to the committees, commissions or boards still in need of  
236 review will complete them accordingly.  
237 Nathaniel Bareham stated that better outlining is needed of who has authority to enter into  
238 contract on behalf of the town.  
239 Frank Tenney stated that it could be different set amounts of money that would trigger the  
240 requirement of a contract and what is specifically needed for that contract.  
241 Natalie Kanner stated that anyone that is doing work on behalf of the town needs to have the  
242 appropriate documentation within hand.  
243 Nathaniel Bareham stated that he would include that document in the handbook  
244 Nathaniel Bareham stated that he has drafted a volunteer waiver for the town. This would be to  
245 better approve the process by which to get volunteer waivers and to track them. This could be a  
246 one year waiver. The Chairs of each committee, commission and board would have the  
247 responsibility of getting their volunteers to sign waivers. He went on to state that this would also  
248 give the TA a way to have a spreadsheet to keep track of who has done work on behalf of the  
249 town and to maintain a better record in general.  
250 Natalie Kanner stated that perhaps a feedback deadline should be created to allow for this to  
251 move forward.  
252 Nathaniel Bareham stated that the goal is to make this handbook a referenceable document for  
253 committees, commissions and boards. It will be made available digitally to all.  
254 Natalie Kanner stated that she would like at least one paper copy to made for the Chairs as a  
255 reference document to be passed around to their respective committee, commission and board.  
256 This could be kept available with each committee, commission and board to have as a reference.  
257 All concurred.  
258 Frank Tenney stated that he would like the Selectboard to revisit the purchasing policy since it  
259 currently states that all committee, commission and board Chairs are the designated purchasing  
260 agent and he feels that not all committee, commission and boards need a designated purchasing  
261 agent.  
262 Discussion was had by the Selectboard members and the plan is to put this topic on the next  
263 Selectboard meeting agenda for further discussion.  
264 Bill Stuono stated that the DRB and the PC are very distinct boards and therefore procedurally  
265 things are done differently.  
266 Nathaniel Bareham stated that this handbook isn't to supersede the preexisting rules of  
267 procedure. This handbook is intended to provide structure to the boards and committees that do  
268 not have rules of procedure. Language is included in the handbook that highlights the fact that  
269 this handbook is not a governing document for boards like the PC or the DRB that have  
270 preexisting and approved rules of procedure. He went on to state that Bill Stuono makes a valid  
271 point and additional language will be included to the handbook to assure that there are separate  
272 procedures for the removal of certain members of certain boards.  
273 Lee Krohn stated that Nathaniel Bareham will reach out to everyone for feedback understanding  
274 that not every suggestion will be wise or included.

275 Discussion was had regarding each committee, commission and boards need to include the two  
276 previous years budgets with each year's budget request.  
277 Nathaniel Bareham stated that he will provide that to each committee, commission and board.  
278 Natalie Kanner stated that she would still like the language in the handbook to include that each  
279 committee, commission and board should have this historical information included in each  
280 annual budget request.  
281 Nathaniel Bareham stated that the plan is to draft updates for the handbook before anything gets  
282 sent out. The copies of the draft will be shared with the Selectboard members for their individual  
283 feedback before its sent out to the committee and commission members.  
284 Frank Tenney stated that his preference is to know what he's approving.  
285 Lee Krohn stated that if there is anything of material change needed it will come back to the  
286 Selectboard.

287  
288 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the Town of Charlotte**  
289 **Committee, Commission and Board Handbook as amended, and to authorize the Town**  
290 **Administrator to work with staff to make any non-material changes necessary prior to**  
291 **distribution. VOTE: 4 ayes, 1 nay (Tenney); Motion Agreed.**  
292

293 **d. Draft Grant Application Form**

294 Discussion was had regarding the request from the Town Treasurer to have the Town Treasurer  
295 struck from the language. Concerns were raised regarding too much being allocated to the TA.  
296 Lewis Mudge stated that the language specifying that the time frame requirement of the grant  
297 application could be changed to "all efforts must be made" in order to give a bit more leeway.  
298 The policy would be as simple as one must submit an application and it has to be done before the  
299 actual grant is submitted.  
300 Discussion was had regarding the process and the goal of the process.  
301 Natalie Kanner stated that she sees no harm in moving forward with this application. There is  
302 more harm in not having this application as a part of the process for applying for grants.  
303 Lee Krohn stated that it's important to know who's going to be responsible for following through  
304 with the requirements of a grant that could go on for several years.  
305 Lewis Mudge stated that town grants can't be tracked with the town of Charlotte Treasurer  
306 completely removed from the process.  
307 All concurred that this should be discussed further at a future Selectboard meeting with the town  
308 treasurer present.

309  
310 **Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session likely per**  
311 **1 V.S.A. § 313(a)(1)(B)**  
312

313 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to find that these discussions of**  
314 **collective bargaining with AFSCME Local 93 would clearly place the Selectboard at a**  
315 **substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**  
316

317 **MOTION by Lewis Mode, seconded by Natalie Kanner, to enter into executive session**  
318 **pursuant to 1 V.S.A. § 313(a)(1)(B) for the purpose of discussing a collective bargaining**  
319 **agreement between the Town of Charlotte and AFSCME Local 93. VOTE: 5 ayes, 0 nays;**  
320 **Motion Carried.**

321  
322 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to exit out of executive session.**  
323 **VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Carried.**  
324  
325 J.D. Herlihy stated that it should be noted that Natalie Kanner was present for the entire  
326 executive session and left at its conclusion. No action was taken during executive session.  
327  
328 **Proposed Contract with Orkin Pest Control**  
329 Lee Krohn stated that this includes the same amount as it has consistently been, the town simply  
330 hasn't had an actual contract with Orkin, it has been a month to month filled need. The TA has  
331 asked that the Selectboard approve this as proposed.  
332  
333 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to approve the Commercial**  
334 **Services Agreement Addendum for \$110 per month to Orkin Commercial Pest Control as**  
335 **presented. VOTE: 4 ayes, 0 nays, 1 absent (Kanner); Motion Approved.**  
336  
337 **Signing of Warrants**  
338 Warrants were signed  
339  
340 **Adjournment**  
341  
342 **MOTION by J.D. Herlihy, seconded by Lewis Mudge, to adjourn. VOTE: 4 ayes, 0 nays, 1**  
343 **absent (Kanner); Motion Carried.**  
344  
345 The meeting was adjourned at 9:39 p.m.  
346  
347 Minutes respectfully submitted by Brooke Milo, Minute Taker.  
348 Edits by Nathaniel Bareham.

## Charlotte FY27 Budget & Town Meeting Workplan:

When	Event	Who
September 12	Distribute Budget Request Forms & FY26 Budget Reports to Town Departments, Committees Commissions.	Town Administrator
October 20	All Departments, Committees, Commissions, and Boards must submit FY27 Budget Requests to the Town Administrator	Town Administrator
October 20 - 31	Town Administrator and Town Treasurer review annual requests, and compile information into a unified budget report	Town Administrator, Town Treasurer
October 27 <i>Regular Selectboard Meeting</i>	Presentation of Individual Department Requests to the Selectboard	Town Departments, Committees, Commissions, and Boards
November 3	Distribute preliminary unified budget to the Selectboard	Town Administrator, Town Treasurer
November 10 <i>Regular Selectboard Meeting</i>	Presentation of Individual Department Requests to the Selectboard	Town Departments, Committees, Commissions, and Boards
November 24 <i>Regular Selectboard Meeting</i>	Presentation of Individual Department Requests to the Selectboard; Review of unified budget probable expenditures and revenues.	Town Departments, Committees, Commissions, and Boards; Selectboard
December	Review and adjustment of the FY27 Budget	Selectboard; Town Treasurer; Town Administrator
December 23	First Day to warn the first public hearing if a charter adoption, amendment or repeal is to be voted on at Town Meeting	Selectboard; Charlotte Registered Voters
January	Finalize FY27 Budget; Draft and approve 2026 Town Meeting warning.	Selectboard; Town Treasurer; Town Administrator
January 2	Last Day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted at town meeting.	Selectboard; Charlotte Registered Voters
January 22	First day for the Selectboard to warn the 2026 Annual Town Meeting	Selectboard; Town Administrator
January 26 <i>Regular Selectboard Meeting</i>	Last regular meeting to approve 2026 Town Meeting warning, and Town Annual Report	Selectboard
January 31	Last day for the Selectboard to warn the 2026 Annual Town Meeting	Selectboard; Town Administrator



## **Town of Charlotte**

### **Grant Management Policy**

#### **PURPOSE**

To ensure Charlotte efficiently and appropriately manages its grant-funded programs, this policy sets a framework for evaluating grant opportunities, tracking grant activity, and processing grant revenues and expenditures. Effective grant management helps promote the pursuit of grants that are in the Town's best interest and assure timely reimbursements to optimize cash flow, and to guard against year-end account deficits. As a legal contract, every grant agreement must be fulfilled in accordance with its prescribed terms and conditions, as well as all applicable federal, state, and local regulations. Failure in this regard exposes the Town to legal and financial liabilities and compromises future grant funding.

#### **APPLICABILITY**

This town-wide policy applies to the Town's department heads and the chair of each Town committee, commission, or board applying for or receiving grant funding. It further applies to the grant-related responsibilities of the Selectboard and Town Administrator.

#### **POLICY**

All departments, committees, commissions, and boards are encouraged to solicit grant funding for projects and programs consistent with the Town's goals. All municipal grant applications in excess of \$1,000, or those that require matching funds, must receive pre-approval by the Selectboard. To be eligible for pre-approval, there must be sufficient staff available to effectively administer the grant program and perform its required work scope, along with adequate matching requirements (both cash and in-kind).

No department, committee, commission, or board shall expend grant funds until a fully executed grant agreement has been accepted and approved for expenditure by the Selectboard. Further, no grant funds shall be used to supplant an existing expense for the purpose of diverting current funds to another use.

Operating departments and the chairs of the Town's committees, commissions, and boards have primary responsibility for seeking grant opportunities, preparing applications, and managing awarded programs in collaboration with the Town Administrator. 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. The Town Administrator shall also maintain a database of all grants and grant activity from inception to closure.

#### A. Grant Opportunity Assessment

Well in advance of a grant application due date, the department head, or chair of the committee, commission, board will assess the opportunity in consultation with the Town Administrator. Below are the factors to be considered, at minimum.

##### Programmatic:

- Alignment of the grant's purpose with the Town's and department's strategic priorities
- Department's capacity to administer the grant through to closeout
- Office space, facilities, supplies, or equipment required
- Ongoing impact of the grant program after it is completed
- Compliance and audit requirements, particularly as they may differ from the Town's

##### Financial:

- Total anticipated project cost
- Expenditure requirements and anticipated cash flow schedule
- Required cost matching shares and sources, including cash and in-kind
- Staffing requirements, including salary and benefit increases for multi-year grants
- Administration and indirect recapture amounts
- Program income potential

In this stage, the grant manager will also develop a continuation plan to address the potential future loss of grant funding, which may include alternative funding proposals or plans for reducing or terminating program positions or components after grant closeout.

#### B. Grant Application and Award Acceptance

Prior to filing any grant application greater than \$1,000, the department head, or chair to the committee, commission, or board, shall submit a grant application form requesting pre-approval from the Selectboard with a report summarizing the grant and how it complies with this policy. The Town Administrator will then make a determination as to whether any pre-approved application should be submitted to the Town Counsel for a legal review. Following this, the department head, or chair to the committee, commission, board will submit the grant application to the grantor and forward a copy to the Town Administrator.

When a department head, or committee, commission, board Chair receives notice of any grant award, they shall submit it as an agenda request form for the Selectboard to formally accept by signatures and thereby approve the expending of grant funds. The Town Administrator will then send copies of the signed agreement to the grantor.

When notified of any amendment or adjustment by the grantor, the department head, or committee, commission, board Chair will immediately forward the information to the Town Administrator and Town Treasurer, who may make adjustment(s) to the grant's budget in the general ledger.

D. Grant Closeout

Upon completion of the project work or grant period, whichever comes first, the department head, or committee, commission, board Chair will work with the Town Administrator to verify that all grant requirements have been met, and will send to the Town Administrator a grant closeout package that includes a final report and either a final reimbursement request or notification of the amount to be refunded to the grantor.

**EFFECTIVE DATE**

This policy was adopted August \_\_\_\_, 2025

**CHARLOTTE SELECTBOARD**

\_\_\_\_\_  
Lee Krohn, Chair

\_\_\_\_\_  
Frank Tenney, Vice Chair

\_\_\_\_\_  
Lewis Mudge

\_\_\_\_\_  
Natalie Kanner

\_\_\_\_\_  
John-David Herlihy



# Town of Charlotte

ESTABLISHED 1762

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## 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 30<sup>th</sup> 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 14<sup>th</sup> day of July, 2025 and is effective as of this date until amended or repealed.

\_\_\_\_\_  
Lee Krohn, Chair

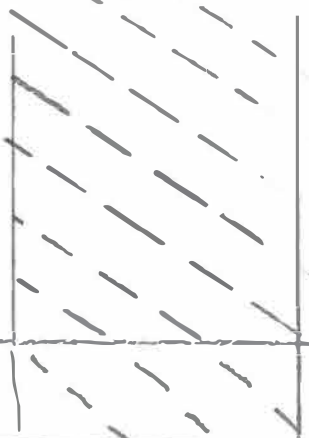
\_\_\_\_\_  
Natalie Kanner

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Frank Tenney, Vice Chair

\_\_\_\_\_  
JD Herlihy

\_\_\_\_\_  
Lewis Mudge

PRIVATE



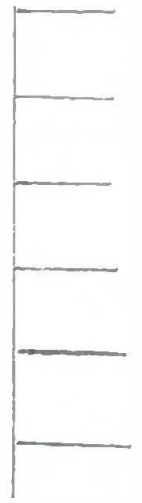
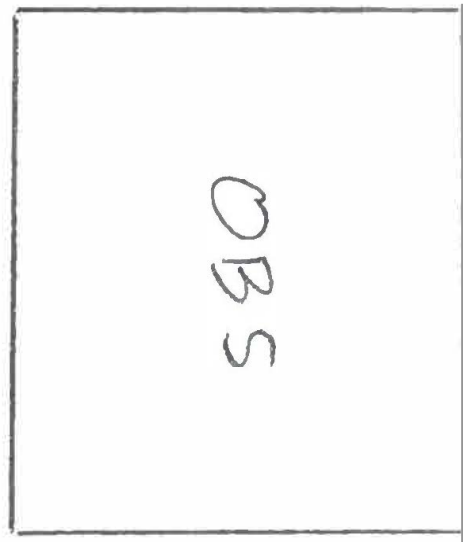
PARKING

PARKING

25



PARKING



BENCH

DRIVEWAY

DRIVEWAY

BENCHES

SR CENTER

