

CHARLOTTE SELECTBOARD

Agenda for Monday, August 25th, 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 July 28, 2025, August 11, 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 <ul style="list-style-type: none">a. Update on Affordable Housing Discussionb. Update on Town Meeting Day Discussionc. Update on FY27 Budget Cycled. Update on Ferry Road Traffic Concerns
7:35 PM	Discussion, and possible action, on a Design Signs invoice for "Welcome to Charlotte" Signs
7:45 PM	Discussion, and possible action, on a Memorandum of Agreement between the Town of Charlotte and the Walter Irish Senior Community Center, Inc.
8:15 PM	Discussion, and possible action, on the Town of Charlotte's Committee/Commission/Board Handbook and Draft Grant Management Policy: <ul style="list-style-type: none">a. Draft FY27 Committee Budget Request Formsb. Town of Charlotte Accounting Practices for Committees & Commissionsc. Draft Unbudgeted Expense Justification Formd. Draft Grant Application Form
8:45 PM	Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session likely per 1 V.S.A. § 313(a)(1)(B)
8:55 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: September 8, 2025; September 22, 2025

Town Administrator's Report August 25th, 2025

Approval of Consent Agenda:

- a. Meeting Minutes for July 28th, 2025 and August 11th, 2025
 1. Minutes of the last regular Selectboard meeting.
- b. **A suggested motion is:** "I move to approve the consent agenda for August 25th as presented."

Selectboard & Town Administrator's Updates

- a. Update on Affordable Housing Discussion
 - As a general update to the Selectboard and Charlotte Residents – The Town Administrator and Selectboard Chair have started reaching out to various nonprofit organizations that assist municipalities with implementing affordable housing programs.
 - These organizations include Green Mountain Habitat for Humanity, the Champlain Housing Trust, the Vermont Affordable Housing Coalition, and the Vermont Housing & Conservation Board.
 - Our goal is to schedule time at an upcoming regular Selectboard meeting to have representatives from these organizations present information and possible strategies on how Charlotte can effectively implement an affordable housing program in Town.
- b. Update on Town Meeting Day Discussion
 - This is a brief public acknowledgement that the Town Administrator and Selectboard are working on scheduling a more formal discussion of Town Meeting concerns for 2026.
- c. Update on FY27 Budget Cycle
 - The Selectboard Chair and Town Administrator will be scheduling time during the Selectboard's regular meetings in September to review a possible schedule for FY27 budget requests, and to have a broader discussion of overall goals for the next fiscal year.
- d. Update on Ferry Road Traffic Concerns
 - The Town Planner, Selectboard Chair, and Town Administrator have started their outreach efforts with local stakeholders on Ferry and Greenbush Road(s). We will be meeting with the owner of the Old Brick Store on August 29th.

Discussion, and possible action, on a Design Signs invoice for "Welcome to Charlotte" Signs:

- a. Background Information:
 - In FY25, the Selectboard purchased four signs from Design Signs for installation on Mt. Philo Road, Greenbush Road, Spear Street, and Route 7. At that time, the Selectboard also agreed to purchase two additional signs, using the Repair and Improvement Fund, annually in order to begin phasing out older signs in need of replacement.
 - When Design Signs installed replaced the four initial signs, two were at locations that were not initially agreed upon by the Selectboard. Design Signs offered to install two

additional signs, at the correct locations for \$4,000. An \$80.00 late fee has been applied to their initial invoice.

- Design Signs is a preferred vendor under the Town of Charlotte's Purchasing Policy.

b. Recommended Action:

- **A suggested motion is:** "I move to authorize an expense of \$4,080 to Design Signs for the installation of two 'Welcome to Charlotte' signs, to be paid from the Improvement Repair Fund."

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

a. Background Information:

- This draft agreement between the Friends of the Walter Irish Senior Community Center (the "Friends") and the Town of Charlotte began after questions were raised about the roles and responsibilities of the Selectboard, the Friends, and the Senior Center Board over the day-to-day operation of the Charlotte Senior Center.
 - i. It is important to note that the Friends of the Walter Irish Senior Community Center and the Senior Center Board are two distinct entities but are comprised of the same members.
- In collaboration with the Friends, the Town Administrator, Senior Center Director, and a member of the Selectboard drafted an agreement to outline the roles and responsibilities of both parties.
- At this time, the agreement has been reviewed by our Senior Center Director, a member of the Selectboard, the Chair of the Friends Board, and the Town Administrator.

b. Recommended Action:

- If the Selectboard is comfortable with the obligations contained within this agreement, it is recommended that they approve the proposed agreement as presented.
- **A suggested motion is:** "I move to approve the Agreement between the Town of Charlotte and the Friends of the Walter Irish Senior Community Center, Inc. as (presented/amended), and further authorize SP&F Attorneys and the Town Administrator to make any non-material changes deemed necessary to complete the agreement."

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

a. Background Information:

- The Draft Charlotte Committee/Commission/Board Handbook is currently being reviewed by Town Staff and Committees for additional feedback/information.
 - i. The intent of the Handbook is to provide our volunteer groups with referenceable document that outlines the various requirements they must abide by per local and state law.

- ii. Topics include, the appointment process for new members, the required organizational structure for committees/commissions/board, open meeting law notice requirements, and requirements for committee/commission/board expenses.
- Additionally, in conjunction with this draft handbook, I have included a draft grant management policy and grant request form that staff would like to implement.
 - i. The intent of this grant management policy is to ensure Staff are able to efficiently and appropriately manage the Town’s grant-funded programs, this policy sets a framework for evaluating grant opportunities, tracking grant activity, and processing grant revenues and expenditures.
- b. Discussion:
 - This time has been set aside for the Selectboard to provide feedback on the content of the Handbook and draft Grant Management Policy.
 - The Town Administrator will provide a brief overview of the various sections to be included, and explain the rationale for each section.
 - If the Selectboard is comfortable with the content of the Handbook, they may conditionally approve its use upon final staff review.
- c. Recommended Action:
 - **A suggested motion is:** “I move to approve the Town of Charlotte Committee, Commission and Board Handbook as (presented/amended), and to authorize the Town Administrator to work with staff to make any non-material changes necessary prior to distribution.”
 - **A suggested motion is:** “I move to approve the Town of Charlotte Grant Management Policy as (presented/amended).”

Discussion of Collective Bargaining with AFSCME Local 93 – Executive Session likely per

- 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.”

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, July 28, 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, (absent); Natalie Kanner; J.D. Herlihy (remote & in person)
9

10 **ADMINISTRATION:** Nathaniel Bareham Town Administrator
11

12 **OTHERS:**

13
14 **In person:** Lane Morrison, Mary Mead, Charles Russell, John Snow, Patrice Machavern,
15 Scooter MacMillan, Moe Harvey, Jim Hodson, Tim Post, Deirdre Holmes.
16

17 **Remote:** Carrie Spear, Paul Plante, Thyleen Tenney, Hugh Lewis, Jr.
18

19 **AGENDA ITEMS:**
20

- 21 7:00 PM Approval of Consent Agenda
22 a. Meeting Minutes for July 14, 2025
23 b. Approval of the Town's Financial Control Checklist
24 c. Approval of a Resolution to reduce the number of Conservation Commission
25 members from nine to seven
26 7:05 PM Adjustments to the Agenda
27 7:10 PM Public Comment for items not on the Agenda
28 7:15 PM Selectboard & Town Administrator's Updates
29 7:20 PM FY25 Budget Review with the Town Clerk & CVFRS
30 7:50 PM Discussion, and possible action, on approving the Tax Rate for FY26
31 7:55 PM Discussion, and possible action, on approving an Open Space Agreement for
32 Leary-LaBerge Demick
33 8:00 PM Discussion, and possible action, on authorizing the Town's Attorney to file an
34 action to renew a judgement order for zoning penalties with the Environmental
35 Division of Vermont Superior Court
36 8:05 PM Discussion, and possible action, on the Charlotte Energy & Climate Action
37 Committee's energy modernization project
38 8:50 PM Discussion of Charlotte/AFSCME Collective Bargaining - Proposed Executive
39 Session per 1 V.S.A. § 313(a)(1)(B)
40 8:55 PM Signing of Warrants
41 9:00 PM Adjournment
42

43 **Call to Order**

44 Lee Krohn called the meeting to order at 7:02 p.m.
45

46 **Approval of Consent Agenda**

47 **a. Meeting Minutes for July 14, 2025**

48 **b. Approval of the Town's Financial Control Checklist**

49 **c. Approval of a Resolution to reduce the number of Conservation Commission members**
50 **from nine to seven**

51

52 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the consent agenda**
53 **for July 14, 2025, as amended. VOTE: 3 ayes, 0 nays, 2 absent (Mudge & Herlihy); Motion**
54 **Carried.**

55

56 **Adjustments to the Agenda**

57 None

58

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

60 Lane Morrison stated that he sent a letter to the Selectboard a few days ago from the Senior
61 Center Board. He read this letter for all to hear regarding safety concerns in the West Village,
62 specifically on Ferry Road from the Old Brick Store down to the Senior Center. He went on to
63 state that several close encounters with folks getting in and out of their vehicles following
64 parking along this section of roadside has been witnessed and reported. This is of extreme
65 concern due to the extra traffic along this roadway due to the ferry traffic. In general there is
66 simply not enough parking in this area to accommodate the increased business at the Old Brick
67 Store and the activities at the Senior Center. Lane Morrison stated that the recommendation is to
68 have the Selectboard put together a study committee, chaired by a Selectboard member, to
69 include representation from the Senior Center, The Old Brick Store and possibly adjacent
70 neighbors. Years ago a sidewalk was approved along with diagonal parking and a curb but then
71 it got rejected. This could be looked at again as a solution. Another idea is to contact neighbors
72 on the east and west sides of the Senior Center to inquire about purchasing property, leasing or
73 an agreement to allow parking on the property. He went on to state that north of the Senior
74 Center there is property that could accommodate parking for ten to fifteen cars. If it comes to
75 purchasing property, the Senior Center is willing to take on a fundraiser to buy land for this
76 purpose and then the Senior Center will turn the property over to the town.

77

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

79 Natalie Kanner stated that a document was received from Emily Tupper, the Assistant Town
80 Clerk of Charlotte. This document is a detailed list of the procedures for contracts and
81 procurement. She went on to state that she would like to share this with all of the Chairs from all
82 of the town's committees and commissions so that all are aligned with the processes that are
83 being requested from the clerks office.

84 Natalie Kanner stated that the Recreation Commission received a lot of positive feedback on the
85 handicapped parking spot and the temporary ramp at the beach. They're still collecting data on
86 the beach survey for the bathhouse and eventually RFPs will be put out for design build teams.
87 Natalie Kanner stated that the Energy and Climate Action Committee will be presenting later this
88 evening.

89

90 Frank Tenney stated that the DRB is going through their applications and things are going fine.

91 Frank Tenney stated that the PC is working on the town's regulations. Discussion was had at
92 their last meeting regarding what is necessary to change and they will be looking at Thompson's
93 Point's regulations. This work has been generated by new state laws being put into place and
94 therefore the PC is working on making sure that they're in compliance.

95
96 Natalie Kanner stated that feedback from town employees has been in favor of a Selectboard
97 member attending the town employee staff meetings. She is able to attend the August meeting
98 and following that the Selectboard can decide how to cover this need.

99
100 Lee Krohn stated that the town's Constable Josh Fleury has submitted his resignation as of
101 August. This is due his families' needs and the fact that he's now the acting Police Chief in
102 Shelburne.

103
104 Nathaniel Bareham stated that the PC is working on taking action with the amendments to the
105 LURs based on East and West Villages planning project that was done in conjunction with
106 Regional Planning as well as the Department of Housing and Community Development. The
107 town did receive a Bylaw Modernization Grant as a part of that project and in order to close out
108 the PC will need to put forward certain amendments to the LURs. At the next meeting the new
109 Town Planner will be coming in. He went on to state that they're at the final stages of making
110 any amendments that the PC wants to have. This work is about a month behind schedule. There
111 is no financial lien associated with the deadline.

112
113 **FY25 Budget Review with the Town Clerk & CVFRS**

114 John Snow, President of Charlotte Fire and Rescue Services, presented CVFRS' preliminary
115 FY25 financial results summary. He stated that revenue is down due to reduced call volumes
116 and the expenses are down even more mostly due to vacancies at senior levels early in the fiscal
117 year and staffing challenges. The expectation is that CVFRS will end up with an operating
118 surplus of roughly \$33,000. The call volume is down by 20% which leads to reduction in billing
119 and reduction in revenue. If there is structural changes to the community that CVFRS serves
120 there will need to be ways to adapt to this potentially enduring change. CVFRS is dependent on
121 Medicare and Medicaid as sources of funds for their revenue which are subject to political policy
122 changes. John Snow stated that they anticipate to continue to see benefit from their participation
123 in the solar program of the town. They have invested a modest amount of doner funds into the
124 installation of an in house water filtration system for potable water. There has been some
125 deferred maintenance due to the turn over at the Chief level creating the need to catch up on
126 some of the older apparatus. He went on to state that they have had a mix of employees;
127 permanent full time and part time and per diem. There is a savings on the benefits side but the
128 per diem pay rate is higher. The permanent part time employees has been proven to be very
129 successful but they simply don't have enough of them. Volunteers aren't part of the scheduled
130 staff because of the training and experience requirements. John Snow stated that if they have all
131 the qualifications they could be scheduled in but there just aren't that many qualified EMS
132 professional volunteers anymore. There is an average of a 30% turn over in this line of work
133 which adds to expenses because there are costs associated with training and mandatory physicals
134 and background checks.

135 Patrice Machavern stated that CVFRS doesn't anticipate a rebate surplus for FY25 activity. The
136 amount received in June was actually for FY24 due to the fact that CVFRS didn't have a Chief.

137

138 Mary Mead presented on the FY25 budget review. She stated that Total Revenues were
139 budgeted at \$4,241,234 & the town collected \$4,283,069.24 which equates to \$41,835.24 more
140 than what was anticipated. This surplus in expected revenue comes from the Delinquent Tax
141 Penalties & Interest, the Land Use Change Tax, the Planning and Zoning and Senior Center
142 revenues and interest income.

143

144 J.D. Herlihy joined the meeting on line.

145

146 Mary Mead stated that Total Expenditures were budgeted at \$4,241,234 with actual expenses of
147 \$4,294,777.27. This equates to an amount of \$53,543.27 over budget with a net overage of
148 \$11,708.03. This overage is due mainly to Selectboard legals and the Road Commissioner's
149 budget due to the July storms. These expenses will increase since there are still April, May and
150 June 2025 bills yet to be booked. This will be done by August 5, 2025. She went on to state that
151 the overages were offset with the loss of the Charlotte Town Planner midyear. At the start of the
152 year the town didn't have a Senior Center Volunteer Coordinator. In the assessor's office the
153 town switched to NEMRC to do the town's assessing. This was budgeted for on the high side
154 and it came in at about half of what it was budgeted for. The Recreation Director had a leave of
155 absence and then his hours were drastically reduced following. Mary Mead stated that the
156 Landfill Monitor line item was budgeted at \$8,296 and nothing was spent from these funds. The
157 Village Wastewater System Maintenance line item was budgeted for \$8,000 and very little has
158 been used of these funds. There is a sheet included in tonight's meeting packet regarding the
159 Spear Street repair expenses. The remaining \$33,013.50 due from the State for this project
160 arrived today. A total of \$1,049,492.96 was spent on this Spear Street repair project. Of that,
161 \$54,269.83 was not reimbursed as the expenses fell outside the April 6th deadline.

162

163 Nathaniel Bareham stated that regarding the Landfill Monitor line item, Lincoln Applied
164 Geology had some miscommunication as they were under the impression that there wasn't
165 access to Plouffe Lane and didn't complete the testing because of this misunderstanding.
166 Discussion was had regarding assuring that they have a proper contact person and the desire to
167 understand how they came to the conclusion that they couldn't access the area to do the testing.
168 Nathaniel Bareham will look into this further.

169 Nathaniel Bareham stated that he notified the state regarding the lack of testing in the past years'
170 time.

171

172 **Discussion, and possible action, on approving the Tax Rate for FY26**

173 Mary Mead stated that the Municipal Grandlist at \$13,945,626 which is less than a 1% increase
174 over the town's 2024 Grandlist. The budget report included in tonight's packet includes a
175 detailed explanation of the tax rate worksheet. The total dollars to raise of \$2,633,353 is divided
176 by the total Grandlist which is \$13,945,626. This results in a tax rate of \$0.1888. Mary Mead
177 stated that the Local Agreement Tax Rate is \$0.0004. The total municipal tax rate will be
178 \$0.1892. Last year the town's municipal tax rate was \$0.1835.

179

180 **MOTION by Natalie Kanner, seconded by Frank Flynn, to approve the FY26 Tax Rate of**
181 **\$0.1888 and the Local Agreement Tax Rate of \$0.0004 to make a total Municipal Tax Rate**
182 **of \$0.1892. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**

183

184 **Discussion, and possible action, on approving an Open Space Agreement for Leary-**
185 **LaBerge Demick**

186 Nathaniel Bareham Stated that the open space agreement is a requirement for PRD's under the
187 town's LURs. As a part of that the DRB will require that a person who seeks PRD and is
188 approved for it, to set aside 50% of the total acreage of the project into an open space agreement
189 with the town. The open space agreement has been sent to all the parties for their review. It's
190 important to note that the 50% is being achieved in two ways. The first is for 4.3 acres under the
191 existing open space agreement and the other 0.7 acres is being done separately as a part of a
192 density reduction easement in transfer of development rights to the receiving property. He went
193 on to state that the only amendment that he would like to propose is a reference to the document
194 which has all restrictions that exist within the town's open space agreement and it provides the
195 town with executory interest to enforce it and act the property.

196 This document was shared with the members of the Selectboard at this time.

197 Natalie Kanner asked for clarification regarding the transfer of development rights that occurs in
198 these situations.

199 Frank Tenney stated that the town of Charlotte doesn't do transfer of development rights. This is
200 a transfer of density.

201 Discussion was had regarding the DRB's voted on and approved decision.

202

203 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the Open Space**
204 **Agreement between the Town of Charlotte, Dianne Leary, James LaBerge, Hazel LaBerge**
205 **for the property located at 4670 Greenbush Road as presented with a reference to the**
206 **density reduction easement and transfer of development rights to receiving property**
207 **contract that will be signed by the private parties and further authorize SP&F Attorneys**
208 **and the Town Administrator to make any non-material changes deemed necessary to**
209 **complete the Agreement. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**

210

211 **Discussion, and possible action, on authorizing the Town's Attorney to file an action to**
212 **renew a judgement order for zoning penalties with the Environmental Division of Vermont**
213 **Superior Court**

214 Lee Krohn stated that the background on this is included in tonight's meeting packet and it
215 relates to flood lights that were found to be in violation some years ago. The town asked the land
216 owners to remove them or shield them and no action has been taken.

217 Nathaniel Bareham stated that renewing the judgement order is so that the statute of limitations
218 isn't reached. By renewing this judgment order with the Superior Court will maintain the lien as
219 well as the ability to collect penalties for that violation.

220 Scooter MacMillan received confirmation that multiple attempts have been made to
221 communicate with the property owners to no avail.

222

223 **MOTION by Natalie Kanner, seconded by Frank Tenney, to authorize SP&F Attorneys**
224 **Stitzel Page & Fletcher to file a court action to renew the existing Environmental Division**
225 **judgment order against Reset Properties, LLC, pertaining to penalties for zoning violations**
226 **on the property located at 821 Ferry Road. VOTE: 4 ayes, 0 nays, 1 absent (Mudge);**
227 **Motion Carried.**

228

229 **Discussion, and possible action, on the Charlotte Energy & Climate Action Committee's**
230 **energy modernization project**

231 Jim Hodson from the CECAC along with Tim Post, consultant, presented the committee's
232 analysis of the bids received and potential cost savings. There is a copy of the CECAC's
233 presentation in tonight's meeting packet.

234 Jim Hodson stated the town garage doesn't meet all of the town buildings needs for electricity.
235 About 35,000 kilowatt hours is still needed to meet the town's needs.

236 A slide was reviewed by Jim Hodson that isn't in the power point presentation in tonight's
237 meeting packet that includes key questions to answer for this project and can be seen below.

238 -How much would the town be willing to pay over the next 10 years to get our energy for ½ the
239 cost starting tomorrow and 1/10th the cost 25 years from now?

240 -How much annual taxpayer impact are we willing to incur, if any, in the short term for long
241 term benefit?

242 -Are we willing to accept direct visual aesthetic impact over invisible indirect environmental
243 impact? (212K in environmental costs or the equivalent of releasing 35 million balloons of CO2
244 over Charlotte)?

245 -Are we willing to wade through the administrative and inter-entity decision complexities and
246 voting requirements on an accelerated basis to achieve better financial results?

247 Jim Hodson stated that many quotes have been received by solar vendors and heat pump vendors
248 and there are a lot of different combinations that could be applied

249 The rest of the power point presentation was given at this point as is seen in tonight's meeting
250 packet which goes through multiple examples and scenarios.

251 Tim Post stated that heat pump equipment in this project is rated for minus 15 degrees which is
252 100% viable down to minus 15 degrees. Last year, Charlotte Vermont had two days when
253 temperatures reached 16 degrees below. The life of the legacy equipment is extended
254 significantly when only needed to be run a few times per year.

255 Luke Chermol stated that with the legacy equipment currently being twenty some odd years old
256 the town would be up against the clock with equipment reaching the end of its lifespan.

257 Jim Hodson stated that the vents from the current furnace will remain and if desired in the future
258 they could be used. The heat pumps will have separate placements independent from the current
259 heating system in the town buildings.

260 Natalie Kanner stated that it's not fundamentally accurate to state that there is no cost when the
261 legacy equipment fails with the heat pumps in place because of the need to have secondary heat
262 source a few times per year.

263 Discussion was had regarding the thirty percent incentive on the solar arrays and the rebates
264 from Efficiency Vermont on the heat pumps and not on the solar that amounts to about \$10,000
265 to \$15,000 over the whole project.

266 Jim Hodson stated that an engineering evaluation would be done prior to the use of the roof.

267 Every vendor that looked at the roof so far felt good about the use of it but an engineers
268 clearance would be received prior to the project proceeding.

269 Jim Hodson stated that the properties in this project are adjacent properties and there is an
270 exception for adjacent properties.

271 Tim Post stated that another part of this project that is in favor of the town is that all of the town
272 properties are already in a group net metering agreement which means they're already
273 grandfathered in.

274 Discussion was had regarding deadlines and phasing the project in order to assure that something
275 gets done in time.

276 Tim Post stated that a phased approach may be possible but a large portion of the project would
277 be subject to risk of not getting the incentives.

278 Lee Krohn stated that if this project ended up involving a bond it would take multiple hearings
279 and long warning periods.

280 Jim Hodson stated that leasing is something that the CECAC has looked at but roughly speaking
281 it would cause the town to have to buy after five years.

282 Tim Post stated that whoever owns it makes the money. With that being said it is an option and
283 there are several people interested in third party ownership.

284 Jim Hodson stated that CVFRS is very receptive to being a part of this project with solar arrays
285 on their roof. Their board has a scheduled meeting that is to take place on August 19th and if this
286 plan is going to involve them it would be ideal to have that known so they could vote on it at this
287 upcoming meeting. He went on to state that if the town has any hope of doing this project it's
288 going to be contingent upon CVFRS, the Charlotte Selectboard, the town vote, and the Green
289 Bank. The Green Bank votes in October and they could lock in on the rate and the decision time.
290 At that time a town vote would take place that would ask the town residents contingent on
291 CVFRS and Green Bank are you in favor of a four to five hundred dollar range bond which is the
292 size of the bond for the whole project. The numbers could be worked out as to what is spent
293 where and if they were done all in contingency but if they were done in serial it's not at all likely
294 to make the December deadline for the incentives.

295 Natalie Kanner stated that with the Green Bank vote taking place in October and the town vote
296 being in November which is inside of a month and there is a required 60 day warning period it
297 would be beneficial to be able to warn the vote with the rate being either TBD or with a given a
298 rate window.

299 Jim Hodson stated that the terms of the loan would be known before the Green Banks vote in
300 October.

301 Natalie Kanner requested that the Green Bank be asked if they could give assurances that they
302 would be approving the range rate. She went on to state that it's understandable that they can't
303 guarantee a rate until they vote in October. The town vote would need to be warned before the
304 Green Bank vote in October.

305 J.D. Herlihy stated due to the time constraints that this project is under, making CVFRS the third
306 party may make it so something can happen versus nothing.

307 Tim Post stated that the town would get carbon reduction however the town would only get a
308 very small savings each year with a third party. Over a twenty five year period the town would
309 only see a very small amount of the money back but it creates a scenario where energy expenses
310 are predictable.

311 J.D. Herlihy stated from a budgeting perspective it's stable. It's worth looking at with an
312 understanding that time is of the essence.

313 Jim Hodson stated that CECAC will look further into third party investor options as requested by
314 the Selectboard.

315 Nathaniel Bareham stated that it's important to note that with consideration of the third party
316 model from the town's perspective the transfer of any title or any interest in town property still
317 requires a town vote. There is a statutory process for any municipality in Vermont that the town
318 of Charlotte would need to go through to convey an interest in the town property.

319 Natalie Kanner stated that her concern is that time would be lost with researching this other
320 avenue that would have the same hurdles and would have a lot less cost savings to the town.

321 Tim Post stated that a lot of this information is already gathered.

322 Natalie Kanner stated at some point the next step needs to be taken due to the deadline.

323 Jim Hodson stated that he would like to engage the Green Bank at this point in time as this seems
324 like the preferred avenue and at the same time the committee will look at the third party leasing
325 options. Either avenue will save the town money and will stabilize the town's energy costs and
326 will help the town with the fossil fuel position.

327 Discussion was had regarding the quotes and the need to go out for bid again due to the timing of
328 the start of the project. The purchasing policy requires that the project goes out for bid and at
329 least three bids are needed to vote on at that point.

330 Jim Hodson stated that multiple vendors would need to be selected based on starting work in
331 early November. These vendors are only going to give the town a fixed quote if they know there
332 is a town vote that it's contingent upon.

333 Tim Post stated that at least five percent of construction is needed, some infrastructure installed,
334 to comply with the safe harbor which gives the project the possibility of bringing it on the next
335 year. The issues is that trying to get roof or field work done in January or February is nearly
336 impossible. Therefore you would get started but wouldn't have the ability to get back on the roof
337 until March and back into the ground until April or May at the earliest. With a loan the town
338 could safe harbor most of the critical material like inverters and modules which aren't that
339 expensive. He went on to state that the bulk of the expense is labor, heavy equipment needed
340 and balancing of the system. A safe harbor could be done with all of the equipment first and the
341 modules and the inverters would be the most critically effected by potential tariffs over the next
342 three to six months. If the loan was granted the town would be able to pay that and then do
343 another milestone payment when the rest of the equipment arrived.

344 Jim Hodson stated that the next steps include getting to the Green Bank to understand the terms
345 is critical to locking in any fixed scenario. The other piece, that Lee Krohn as the liaison could
346 lead, is the communication with CVFRS' board to come to a conclusion of the preferred
347 approach, there or not. Once the two pieces are gathered it gives CVFRS' the ability to vote on
348 this.

349 Lee Krohn stated in response to Scooter MacMillan's question, that the bidding process and the
350 decision of the contractor for the project will need to happen before the vote as the town
351 residents will want to know what things are going to cost and rightfully so.

352

353 **Discussion of Charlotte/AFSCME Collective Bargaining - Proposed Executive Session per 1**
354 **V.S.A. § 313(a)(1)(B)**

355

356 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to find that premature general**
357 **public knowledge of these collective bargaining negotiations would clearly place the public**
358 **body at a substantial disadvantage. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion**
359 **Carried.**

360

361 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to enter into executive session for**
362 **the discussion of collective bargaining negotiations per 1 V.S.A. § 313(a)(1)(B). I further**
363 **invite Nathaniel Bareham into this session. VOTE: 4 ayes, 0 nays, 1 absent (Mudge);**
364 **Motion Carried.**

365

366 **MOTION by Frank Tenney, seconded by J.D. Herlihy, to exit executive session for the**
367 **discussion of collective bargaining negotiations per 1 V.S.A. § 313(a)(1)(B). VOTE: 4 ayes,**
368 **0 nays, 1 absent (Mudge); Motion Carried.**

369

370 Frank Tenney stated that no decision was made during executive session

371

372 **Signing of Warrants**

373 Warrants were signed

374

375 **Adjournment**

376

377 **MOTION by Natalie Kanner, seconded by Frank Tenney to adjourn. VOTE: 4 ayes, 0**
378 **nays, 1 absent (Mudge);**

379

380 **Motion Carried.**

381

382 The meeting was adjourned at 10:13pm

383

384 Minutes respectfully submitted by Brooke Milo, Minute Taker.

385 Edits by Nathaniel Bareham.

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, August 11, 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:** Scooter MacMillan, Alexa Lewis, Ruth Uphold, Sarah Beal, Lane Morrison, Lindsay
15 Kahn
16

17 **Remote:** Carrie Spear, Janet Morrison, Hugh Lewis, Jr., M. Stone, Paul Plante, Susan Hyde, Jim
18 Hyde, Thyleen Tenney
19

20 **AGENDA ITEMS:**
21

- 22 5:30 PM Site Visit at the intersection of Higbee Road and Old Higbee Road
23 6:00 PM Site Visit at the intersection of Ferry Road and Greenbush Road
24 7:00 PM Approval of Consent Agenda a. Meeting Minutes for July 28, 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 a. Review of draft Charlotte Committee/Commission/Board Handbook
29 b. Welcoming new staff members (Assistant Senior Center Director, Recreation
30 Director, Town Planner).
31 7:20 PM Discussion, and possible action, on an Agreement between the Town of Charlotte
32 and the Chittenden Regional Planning Commission for Professional Planning
33 Services
34 7:25 PM Discussion, and possible action, on an Updated Scope & Objectives between the
35 Town of Charlotte and Sullivan Powers
36 7:45 PM Discussion, and possible appointment, of Garreth Rogers as Deputy Town Health
37 Officer
38 7:50 PM Interview, and possible appointment, of Alexa Lewis to the CCRPC Clean Water
39 Advisory Commission
40 7:55 PM Discussion, and possible action, on an Amendment to the Town of Charlotte
41 Ordinance Regarding Street Naming and Addressing for Old Higbee Road
42 8:05 PM Charlotte Board of Sewage Disposal Commissioners: Discussion, and possible
43 action, on a Final Wastewater Application for 213 Ferry Road
44 8:15 PM Discussion of traffic concerns, and review of previous traffic studies, at the
45 intersection of Ferry Road and Greenbush Road

46 8:55 PM Signing of Warrants

47 9:00 PM Adjournment

48

49 **Call to Order**

50 Lee Krohn called the meeting to order at 7:02 p.m.

51

52 **Site Visit at the intersection of Higbee Road and Old Higbee Road**

53 Lee Krohn stated that this site visit took place earlier this evening due to a E-911 road naming
54 matter.

55

56 **Site Visit at the intersection of Ferry Road and Greenbush Road**

57 Lee Krohn stated that a site visit took place earlier this evening for the purpose of taking a fresh
58 look at issues and concerns with safety.

59

60 **Approval of Consent Agenda a. Meeting Minutes for July 28, 2025**

61 Lee Krohn stated that the minute taker was on vacation and no coverage was available to have
62 these minutes completed in her absence.

63

64 **Adjustments to the Agenda**

65 None

66

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

68 None

69

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

71 **a. Review of draft Charlotte Committee/Commission/Board Handbook**

72 Nathaniel Bareham stated that the draft Charlotte Committee/Commission/Board Handbook is
73 being circulated for feedback from the committee chairs and staff. In the interim Nathaniel
74 Bareham welcomes redlined versions to be emailed to him and or he's available to meet
75 individually with Selectboard members to discuss any suggestions for adjustments to the
76 handbook. The goal is to get this back before the Selectboard for review and final approval by
77 sometime in September.

78

79 **b. Welcoming new staff members (Assistant Senior Center Director, Recreation Director,
80 Town Planner).**

81 Nathaniel Bareham stated that three new employees were hired to the town of Charlotte a warm
82 welcome was given to all. Lindsay Kahn, the new Town Planner, Thyleen Tenney, the new
83 Assistant Director of the Senior Center and Gary Rogers, the new Community Recreation
84 Director.

85

86 J.D. Herlihy stated that he has received messages from town residents regarding the traffic on
87 Ferry Road.

88

89 Frank Tenney stated that he attended the last PC meeting and the commission was getting to the
90 point of finalizing and getting the new zoning bylaws to the Selectboard and hopefully starting to
91 work on the town plan.

92

93 Natalie Kanner stated that the Recreation Committee is in the starting phases of working on a
94 preliminary budget. The new Recreation Director, Gary Rogers, was able to attend their last
95 meeting which is great.

96

97 Lewis Mudge stated that things are moving along with the union negotiations. The hopes are
98 that there will be an update for the next Selectboard meeting in an executive session.

99

100 Lee Krohn stated that the Trails Committee is running into some questions and challenges from
101 state agency representatives about wetland issues. This is in regard to a trail that has been in
102 place for a while and the state has determined that changing it from one kind of use to another
103 kind of use requires permitting. Lee Krohn stated that he will be helping the Trails Committee to
104 navigate this issue.

105

106 **Discussion, and possible action, on an Agreement between the Town of Charlotte and the**
107 **Chittenden Regional Planning Commission for Professional Planning Services**

108 Lee Krohn stated this would be for CCRPC's assistance with completing the Charlotte Town
109 Plan.

110 Nathaniel Bareham stated that during the last budget cycle the town set aside \$4,000 for planning
111 consultation and \$2,160 for a match for a municipal planning grant to assist with a town plan
112 rewrite. The town didn't receive this grant. Consequently these two sums added together of
113 \$6,160, is what the town has for this planning consultation with CCRPC. CCRPC's assistance
114 would include updates to the town plan that are required by state statute. He went on to state that
115 there have been a number of regulatory updates since the town plan was last updated and these
116 will need to be incorporated into the town plan in order to remain in compliance. CCRPC will
117 specifically help the Charlotte Town Planner and the Charlotte Planning Commission to draft the
118 required language as well as to provide the information that is needed to get maps updated. The
119 town worked in collaboration with CRRPC to set the language that is put forth in this contract
120 which included feedback from the PC.

121 Natalie Kanner received confirmation that the town is asking CCRPC to make sure that the goals
122 that the town independently writes are in line with all the state statute requirements.

123 Discussion was had regarding the completion of this work by December.

124

125 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the agreement between**
126 **the Chittenden County Regional Planning Commission and the Town of Charlotte for**
127 **professional planning services as presented. VOTE: 5 ayes, 0 nays; Motion Carried.**

128

129 **Discussion, and possible action, on an Updated Scope & Objectives between the Town of**
130 **Charlotte and Sullivan Powers**

131 Lee Krohn stated that because the town received more than three quarters of \$1,000,000 for the
132 Spear Street culvert reconstruction project a single audit has been triggered. This type of audit is
133 more complicated and time consuming than a standard municipal financial audit Which is why
134 there is a proposal for an additional cost associated with this year's audit since it's more
135 complicated for the clerks, treasurers and for the auditors to do.

136 Nathaniel Bareham stated that it will cost the town an additional \$7,000 to conduct the audit but
137 this was triggered by the town receiving over \$900,000 for reconstruction of Spear Street. This

138 is an unanticipated expense to the town and therefore these funds will be pulled from the general
139 fund.

140 Discussion was had regarding going out to bid for this single audit or to proceed with having
141 Sullivan Powers complete this additional work.

142 Alexa Lewis stated that the single audit would be to audit the requirements of the grant itself and
143 the reporting on the grant for the specific project. A single audit which is a requirement for this
144 size of a federal or state grant should be budgeted for in the future.

145 All concurred.

146 Natalie Kanner stated that the town auditor contract will be going out for bid for next year.

147

148 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to accept the updated Scope and**
149 **Objectives letter provided by Sullivan Powers dated July 22nd, 2025, and further authorize**
150 **the Selectboard Chair to execute the agreement. VOTE: 5 ayes, 0 nays; Motion Carried.**

151

152 **Discussion, and possible appointment, of Garreth Rogers as Deputy Town Health Officer**

153 Lee Krohn stated that this is an important role and if it's not filled it defaults to the Selectboard
154 Chair.

155

156 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to appoint Garreth Rogers as the**
157 **Town of Charlotte's Deputy Health Officer. VOTE: 5 ayes, 0 nays; Motion Carried.**

158

159 **Interview, and possible appointment, of Alexa Lewis to the CCRPC Clean Water Advisory**
160 **Commission**

161 Alexa Lewis stated that she feels it's appropriate to have a resident of Charlotte on this
162 commission. Her main goal is to help with communication between the committees and
163 between the town and its residents.

164

165 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to appoint Alexa Lewis to the**
166 **Clean Water Advisory Committee for a term beginning on August 12th, 2025, and ending**
167 **on June 30th, 2027. VOTE: 5 ayes, 0 nays; Motion Carried.**

168

169 **Discussion, and possible action, on an Amendment to the Town of Charlotte Ordinance**
170 **Regarding Street Naming and Addressing for Old Higbee Road**

171 Nathaniel Bareham stated that this is of two parts which is to have the Selectboard approve the
172 road name and to make sure that the state knows that one of the portions of Old Higbee Road is
173 in fact a private access.

174 The maps included in this evenings packet were reviewed for clarification.

175 Nathaniel Bareham stated that when the state went through an update to the E-911 address
176 system it labeled the small area as Old Higbee Road. The request would be to remove the small
177 section to the south since that is a driveway access and has never been historically maintained by
178 the town. The remainder of the T section of the road coming from the west side would be
179 renamed Old Higbee Road and this would be a dead end road.

180

181 **MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the proposed**
182 **amendment to the Charlotte Ordinance Regarding Street Naming and Addressing,**
183 **specifically to rename a portion of Higbee Road to Old Higbee Road. VOTE: 5 ayes, 0**

184 nays; Motion Carried

185

186 **Charlotte Board of Sewage Disposal Commissioners: Discussion, and possible action, on a**
187 **Final Wastewater Application for 213 Ferry Road**

188

189 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to recess as the Charlotte**
190 **Selectboard and reconvene as the Charlotte Board of Sewage Disposal Commissioners.**

191 **VOTE: 5 ayes, 0 nays; Motion Carried.**

192

193 Nathaniel Bareham stated that this is a long outstanding application that has been postponed until
194 the town had updated the wastewater fees. The applicant would like consideration from the
195 board for final approval of the proposed application. The review on the application and the site
196 plan and map are included in these evening's packet. He went on to state that the applicant
197 meets all the requirements under the town ordinance for wastewater sewer allocations. Sketch
198 plan justification has been provided. The proposed use is mixed use in nature with both
199 commercial and residential with a two bedroom apartment.

200 Discussion was had regarding potentially adding language to the approval of wastewater
201 applications that allows for a one time, one year renewal through a written request to be
202 approved by the TA.

203 Lewis Mudge stated that it would be prudent to keep record of the remaining capacity of the
204 system as more and more users of the system are established. This would be a spreadsheet that
205 would include what each user is using of the system.

206 All concurred.

207

208 **MOTION by Lee Krohn, seconded by Natalie Kanner, to approve the final allocation**
209 **authorization, and connection authorization for wastewater permit #23-1, for Yellowwood**
210 **Design Farm, subject to the following conditions that have been attached and distributed to**
211 **the board and with an additional addendum that there is an opportunity for a single one**
212 **year extension if needed upon written request that could be approved by the TA. VOTE: 5**
213 **ayes, 0 nays; Motion Carried**

214

215 **MOTION by J.D. Herlihy, seconded by Frank Tenney, to adjourn as the Charlotte Board**
216 **of Sewage Disposal Commissioners and reconvene as the Charlotte Selectboard. VOTE: 5**
217 **ayes, 0 nays; Motion Carried.**

218

219 **Discussion of traffic concerns, and review of previous traffic studies, at the intersection of**
220 **Ferry Road and Greenbush Road**

221 Lee Krohn stated that this issue was brought to the attention of the Selectboard by a letter
222 received from Lane Morrison at the last Selectboard meeting. The questions and concerns
223 revolve around vehicular flow, bicycle safety at the intersection and all along Ferry Road. A site
224 visit took place earlier this evening and this was seen firsthand.

225 J.D. Herlihy stated that prior to Lane Morrison's letter on this important issue he heard from Jim
226 Hyde with similar concerns. In addition to this he has heard from many town residents voicing
227 concerns regarding safety around the corner on Ferry Road.

228 Lane Morrison reviewed the points made in his letter to the Selectboard. This letter is
229 included in tonight's meeting packet. He stated that in the past the town approved but later

230 overruled the installation of a road curb, sidewalks, diagonal parking and drainage heading east
231 on the south side of the road. Perhaps this could be reconsidered. There are six employees that
232 park at the Old Brick store which adds to the street parking problem. On the weekends they park
233 at the Senior Center which helps alleviate the street parking issue to some level. As stated in the
234 letter there are three properties that aren't actively being used on the east and west of the Senior
235 Center. It could be advantageous to look into purchasing or leasing from any of these property
236 owners to create more parking. Lane Morrison went on to state that if there is a desire to sell
237 adjacent land from current property owners, the Senior Center Friends would undertake a fund
238 raiser to purchase available property and turn it over to the Town. Another option would be to
239 see if existing locations might allow a rental arrangement to allow for the use of their properties
240 for parking. Removing six to ten vehicles from parking on the road increases the safety of the
241 roadway.

242 Lane Morrison stated that the Senior Center ordered eight strobe lights for the crosswalks and
243 this will help with safety at the location of the crosswalk.

244 Discussion was had regarding the interconnection needed if an additional parking area was made
245 at some small distance from the Old Brick store.

246 Lee Krohn stated that Ferry Road is a state aid road due to its access to the ferry, meaning that
247 anything that the town decides on would need to be done along with VTrans.

248 Discussion was had regarding utilizing the town hall parking area for the store employees to give
249 some immediate action for the safety issue.

250 Lane Morrison stated that there needs to be a specific target and he strongly believes the town
251 will support it if there is a goal.

252 Sarah Beal stated that she shares a parking lot with the Brick Store. When she purchased her
253 home it was seated next to a store and not seated next to a restaurant or café as it is now due to
254 the changes of the Old Brick Store. The change in the number of seats has also dramatically
255 impacted the number of cars parked at the Old Brick Store. She is in support of the success of
256 the Old Brick store and is friends with the owner but noted that something needs to be done. She
257 has personally brainstormed with the owner regarding the parking issue. Painted parking lines
258 has helped to have what parking that is there fully utilized. She and her husband painted the area
259 that is their driveway and it has helped to reduce customers inappropriately parking there by
260 about twenty percent. She went on to state that she has a two year old and a four year old and a
261 lot of time and energy is expended with trying to keep their children safe from the chaotic
262 driving in the parking area. Motorists cut through the parking area. Customers travel fast around
263 the parking area irritated with finding no parking. Lines of cars are often out in front of their
264 home so they are often unable to get out of their own driveway. Sarah Beal stated that some of
265 the brainstorming involved ideas of speaking with Dunbar to make pull in parking vs parallel
266 parking or making a parking lot behind Dunbar's. If a designated parking area could be made
267 then the chaos by the establishment itself could decrease. She went on to say that perhaps
268 returning to a smaller capacity for seating is the answer but the town approved this increased
269 seating and the town should be responsible for coming up with a solution to this safety and over
270 populated parking lot issue.

271 Discussion was had regarding the significant safety issue of motorists cutting through the
272 parking area of the Old Brick store.

273 J.D. Herlihy stated that he has heard from many residents regarding their support in getting rid of
274 the on street parking. He went on to state that it might be better to leave the on street parking as
275 is but to make it safer to do so.

276 Natalie Kanner stated that she doesn't feel that it is possible to make off site parking and allow
277 on street parking. Safe access to offsite parking needs to be made available in conjunction with
278 offsite parking.

279 Lewis Mudge stated that he would reach out to neighboring property owners to find out their
280 interests in selling or leasing to potentially create a place for this offsite parking.

281 Alexa Lewis stated that the Selectboard should consider budgeting funds into the capital fund for
282 sidewalks so if this is something that can get approved in the future the funds would be ready
283 to go. Behind the parking area behind the town hall there is a green area that is not in the
284 wetland or the wetland buffer. Some people have suggested that that could be additional
285 parking. If the town decides to approve a solar project there both could be accommodated.

286 Jim Hyde stated that traffic flow independent of the pedestrian issue is a serious part of the
287 problem particularly in the summer time with out of state drivers. One possible solution for this
288 is signage. Large delivery trucks, seventeen feet and bigger, delivering supplies to the store
289 which blocks the intersection for a short period of time before they back into the parking area
290 creates hazardous conditions with pedestrians walking about. He went on to state that the
291 Selectboard should consider putting together a committee to think about all of the multifaceted
292 issues and possible solutions to bring back to the Selectboard.

293 J.D. Herlihy stated that in the interim measures could be taken to better define where people can
294 park and where they can't park and the fog lines could be better defined to help with appropriate
295 use of the roadway.

296 Sarah Beal stated that having time limits for parking spaces in the Old Brick Store parking area
297 and signs that state if you're staying for use of the café parking is available at the town hall.

298 Hugh Lewis Jr. stated that for a short term solution, if the employees of the Old Brick store could
299 park at the town hall parking that would free up eight to ten parking spaces.

300 Nathaniel Bareham stated that he would be willing to work alongside a Selectboard designee in
301 order to collaborate with the new town planner and the other stakeholders. This would allow for
302 some troubleshooting of some short term immediate solutions. Some solutions mentioned
303 included fifteen minute parking, designating a loading zone, making the parking lot a one way
304 only in order to direct traffic to exit on Greenbush Road vs. turning left onto Ferry Road.

305 Lee Krohn stated that he would be the designated Selectboard member to work alongside
306 Nathaniel Bareham.

307 Lewis Mudge stated that he will make the phone calls to the land owners to see if they have any
308 interest in selling.

309

310 **Signing of Warrants**

311 Warrants were signed

312

313 **Adjournment**

314

315 **MOTION by J.D. Herlihy, seconded by Natalie Kanner, to adjourn. VOTE: 5 ayes, 0 nays;**
316 **Motion Carried.**

317

318 The meeting was adjourned at 8:57 p.m.

319

320 Minutes respectfully submitted by Brooke Milo, Minute Taker.

321 Edits by Nathaniel Bareham.

DESIGN SIGNS

PO Box 1246
Williston, VT 054951246 USA
(802) 872-9906
nicole@designsignsvt.com
designsignsvt.com

INVOICE

BILL TO
Town of Charlotte
P.O. Box 119
Charlotte, VT 05445

SHIP DATE 09/22/2023

INVOICE 43112
DATE 07/12/2025
TERMS Net 30
DUE DATE 08/11/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Welcome to Town of Charlotte			0.00
Freestanding Sign	Freestanding Sign, made from the following components: 48" x 36" - Graphics on one-side 1" Aluminum Tube Frame Aluminum Composite face (front and back) Digitally printed graphics on face Aluminum Flat Brackets - connecting to posts Pressure Treated Posts, painted, with top detail	2	1,550.00	3,100.00
	High Density Urethane "sign foam" filler for the steps and contour of the sign shape (top)			
Installation	Installation Labor- Packing with crushed stone	2	450.00	900.00
Late fee	2% - Applied on Aug 17, 2025			80.00

Thank you for your business! We accept credit cards, ACH and checks can be sent to:
Design Signs
PO BOX 1246
Williston, VT 05495

SUBTOTAL	4,080.00
TAX	0.00
TOTAL	4,080.00
BALANCE DUE	\$4,080.00

Agreement Between
The Town of Charlotte and the Friends of the Walter Irish Senior
Community Center, Inc.

THIS AGREEMENT, made this ____ day of _____, 2025, by and between the Town of Charlotte and the Friends of the Walter Irish Senior Community Center, Inc.

WHEREAS, the Town of Charlotte (the “Town”) is a Vermont municipality located in Chittenden County; and

WHEREAS, the duly elected Selectboard of the Town (the “Selectboard”) has general supervisory authority over affairs of the town; and

WHEREAS, on June 27th, 2000, a Grant Agreement, was made between the Friends of the Walter Irish Senior Community Center, Inc. (the “Friends”), a Vermont nonprofit corporation with its principal place of business in Charlotte (EIN 03-0365332), and the Town for the construction of a Senior Citizen’s Center (the “Senior Center”) in the Town of Charlotte.

WHEREAS, on August 10, 2000, Stephen Haboury and Lorie Gabourie conveyed by Warranty Deed, recorded in Book 111 at Page 592 of the Charlotte Land Records, to the Friends of the Walter Irish Senior Community Center, Inc. (the “Friends”), a Vermont nonprofit corporation with its principal place of business in Charlotte, the premises located at 212 Ferry Road.

WHEREAS, on October 16, 2000, the Friends conveyed by Warranty Deed, recorded in Book 116 at Page 395 of the Charlotte Land Records, to the Town, the premises located at 212 Ferry Road.

WHEREAS, at the time the premises was conveyed to the Town of Charlotte by the Friends, the Selectboard requested to Friends to form a Senior Center Board of Directors (the “Board”), consisting of the same Board of Directors, to assist with the day-to-day management of the Senior Center.

WHEREAS, the mission of the Senior Center is to provide a warm and welcoming atmosphere to seniors residing in the Town of Charlotte and surrounding communities and encourage participation in Senior Center program activities.

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Town of Charlotte and the Friends of the Walter Irish Senior Community Center hereby agree as follows:

1. Agreement Review:

The parties hereby agree to review this Agreement at least once every three (3) years and make any changes that may be necessary and mutually agreeable. Should the parties agree that no changes are necessary, the agreement shall be ratified by both parties during a regularly scheduled meeting of the Friends and the Selectboard.

2. Town Representation on the Senior Center Board:

At least one member of the Selectboard shall be appointed by the Selectboard to serve as a liaison to the Board for a one-year term. This liaison duties shall include attending Senior Center Board meetings, and providing insight and recommendations in support of the Town's overall objectives.

3. Senior Center Operations; Personnel Management:

The Board shall have a cooperative relationship with the Senior Center Director to enhance the day-to-day oversight and operations of the Senior Center facility and programs.

The Senior Center Director shall, in collaboration with the Board, actively seek out and promote new ideas and ways to collaborate with other community entities, to include the Charlotte Library, the Grange, the Charlotte Children's Center and the Charlotte Central School.

The Selectboard shall have responsibility for the hiring of Senior Center Employees, to include the Senior Center Director and Senior Center Assistant Director. The Selectboard may, as appropriate, request the Board's assistance with the drafting of job descriptions, the advertisement of open positions, and to participate in interviewing committees for open positions. All parties recognize that the final decision to hire a qualified candidate shall be determined by the Selectboard.

The Selectboard shall have responsibility for the supervision and evaluation of Senior Center employees, to include the Senior Center Director and Senior Center Assistant Director. The Selectboard may, as appropriate, request input from the Board on employee evaluations.

4. Budget; Financial Management; Capital Expenditures:

The Board shall, in collaboration with the Senior Center Director, present a capital maintenance and operating budget to the Selectboard in advance of any annual or special meeting involving considerations by the voters of a budget for the Town that includes

funds for the Senior Center. This presentation shall contain such level of detail, as is mutually agreed upon and shall, at a minimum, include revenue and expenses for Senior Center programs and services, as well as all anticipated revenues and estimated expenditures. The budget shall be submitted using the same time schedule required for all Charlotte town departments.

The Selectboard shall formalize the budget and long-term capital improvements in context with the Town's financial goals, for submission to the voters, for the Town's contribution to the Senior Center's operating and capital expenses.

The Board shall, in collaboration with the Senior Center Director, continue to review the Senior Center's annual revenues and expenses, and alert the Selectboard and Town Treasurer of significant deviations from the budget.

5. Necessary Actions:

The Town and the Board hereby agree to take or cause to be taken such further actions, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement. This shall include the bylaws of the Friends, the policies of the Board, and the policies of the Town.

6. Termination:

This agreement shall terminate upon any of the following events:

- a. The dissolution, insolvency or bankruptcy of the Friends;
- b. The dissolution, insolvency or bankruptcy of the Town;
- c. The expiration of one hundred and eighty (180) days after Town receipt of written notice that the Friends no longer intends to support the Senior Center's operations.
- d. The parties enter into a new written agreement which expressly supersedes this Agreement.

7. Amendment.

This Agreement may be amended or modified by mutual written agreement of the parties.

8. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Friends or the Selectboard.

TOWN OF CHARLOTTE
159 Ferry Road
P.O. Box 119
Charlotte, VT 05445

FRIENDS OF THE WALTER IRISH
SENIOR COMMUNITY CENTER
P.O. Box 207
Charlotte, VT 05445

9. Governing Law; Severability:

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

10. Assignment; Binding Agreement:

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

11. No Waiver:

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

12. Captions:

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED at Charlotte, Vermont, this ____ day of _____, 2025.

TOWN OF CHARLOTTE

By: _____
Its Duly Authorized Agent

FRIENDS OF THE WALTER IRISH
SENIOR COMMUNITY CENTER,
INC.

By: _____
Its Duly Authorized Agent



Town of Charlotte
Handbook for Town Committees &
Commissions

Adopted by the Charlotte Selectboard on April_____, 2025



Committee Handbook Foreword

This handbook has been prepared by the Selectboard and Town Administrator to provide general information, and establish general rules of procedure, for all the Town's committees, commissions, public officers, and boards. The Selectboard recognizes that many residents have stepped up to volunteer their time to the Town since Charlotte was founded on June 24, 1762. Their contributions of time, and thoughtful consideration, on the many issues and challenges confronting the Town are very much appreciated. Through this service to the community you will have a unique opportunity to help shape the future of our Town. We hope it will be a rewarding and informative experience.

The Selectboard, in carrying out their duties as prescribed by State Law and by the votes of Town Meetings, expend a considerable amount of time and effort to make logical and sensible appointments to committees. You will be working with people who, like yourself, have volunteered to address specific problems and bring back to the Selectboard - or perhaps Town Meeting - recommendations for a course of action or a solution that they believe is best for the Town.

It is imperative that the good of the Town, its present and future, be of primary consideration in your deliberations. It is also important to remember that you represent the entire Town, not just one segment of the Town. A solution that makes sense from the perspective of your committee may not always be what is best for the Town. Therefore, all plausible solutions need to be explored while considering many factors such as the impact on other programs or plans. The ultimate cost in tax dollars is of the utmost importance to all Townspeople and our committees and commissions must be cognizant of that fact.

Your committee or commission should use the Town Administrator's Office to facilitate communications and answer any questions you believe pertinent to your assignment. The Selectboard wishes to thank you for your willingness to put forth your time and effort to improve our community.

This handbook provides a general description of procedures, and summarizes important state statutes, best practices and procedures from the Vermont League of Cities and Towns ("VLCT"), and Town policies that govern the conduct of committees and their members (i.e. Vermont's Open Meeting Law and the Town's Conflict of Interest Policy). Official full-text versions of these documents, and other governing by-laws, can be accessed online. References will be provided throughout this handbook, either through electronic links or by citation.

While this handbook has been published for use by the Town's committees, commissions, public officers, and boards appointed by the Selectboard, we hope this handbook is of use to the citizens of Charlotte at large.

Respectfully,

The Charlotte Selectboard

Lee Krohn, Chair
Frank Tenney, Vice Chair
Lewis Mudge
Natalie Kanner
JD Herlihy

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SECTION I
REQUIREMENTS & RESPONSIBILITIES:

A Statement of Commitment to the foregoing section and the attached Conflict of Interest Policy shall be signed by all elected and appointed members of the Town's boards, committees, and commissions.

A. Community & Member Responsibility:

1. A member of any Committee shall:
 - a. Realize that the member's basic function is to make policy and provide advice on making policy, and not to administer policy unless expressly provided for by law;
 - b. Realize that the member is one of a team and should abide by, and assist in carrying out, all decisions of the Committee once a decision is made by the board, commission, or committee;
 - c. Remain well-informed concerning the duties and responsibilities the Committee may have on the state and local level, as well as a member's individual duties and responsibilities;
 - d. Remember that the member represents the entire community at all times;
 - e. Accept the appointment as a means of unselfish service, and not for the purpose of personal or political benefit;
 - f. Make all decisions relative to individual appointments based only upon merit, experience, and qualifications, and avoid engaging in political patronage, and;
 - g. Avoid voting on any matter in which the individual member has a conflict of interest, as defined in the Town of Charlotte's Conflict of Interest Policy.
2. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, harassment, personal charges and or verbal attacks upon the character of other members of Committees, councils, the staff or the public.
3. Members shall perform their duties in accordance with the processes and rules of order established by the Selectboard and the Town's policies governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Selectboard by Town staff.
4. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.
5. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their role in dealings with Town staff, as well as Town Staff's role with the Committee, and refrain from creating the perception of inappropriate direction to staff.

B. Responsibility to Municipal Administration:

1. A member of any Town Committee during their interactions with the administrative officers of the Town shall:
 - a. Respect the role of professional management;
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside of the administration;
 - c. Recognize that binding decisions of a Committee are enforced by administrative officers of the Town; and
 - d. Direct all questions or concerns first to the appropriate Town personnel, then to the Town Administrator, and if necessary to the Selectboard. This is the most expedient way to resolve issues that need to be addressed; however, be advised that Town officials may not necessarily have jurisdiction over issues concerning elected or appointed officials.

C. Relationship to Other Board, Commission, or Committee Members:

1. A member of any Town Committee, in the member's relations with fellow board members, shall:
 - a. Recognize that action taken during a public meeting is binding and that a single member alone cannot bind the Committee outside of a public meeting;
 - b. Not make statements or promises of how the member will vote on matters that come before the Committee until the member has had an opportunity to hear all aspects and sides of the issue during a public meeting;
 - c. Uphold the intent of the Executive Session and respect the privileged communication that occurs therein;
 - d. Make decisions only after all facts on a question have been presented and discussed; and
 - e. Respect the rights of members of the public, Town personnel, and other members of the Committee, despite differences of opinion.

D. Conflicts of Interest:

1. In accordance with the Town's Conflict of Interest Policy and Vermont's Municipal Code of Ethics (see [24 V.S.A. § 1992](#)), a member of any Town committee or commission has an affirmative duty to avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.
2. If a member is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter.

E. Prohibited Conduct

1. In accordance with the Town's Conflict of Interest Policy and Vermont's Municipal Code of Ethics (see [24 V.S.A. § 1993](#)), a member of any Town committee or commission, shall NOT:
 - a. Direct any individual to act in a manner that would:
 - i. Benefit a municipal officer in a manner related to the officer's conflict of interest;
 - ii. Create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or

- iii. Otherwise violate the Municipal Code of Ethics as described in [24 V.S.A. § 1993](#).
 - b. Act unjustly or unduly favor or prejudice any person in the course of conducting official business.
 - c. Give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.
 - d. Use their official position for the personal or financial gain of the member, their immediate family or household, or their business associate.
 - e. Make use of the town's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written Town, departmental, or institutional policy or rule.
 - f. Engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written Town, departmental, or institutional policy or rule.
 - g. Accept or solicit any gift, loan, political contribution, reward, or promise of future employment based on any understanding that their vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.
 - h. Benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:
 - i. The benefit is not greater than that of other individuals generally affected by the contract;
 - ii. The contract is a contract for employment with the municipality;
 - iii. The contract was awarded through an open and public process of competitive bidding; or
 - iv. The total value of the contract is less than \$2,000.00.
2. In general, Town committee and commission members are not subject to restrictions concerning private, political activity without the use of municipal resources. However, all members have an obligation to foster a sense of public trust. To foster this trust, individual members have a responsibility to disclose to a committee any actual or potential personal interest or issue that pertains to a matter under consideration by the committee.

E. Compliance & Enforcement

1. Members themselves have the primary responsibility to assure that these standards are understood and met, and that the public can continue to have full confidence in the integrity of government.
2. The chair of a committee shall promptly intervene when a member's actions appear to be in violation of the Code of Conduct. The Selectboard, by a majority vote of its members, may remove members whose conduct does not comply with the Town's standards. Members with statutory roles may be given for-cause removal protection. In that event, a special hearing will be held in order to determine whether the alleged actions of a committee member warrant removal.

F. Ethics Training

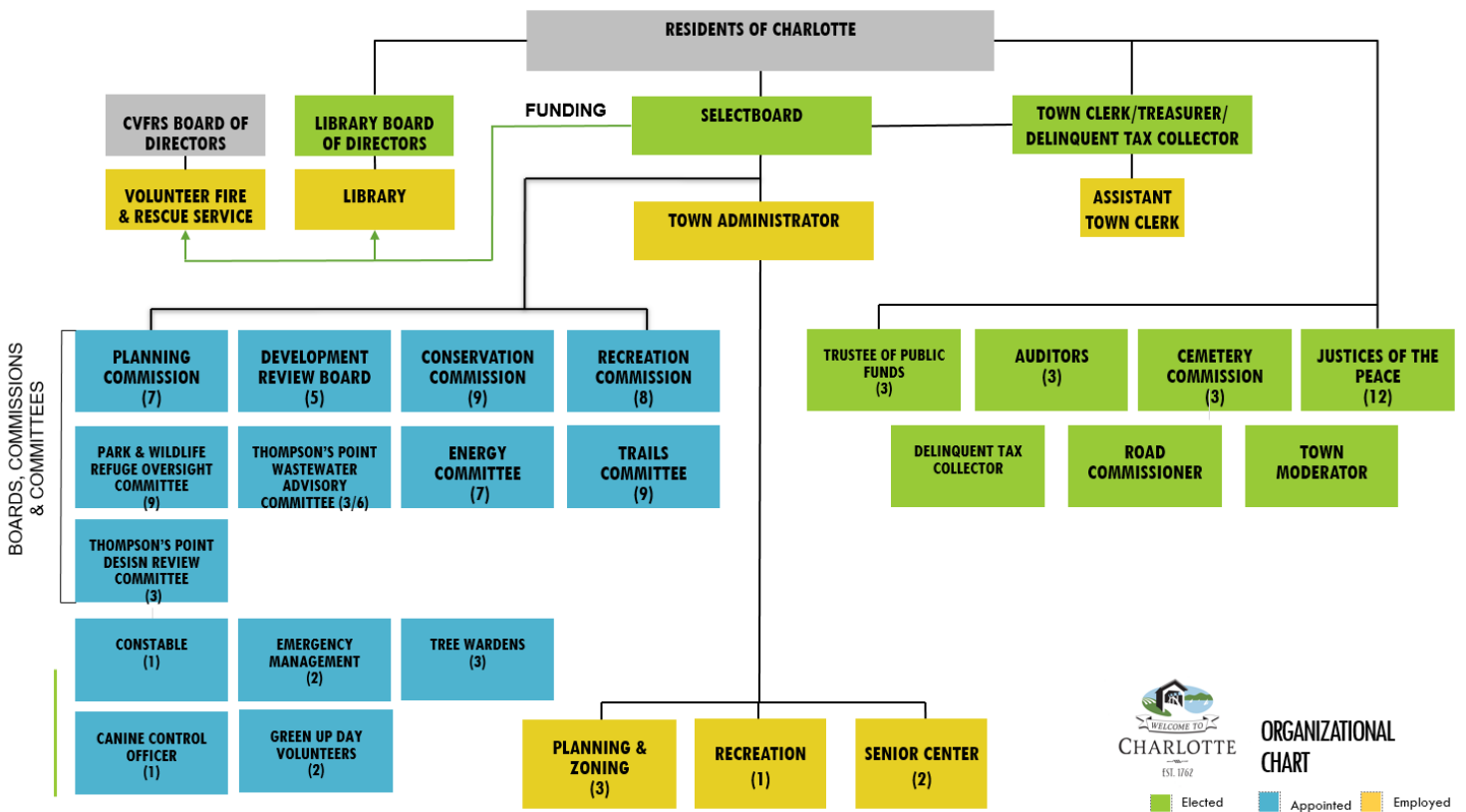
1. In accordance with Vermont’s Municipal Code of Ethics (see [24 V.S.A. § 1995](https://www.vermont.gov/doc/legislation/24_v.s.a._1995)), certain Town committee and commission members are required to complete an initial ethics training within 45-days of their appointment. This training has been provided by the State of Vermont’s Ethic’s Commission, and is available for all members at <https://ethicscommission.vermont.gov/training>.
2. When completing this initial ethics training, you will be prompted to include your, and one additional, e-mail address to verify you have successfully finished the course. You **MUST** include the Town Administrator’s e-mail (townadmin@townofcharlotte.com) so this training verification can be reviewed by the Town Administrator, and kept on file at Town Hall.
3. Failure to comply with this may result in the Selectboard taking formal action to remove that member from their respective committee/commission.

G. Annual Training

1. Chairs for each committee, who are not regularly staffed by a Town employee, are expected to attend an annual training with the Town Administrator in May.

SECTIONS II
STRUCTURE OF CHARLOTTE’S GOVERNMENT

A. Town of Charlotte Organizational Chart



B. Town Committees, Commissions, and Boards:

1. Charlotte Park and Wildlife Oversight Committee:
 - a. The Charlotte Park and Wildlife Refuge Oversight Committee is composed of nine volunteer residents that provide oversight to the management of the Park and Wildlife Refuge.
 - b. You can contact the committee via the committee email address, charlotteparkvt@gmail.com, or by contacting Town Hall at 802-425-3071, comments and questions welcomed!
 - c. The Oversight Committee meets regularly (generally monthly) to discuss park management maintenance, budget and volunteer projects either at Town Hall or at the Park and Wildlife Refuge. Notice of meeting date, location and agenda are posted on the [Town's Meeting Calendar](#), and on Front Porch Forum, at least 48 hours ahead of these meetings.
2. Conservation Commission:
 - a. The mission of the Charlotte Conservation Commission (CCC) is to support and advocate for the protection and enhancement of Charlotte's natural and cultural resources. To achieve this mission, we promote public understanding and appreciation of nature and create education and planning tools for resource management.
 - b. All are welcome at our meetings, which are posted on the [Town's Meeting Calendar](#). We hope to engage more Charlotters in our work, and are especially looking for folks with:
 - i. Personal experience with natural history and land conservation
 - ii. Natural resource planning and policy
 - iii. Environmental or biological sciences
 - iv. Environmental outreach and education
 - v. GIS mapping & engineering
 - vi. Familiarity with legal aspects of conservation
 - vii. Sustainable agriculture
 - viii. Community development
 - c. Please join us at our meetings or contact us at conservation@townofcharlotte.com. We look forward to your participation!
3. Development Review Board:
 - a. The Charlotte Development Review Board (DRB) review and consider all projects requiring the following permits under the town's Land Use Regulations, to include:
 - i. Boundary Adjustments;
 - ii. Conditional Use review;
 - iii. Subdivision approval;
 - iv. Site Plan review;
 - v. Variances;
 - vi. Amendments to previously approved projects, and;
 - vii. Appeals of the Zoning Administrator's determinations.
 - b. The Development Review Board meets on the second and fourth Wednesday of each month at 7 p.m., and for special meetings as needed.
 - c. Please refer to the [Town's Meeting Calendar](#) for a current schedule of upcoming DRB meetings. [Meeting minutes](#) and [audio recordings](#) of past meetings are available from our [Dropbox](#) account.

4. Energy Committee:
 - a. It is the Energy Committee's mission to:
 - i. Improve the way we produce and use energy in Charlotte by conservation, energy efficiency, renewables, transportation, buildings, and land-use planning.
 - ii. Work in partnership with other Town groups such as Sustainable Charlotte, the Conservation Commission, the Planning Commission, and Charlotte Central School.
 - iii. Promote energy education and awareness.
 - b. Please visit the Energy Committee's official site at CharlotteEnergy.com for more detailed information!
 - c. The Energy Committee generally meets the first Wednesday of each month at 7 p.m., but sometimes we have to change the date, so please check the [Town's Meeting Calendar](#) or keep an eye out on [Front Porch Forum](#).
5. Planning Commission:
 - a. The Planning Commission is responsible for drafting updates and other amendments to Charlotte's Land Use Regulations. These regulations govern what can be built, where in town, and with what restrictions.
 - b. The Commission is also responsible for preparing periodic updates to the Town Plan, and for coordinating planning projects related to transportation, housing, infrastructure and conservation.
6. Recreation Commission:
 - a. The Charlotte Recreation Commission is made up of seven members of the community supporting recreation in Charlotte. Members of the Commission volunteer their time and expertise in support of recreation in Charlotte.
 - b. In addition to volunteering their time and expertise, the Commission holds monthly meetings, which can be found on the [Town's Meeting Calendar](#).
 - c. We welcome ideas on recreation-related topics and feedback from the community, please consider attending a meeting or joining the commission!
7. Trails Committee:
 - a. The Trails Committee is responsible for developing and maintaining the Charlotte network of trails, in accordance with the town plan. Currently the committee maintains four separate trails (Pease Mountain, Plouffe, Town Link and Village Link) located throughout the town.
 - b. The Town Link trail will eventually connect the Town Beach, West Village, Mt. Philo, and the East Village.
 - i. In total, there are eight trails, parks and natural areas to visit in Charlotte. Click [here](#) to see a list of trail descriptions and maps.
 - ii. The Trails Committee operates under the guidelines established in the [Town of Charlotte Trail System Stewardship Plan](#), approved by the Selectboard in October, 2012.
8. Thompson's Point Wastewater Advisory Committee:
 - a. The Thompson's Point Wastewater Advisory Committee was created pursuant to the [Thompson's Point Wastewater Disposal System Ordinance](#).
 - b. Meetings are posted on the [Town's Meeting Calendar](#).

9. Tree Warden:

- a. The Tree Warden for the Town of Charlotte is appointed annually by the Selectboard.
- b. Their jurisdiction is limited to only Town land, including Thompson’s Point, the Town Green, Mutton Hill, Walley Woods and town planted trees in the rights-of-way. The removal or pruning of trees within the Tree Warden’s zones of authority require permission of the Tree Warden.
- c. Mapping the town trees is another Tree Warden initiative undertaken with the support of the Urban and Community Forestry Program. There are several maps that have been developed.
 - i. The [Charlotte Public Tree Inventory](#) was created in 2016.
 - ii. The [Map of Roadside Ash Trees](#) shows the locations of ash trees on public property and public rights-of-way. This map has been used to guide planning and execution of the preemptive removals of potential hazard trees.

C. Becoming a Committee or Commission Member:

1. Qualifications:

- a. All Charlotte residents are qualified to apply for membership on any committee. Residents employed full-time or part-time by the Town may be appointed to Boards, Committees, and Commissions at the discretion of the Selectboard, subject to the Town’s Conflict of Interest Policy.

2. Applying:

- a. The appointment application process begins with submitting an “Application for Committee/Commission/Board Appointment” to the Town Administrator. This form can be found on the Town’s website (<https://charlottevt.org/jobs>) and, once completed, should be e-mailed to townadmin@townofcharlotte.com with the subject line reading: “Charlotte Committee Application - (Your Last Name).”
 - i. The application will ask you to identify the name the committee to which you seek appointment and explain the reason(s) for your interest;
 - ii. The application also requests you provide a copy of your resume/letter that describes your education, occupation or other practical experience.
- b. You may register in the Talent Bank at any time, even when no vacancy exists on your desired committee.
- c. Should such a vacancy occur, you and all other Talent Bank applicants who declared a similar committee preference, will be contacted by the Town Administrator to schedule your appearance at a regularly scheduled meeting.

3. Interviewing:

- a. The Selectboard conducts interviews of all first-time applicants. Applicant interviews are conducted in open public session with the Selectboard, which are video-recorded by the Town. Members of the designated committees may also be present to participate in the interview.
- b. The Selectboard strives to create a welcoming climate for each interview. Applicants should be prepared to answer general questions for the Board as well as provide information about

their experience and qualifications. Fifteen minutes are usually scheduled for each interview, although the actual duration may vary.

- c. The Select Board does not entertain comments from the public about an applicant during interview sessions.
 - d. Oftentimes, there are more candidates than available open seats. If you are not appointed to your desired committee seat, you will be contacted by the Town Administrator to determine if you wish to:
 - i. Maintain your registration in the Talent Bank, and possibly interview for a seat on the same committee should a vacancy occur during the year;
 - ii. Consider a new interview for an appointment to a different committee, or;
 - iii. Choose to withdraw your name from the Talent Bank.
4. Term Length:
- a. The term of an appointment is often unique to the individual Board, Committee, or Commission. Before applying for a position, you should reference the [Town's Annual Report](#) to determine the term length for the position you are applying for.
5. Appointment:
- a. All appointments require a majority vote of the Selectboard, convened in open public session. The motion to nominate an applicant will specify the name of the proposed appointee and designate the dates on which their term of service will start and expire.
 - b. If, for any reason, an appointed member leaves a committee before completion of a term, the appointed replacement's term of service will expire on the same date previously assigned to the vacating member.
6. Reappointment:
- a. Unless otherwise provided by State law, there is no Town policy that establishes limits on the number of terms a member may serve on a committee.
 - b. Prior to the designated date of their term's expiration, incumbent members of a committee will receive notification from the Town Administrator. The notification requests appointed members to indicate if their desire is to:
 - i. Conclude their service at term's end;
 - ii. Seek appointment for an additional term on the same committee, or;
 - iii. Apply for an appointment to a different committee.
 - c. A committee member is under no obligation to accept reappointment, nor is the Selectboard obligated to offer reappointment. Reappointment to an additional term on a committee is based on an evaluation of the committee member's contribution to the committee, the number of applicants seeking appointment, and the discretion of the Select Board.
 - d. Incumbent members of committees, who seek appointment to a different committee, shall also apply through the Town Talent Bank and will be scheduled for an interview with the Selectboard.
7. Resignation:
- a. Any member who, for any reason, chooses to resign before their term is complete shall provide immediate written notice of the resignation to the Town Administrator, the Selectboard Chair, and the Committee Chairperson.

- b. Specifically, this written notice must be submitted by e-mail to townadmin@townofcharlotte.com, with the subject line reading: “Letter of Resignation - (Your Last Name),” and must indicate the effective date of resignation.
8. Removal:
 - a. Unless otherwise outlined by State law, the Selectboard may remove a committee member by majority vote at a regularly scheduled meeting. Prior to that meeting, the Selectboard shall provide written notice to the appointee, and hold a hearing in executive session.
 - b. Should a committee wish to request the Selectboard remove a member of their committee, they must first hold a hearing with the member in executive session and then, by majority vote, move to make the request that a member be removed.
 - c. Only the committee to which the member is party may request their removal. It is inappropriate for an outside committee or member to make such a request.

SECTION III **GENERAL PROCEDURES**

A. Election of Officers

1. All committees and boards shall annually elect a Chair, Vice Chair and Clerk. For newly-formed committees meeting for the first time to elect officers, the individual with senior rank (e.g. the first person appointed by the Selectboard) shall serve as temporary Chair and preside over the nomination and election of officers.
2. It is the responsibility of the newly-elected Chair to notify the Selectboard Chair and the Town Administrator of changes in membership and officers. Ongoing committees should elect officers at the first meeting held after the reappointments each year, which typically occurs at the first meeting in May.

B. Responsibility of Officers

1. Chair: As the presiding officer, the Chair schedules the place, date, and time of meeting. The Chair creates the meeting agendas and ensures meeting notices are officially posted as required by Open Meeting Law. The Chair presides at all meetings, decides questions of order, calls special meetings, and signs official documents that require the Chair’s signature. The Chair has the same rights as other members to offer resolutions, make motions, discuss questions, and vote.
2. Vice-Chair: The Vice-Chair assumes all responsibilities of the Chair whenever the latter is absent from meetings, and performs other duties as necessary.
3. Clerk: The Clerk will be responsible for taking detailed notes at each meeting, and drafting meeting minutes for the Committee/Commission to approve. The Clerk is also responsible for ensuring that meeting minutes are recorded and, once approved, are filed with the Town.

C. Notice of Public Meetings

1. Vermont’s Open Meeting Law recognizes three types of meetings: regular, special, and emergency. Depending on the type of meeting, a board or other public body may need to provide advance notice by “publicly announcing” the meeting, by posting public notices, or both. Public bodies also usually

need to create an agenda in advance of each meeting and make it available to the public. (See 1 V.S.A. §§ 312(d)(1), (2)). See below for more information on agenda requirements:

- a. Regular Meetings: A public body schedules regular meetings by adopting a resolution setting the time and place of the meetings. This information must be made available to the public on request. When a board meets regularly on, for example, the first Tuesday of every month, the law does not require additional public announcement or posting of these meetings so long as the time and place has been clearly designated by resolution or other determining authority (statute, charter, regulation, ordinance, or bylaw). Public bodies must, however, create and make available meeting agendas for regular meetings.
 - b. Special Meetings: A special meeting occurs when a board meets at a time or place outside of its regular meeting schedule. At least 24 hours before each special meeting, a public body must publicly announce it by giving notice of the meeting's time, place, and purpose to a newspaper or radio station serving the area, as well as to any person who has requested in writing to be notified of special meetings. Municipal public bodies must also post a notice of each special meeting in or near the town office and in at least two other designated public places in the municipality. All public bodies must give oral or written notice to each member (unless a member has waived this notice). In addition, agendas must be created and made available for special meetings.
 - c. Emergency Meetings: An emergency meeting may be held in the event of a true emergency, that is, "only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention." Emergency meetings do not require public announcement, posting of notices, or 24-hour notice to members, so long as some public notice is given as soon as possible before the meeting. (See 1 V.S.A. § 312(c)(3)). Please note that an emergency meeting should not be used if the public body is able to comply with the 24-hour notice requirements for special meetings. There is no agenda requirement for emergency meetings.
2. It is the responsibility of the committee to provide timely notice to the Public of the committee's scheduled public meetings. For the Town of Charlotte, a current list of meetings is posted on the Town website's meeting calendar, on the Town bulletin board outside of the Clerk's Office, and on Front Porch Forum. The Chair or another designated member will work with the Town Administrator and Planning and Zoning Assistant to obtain access to the Town website's meeting calendar via Catalis.

D. Meeting Locations

1. All meetings must be held in public, even if there will be no vote or decision reached, and should be duly noted in your meeting agenda.
2. The Town offers suitable meeting rooms at Town Hall, the Senior Center, and the Library.
 - a. For meetings at Town Hall contact the Town Administrator (townadmin@townofcharlotte.com), or the Town Clerk (mary@townofcharlotte.com).
 - b. For meetings at the Senior Center, contact the Senior Center Director (lyork@charlotteseniorcentervermont.org).
 - c. For meetings at the Library, contact the Library Director (margaret@charlottepubliclibrary.org).

E. Meeting Agendas and Management of Meetings:

1. Meeting Agendas:
 - a. The Agenda is a specific list of items to be discussed at a meeting of the committee. Agendas are created by the Chair, at times with advice and assistance of the Town Staff Liaison or members of the committee.
 - b. Agendas should be posted in order to provide the public with notice of the public meeting. Once the meeting date and agenda have been posted, only those topics specifically listed on the agenda may be discussed when the committee convenes.
2. Management of Meetings:
 - a. The Chair should ensure that discussions, deliberations or any motions made are within the realm of the posted agenda item. The Chair should rule as out-of-order any deliberations or discussion that appear to stray beyond the realm of the posted agenda item.
 - i. If the matter appears of sufficient interest to the members of the committee, or the public, it may be placed on a future meeting agenda.
 - ii. In limited situations, if an unforeseen issue arises which is time sensitive, the Chair can allow discussion thereon. This should not occur frequently and must be done in compliance with Vermont's Open Meeting Law.

F. Motions, Discussion & Voting

1. Once recognized by the Chair, any member of a committee may make a motion for consideration and action. For clarity, motions should be made in the affirmative.
 - a. To advance discussion of the motion, the motion must be seconded by another member of the committee. Discussion does not proceed if there is no second to the motion.
2. During Discussion, the Chair will grant each member of the committee the privilege to comment, ask questions or otherwise deliberate on the motion.
 - a. Per Vermont Open Meeting Law ([1 V.S.A. § 312\(a\)](#)), members of the public should be given reasonable opportunity to express their opinion on matters considered by the committee, as long as order is maintained.
 - b. The Chair may set standards and limits for comments received from the public. This could include establishing set time limits for public comment (i.e. allowing for five minutes of public comment, or allowing each member of the public two-minutes to speak).
3. The member who made the motion may withdraw or revise the terms of the motion prior to the Chair's calling of a vote of the committee. The revised wording of the motion requires a second. Any future discussion or public comment of the revised motion is allowed at the discretion of the Chair.
4. The Chair will call for a vote once the Chair is satisfied that discussion and deliberations are concluded.
 - a. A voice vote of "Aye" or "Yes" will be counted in the affirmative. A voice vote of "Nay" or "No" will be counted in the negative. Members who choose to abstain from a vote will declare "Abstain."

- b. A motion is passed or approved only when a simple majority of participating members vote in the affirmative. A motion fails if the vote is tied— an equal number of members voting Yes or No.

G. Record Keeping & Meeting Minutes

1. Each committee must maintain accurate minutes of their meetings which, at a minimum, will include the date, time, place, members present or absent, the business taken up at the meeting, a summary of discussions, and all votes or actions taken at each meeting, including executive sessions.
2. Per [1 V.S.A. § 312\(b\)\(2\)](#) draft meeting minutes must be posted to the Town’s website no later than five calendar days from the date of the meeting. Draft meeting minutes should be replaced by minutes reviewed and approved by the committee.

H. Quorum Requirement

1. A board or other public body must comply with the open meeting law any time a “quorum” holds a “meeting,” that is, gathers to discuss its business or to take action (See [1 V.S.A. § 310\(5\)\(A\)](#)).
 - a. A quorum is a simple majority of the members of a public body. Quorum is calculated by counting the number of total positions on a board or committee, regardless of any vacancies or recusals.
2. For the purposes of the open meeting law, “meeting” does not include the following:
 - a. Any communication between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that no other business of the public body is discussed or conducted (See [1 V.S.A. § 310\(5\)\(B\)](#)).
 - b. Occasions when a quorum of a public body attends social gatherings, conventions, training programs, press conferences, media events, or otherwise gathers, provided that the public body does not discuss specific business of the public body that, at the time of the exchange, the participating members expect to be business of the public body at a later time. (See [1 V.S.A. § 310\(5\)\(C\)](#)).
 - c. A gathering of a quorum of a public body at a duly warned meeting of another public body, provided that the attending public body does not take action on its business. ([1 V.S.A. § 310\(5\)\(D\)](#)).
 - d. Site inspections for tax assessments or abatements (See [1 V.S.A. § 312\(g\)](#)).
 - e. Routine, day-to-day administrative matters that do not require action by the public body, so long as no money is appropriated, spent, or encumbered (See [1 V.S.A. § 312\(g\)](#)).

I. Executive Session

1. Vermont Open Meeting Law ([1 V.S.A. § 313](#)), permits a committee to hold an Executive Session for very limited, specific purposes. Most appointed committees rarely, if ever, convene in Executive Session.
2. To convene in Executive Session, the committee must first convene in open session, at which time a formal motion to enter into Executive Session must be made. This motion must announce the purpose of the Executive Session and refer to the applicable statute. An affirmative vote of $\frac{2}{3}$ of the committee’s members is required to enter into executive session.

- a. No formal or binding action can be taken in executive session.
 - b. Minutes are not required for Executive Sessions.
3. Consult with the Town Administrator in order to determine if your committee can enter into executive session. Notice of an intended Executive Session should be posted in the committee's agenda.

J. E-mail, Texting, Telephone or Other Communication

1. A committee may only conduct administrative business, such as notifying members of a scheduled meeting and agenda, by email or phone. Substantive discussions or deliberations on public business involving a quorum of members or “serial” discussions that occur via email or telephone or other electronic technologies will be deemed a violation of Open Meeting Law.
2. There is no distinction between written and electronic records. The ease by which email messages are sent and forwarded may inadvertently facilitate the improper discussion of public policy issues.
 - a. While it is important for boards and committees to be responsive to inquiries from citizens, members must be careful that their replies do not become quorum discussions among the members, which would violate the Open Meeting Law.
3. Members are also advised that email or text messages written or received in the capacity of a board, committee or commission member are considered public records which may be made available for public inspection in the same manner as hardcopy documents.
4. Use of one’s own computer and personal email accounts for Town business are also subject to the public records law.
5. All electronic mail sent and received at a Town-issued email address may be a public record subject to inspection and disclosure and scheduled retention and disposition. Employees and committee members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

K. Conflicts of Interest & Recusals

1. Recusal is the responsibility of the individual member and is not subject to request by members of the committee, or the public. When a committee member recognizes that a potential conflict of interest exists, the member should announce recusal from all participation in the matter (i.e. from discussing, questioning, commenting and voting).
2. The recused member is advised to leave the meeting table or dais during deliberations on the matter to avoid any appearance of exerting undue influence. It is not necessary for a member to stay away from an entire meeting because he or she has a potential conflict of interest that may cause recusal on one agenda item. The member should plan to attend the meeting and participate in all other agenda items.

L. Adoption of Rules & Regulations

1. Unless precluded by State law, any Town committee or commission may adopt rules of procedure in addition to those provided in this handbook. These rules must be approved by majority vote of said committee or commission.

2. Once a Town committee or commission adopts additional rules of procedure, a copy of those rules must be e-mailed to the Town Administrator at townadmin@townofcharlotte.com.

M. Access and Use of Town Counsel

1. Town Counsel is appointed by the Selectboard to provide legal opinions and advice on Town matters. At the direction of the Selectboard, access to Town Counsel is administratively managed by the Town Administrator.
2. Should an appointed committee agree that the legal guidance or opinion of Town Counsel is needed on a matter under deliberation, an agenda request form should be submitted to the Town Administrator by either the Town staff person assigned to the committee, or a committee member.
3. The request submitted to the Town Administrator shall include the subject matter of the legal advice requested and any written materials to provide background information for the request. With certain exceptions, questions presented to and advice received from Town Counsel are ordinarily protected by the Town's attorney-client privilege. That information should be labeled as such and segregated in the committee's files to avoid inadvertent disclosure and waiver of the privilege.

N. Staff Support

1. Some committees have a Town staff person who serves as an administrative assistant. In such cases, the town staff person may prepare and circulate information for meetings, post agendas, and perform other administrative duties.
2. Unstaffed committees are responsible for their own clerical work. However, with advance notice, Town staff may provide assistance in assembly of documents, photocopying, mailings, and other services.

O. Use of Town Equipment and Facilities

1. Town Hall Access:
 - a. For access to Town Hall, any committee that does not have a key to access Town Hall after regular business hours can request a temporary key through the Town Clerk's Office. Any request for a key should be made at least two days in advance.
 - b. Once your meeting/event/etc. concludes you can return the key by placing it into the dropbox by the Town Hall front door.
 - c. Computer Access:
 - i. The Town provides a shared laptop, speakers and webcam to host your meetings.
 - ii. If you would like to access the Town's laptop for a meeting, and haven't used it before, please reach out to the Planning and Zoning Assistant, or Town Administrator, to help you get set up. Additionally, there is public Wi-Fi available at Town Hall under "TOC2."
 - d. Printing:
 - i. If you would like to have something printed for your committee to use, you can reach out to any employee at Town Hall to help you. Please be aware that the Town will charge the committee's account for any printing requests over 50 pages at 10¢/page.
2. Library Access:
 - a. *This section of the Committee/Commission/Board Handbook is currently being drafted by staff.*
3. Senior Center Access:

a. *This section of the Committee/Commission/Board Handbook is currently being drafted by staff.*

4. Town equipment and facilities may be used for official committee business only.

P. Annual Budget Requests

1. To streamline the Town’s annual budgeting process and improve communication with Charlotte volunteers, the Selectboard requests that each committee, commission, and board submit an annual budget request form each fall for consideration in the upcoming fiscal year’s budget.
2. The Town Administrator will provide the Chair of each committee, commission, and board an updated annual budget request form, along with information about submission deadlines and dates to present their request to the Selectboard.
3. When submitting a budget request form, each committee, commission, or board should include the following information:
 - a. Anticipated expenses (operating and program costs).
 - b. Planned projects or programs for the fiscal year.
 - c. Expected revenues (grants, fees, fundraising, etc.).
 - d. One-time or capital needs (equipment, facility improvements).
 - e. Justification or explanation of how funds support the committee’s mission/work.
 - f. Any anticipated collaborations or shared costs with other committees/partners.

Q. Committee Expenses

1. All committees, commissions, and boards are required to abide by the Town of Charlotte’s Purchasing Policy. Under the Town of Charlotte’s purchasing policy, committee/commission/board Chairs are considered “Purchasing Agents”. Purchases are generally broken out into three categories outlined below:
 - a. Incidental Purchases:
 - i. For goods or services costing less than \$1,000, a Purchasing Agent may make a purchase without soliciting bids or quotations.
 - ii. Purchasing Agents are strongly encouraged, however, to seek quotations from vendors whenever practical.
 - b. Regular Purchases:
 - i. For goods or services costing between \$1,000 and \$5,000, Purchasing Agents must either:
 1. Solicit quotes from at least three vendors, or
 2. Request that the Selectboard initiate a competitive bid process as outlined in Section IV of the Town’s Purchasing Policy
 - ii. When soliciting quotes, the Purchasing Agent is required to submit copies of any quotes received, along with a list of vendors contacted, to the Town Treasurer’s office at the time of submitting an invoice.
 - c. Major Purchases:
 - i. For goods or services costing more than \$5,000, the Purchasing Agent is the Selectboard.

- ii. In such cases, the Selectboard will conduct the bid process as outlined in Section IV of the Town's Purchasing Policy.
2. Before making any purchase, a committee, commission, or board must confirm the available balance in its operational account with the Town Administrator or Town Clerk's office.

R. Grant Writing & Administration

1. All 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.
2. Before to filing any grant application greater than \$1,000, the chair of the committee, commission, or board, must submit a grant application form to the Town Administrator, requesting pre-approval from the Selectboard with a report summarizing the grant and how it complies with this policy.
 - a. Grant application forms should be submitted at least ninety (90) days in advance of the grant application deadline whenever possible.
 - b. Forms submitted less than ninety (90) days prior to the deadline will still be reviewed by the Town Administrator.
 - c. To be eligible for pre-approval, sufficient staff must be available to effectively administer the grant program and its work scope, and adequate matching resources (cash and/or in-kind) must be identified.
3. Completed application forms will be reviewed and discussed with the Town Administrator. If the goals of grant funding requests and proposal requirements are met, the application will be forwarded to the Selectboard for consideration, and possible approval.
4. Committees, commissions, and boards should consult the [Town's Grant Management Policy](#) for more detailed guidance on preparing and managing grant applications.

S. Public Records Law

1. Under Vermont's Public Records Act, [1 V.S.A. §§ 315-320](#), any person has the right to request inspection or copying of a public record from a municipality. The law defines "public record" broadly, and includes "any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business." ([1 V.S.A. § 317\(b\)](#)).
2. If you, as a member of a board or committee, receive a request for public records please forward the request to the Town Administrator at townadmin@townofcharlotte.com.
 - a. If you have documents that are responsive to a public records request, they should also be promptly sent to the Town Administrator.
 - b. Depending on the request, the Town Administrator, with the assistance of Town Counsel, will ensure that any exempt/protected information is redacted and the requested information is provided to the requestor.

T. Working with Volunteers

1. *An updated volunteer waiver form and recommendations for working with volunteers are in development and will be provided soon.*

U. Civil Discourse

1. The Selectboard recognizes the importance of civil discourse at all levels of the government including those who volunteer their time and services on behalf of the Town.
2. Committees should conduct themselves so as to maintain public confidence in their local government and in the performance of the public trust. They should strive at every meeting to treat every person fairly and with respect. In turn, it is expected that those members from our community attending Town committee meetings will display respect to the public, committee members and Town staff.
3. Professional respect does not preclude differences of opinion but requires respect for those differences and the people who express them. Everyone should strive for civil discourse on all matters.

V. Conduct at Other Committee Meetings & Town Meeting

1. Effective Town government requires strong and informed citizen participation. An individual committee member has a right to speak publicly as a private citizen at Town Meeting but should not purport to represent the committee or exercise the authority of the committee unless specifically authorized by that body to do so.
2. When speaking at other Committee Meetings, and Town Meeting, as a private citizen, members should refrain from identifying themselves as members of a committee because it may be perceived that they speak for the committee. Members of committees who speak during Town, or Committee, Meetings should clearly state they are expressing views they hold as private citizens.

W. Conclusion

1. We all possess valuable skills, experiences and insights gained from our education, occupations, or from time devoted as active volunteers for community groups or nonprofit organizations. Those assets can be of great benefit to the Town of Charlotte, but municipal service also requires an understanding of additional responsibilities or limits, often defined by law.
2. This Town of Charlotte Committee & Commission Handbook provides only a summary description of the distinct responsibilities, codes of interest, and unique obligations for citizens who volunteer and accept an appointment on a committee serving the Town.

SECTION IV:
STATEMENTS OF COMMITMENT

A. Acknowledgement of Town’s Conflict of Interest Policy

1. *This section of the Committee/Commission/Board Handbook is currently under review.*

B. Acknowledgement of Vermont’s Ethics Policy & Training

1. *This section of the Committee/Commission/Board Handbook is currently under review.*

SECTION V:
APPENDICES

- A. Volunteer Waiver**
- B. Committee Budget Request Form**
- C. Unbudgeted Expense Request Form**
- D. Grant Proposal Application**
- E. Selectboard Agenda Request Form**



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 and Town Treasurer. 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 Treasurer.

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, and the Town Treasurer.

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 ACCOUNTING PRACTICES FOR COMMITTEES & COMMISSIONS

Maintaining General Accounting Practices throughout the Town's diverse grouping of committees, commissions, boards and departments, will increase efficiency, better decision-making, and improved overall performance within Town operations.

Here's a few Frequently Asked Questions and Answers that support the General Accounting Practices that the Town of Charlotte relies upon;

Q: What is the Town's Fiscal Year?

A: Begins July 1 and ends on June 30.

Q: Does my committee have money to spend?

A: Not all committees have an operational budget. Inquire with the Town Clerk prior to purchase.

Q: What is the process to make a purchase?

A1. Know your committee's current balance & plans for spending

A2. Determine what type of purchase will be made:

***A)** ___ Incidental Purchase
< \$1,000

****B)** ___ Regular Purchase
\$1,000 - \$5,000

****C)** ___ Major Purchase
>\$5,000

Q: What is needed after a committee purchase is made?

A1: Receipt upon purchase

A2: Committee Name & reason for purchase on receipt

A3: Name & Address of who is to receive purchase reimbursement

***Category "A" Incidental Purchase:** < \$1,000. No bids or quotes needed, although encouraged.

****Category "B" Regular Purchase and Category "C" Major Purchase:** require several additional steps in addition to working closely with the Selectboard and/or appointed designee (Town Administrator). Review the Purchasing Policy and connect with the Town Administrator to begin the required process.

Town of Charlotte
Department, Committee, Commission, Board
UNBUDGETED EXPENSE JUSTIFICATION FORM

Unbudgeted expenses are not only irregular and unforeseen, they are related to unexpected or once-in-a-lifetime events, rather than more common activities. This form is to be completed and submitted to the Town Administrator prior to incurring any unbudgeted expense(s). The Town Administrator will process this form, and schedule a time for the Selectboard to review the unbudgeted expense for consideration, and possible approval, by the Charlotte Selectboard.

Requested by: _____ Date submitted: _____

Estimate expense amount: \$_____ Expense code: _____

Department/Committee: _____ Vendor name: _____

Expense request details:

Expense request justification:

Requestor signature: _____ Date: _____

Submit request with supporting documentation to the Town Administrator for review. Once reviewed, and signed, by the Town Administrator, the Selectboard shall review the request for the unbudgeted expense.

If approved, expense to be coded to: _____ Department: _____
Notes:
Signature - Town Administrator _____ Date: _____

Approved Not approved (if not approved, provide reason(s)):
_____ Date: _____
Signature - Charlotte Selectboard Chair

Once approval is provided, attach the Unbudgeted Expense Justification Form to the vendor's invoice with any other supporting documentation, and submit to the Town Treasurer for payment processing. Any unbudgeted expense invoices submitted to the Town Treasurer without proper documentation will not be processed.



TOWN OF CHARLOTTE GRANT REQUEST APPLICATION

Grant programs help fill the funding gap for projects which the Town's general fund revenue cannot support and provide opportunities that would otherwise be fiscally impossible. Grant management is essential in the ability to secure and keep awarded funds, and in maintaining strong internal tracking and accounting processes. Incomplete applications and/or missing documents will not be reviewed for Selectboard approval.

Grant proposal applications must be submitted 90-days in advance of grant submission deadline.

SECTION 1: GRANT MANAGEMENT

FY of Grant Proposal: _____ FY of Grant to be Received: _____ Grant Submission Deadline: _____

Name of Grant Manager: _____ Phone: _____

Department/Committee: _____ Title: _____

What other Roles or People are needed to acquire this grant? _____

Have the other Roles or People agreed to participate? _____

What Resources will be needed to acquire this grant? _____

SECTION 2: GRANT DETAILS & REQUIREMENTS

Name of Grant: _____ URL Link: _____

\$ Amount of Grant Requested: _____ \$ Match Requirement: _____

Is there a Grant Requirement Schedule? _____ If YES, what is it? _____

Contact Name of Grant Maker: _____ Phone: _____

Purpose of Grant Request (for structural/building improvements, attach minimum of 3 photos):

Qualifications to Receive Funding (provide specific & applicable grant qualifying language):

1. _____
2. _____
3. _____

Signature of Grant Manager: _____ Date Submitted to Town Administrator: _____

Signature of Receipt by Town Administrator: _____ Grant Proposal Accepted Y/N: _____

Date for Selectboard Review: _____

FY27 CEMETERY COMMISSION BUDGET REQUEST

			NOTES
100-510 Town Lands			
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
Maintenance Expense	\$ -		
<i>100-5100-43.00 Total Cemetery Maintenance Expenses</i>		\$ -	

FY27 CONSERVATION COMMISSION BUDGET REQUEST

			NOTES
100-7500 Conservation			
100-7500-45.00 Charlotte Invasives	\$	-	
100-7500-46.00 Green-Up Day	\$	-	
100-7500-47.00 Wildlife data/equipment	\$	-	
100-7500-48.00 Memberships/Dues	\$	-	
100-7500-49.00 Education & Outreach	\$	-	
100-3200-10.00 Total All Conservation Expenses	\$	-	

FY27 CHARLOTTE PARK & WILDLIFE REFUGE OVERSIGHT COMMITTEE BUDGET REQUEST

			NOTES
100-510 Town Lands			
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
100-5100-46.00 Total Park Maintenance Expenses		\$	-

FY27 ENERGY COMMITTEE BUDGET REQUEST

			NOTES
100-900 Miscellaneous			
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
Expense Name	\$	-	
100-9000-54.00 Total Energy Committee Expenses		\$	-

FY27 TRAILS COMMITTEE BUDGET REQUEST

			NOTES
100-900 Miscellaneous			
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
100-9000-50.00 Total Trails Committee Expenses		\$ -	

FY27 TRAILS COMMITTEE BUDGET REQUEST

			NOTES
100-900 Miscellaneous			
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
Expense Name	\$ -		
100-9000-57.00 Total Tree Warden Expenses		\$ -	