

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, April 22, 2024**
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:* James Faulkner, Chair; Frank Tenney, Vice Chair;
8 Lewis Mudge, (remote); Natalie Kanner; Kelly Devine
9

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

12 **OTHERS:**

13 **In person:** Scooter MacMillan, Rebecca Foster, Denise Kahm, Suzy Hodgson, David McNally,
14 Peter Demick, Charles Russell, Hilary Mack, David Mack, Bill Stuono, Robin Reid, Margaret
15 Woodruff
16

17 **Remote:** Alexa Lewis, Alise Certa, Carrie Spear, Junior Lewis, Kim Findlay, Mat Citarella,
18 Nancy Faulkner, Paul Plante, Sarah Reeves, Jim Hodson, Rayne Herzog, Mark Dillenbeck
19
20
21

22 **AGENDA ITEMS:**

- 23 6:30 PM Adjustments to the Agenda
24 6:31 PM Approve Warrants to Pay Bills
25 6:35 PM Selectboard and Administrator's Updates 1. Administrator's Update – Traffic
26 Calming Study for Ferry Road
27 6:40 PM Public Comment
28 6:45 PM Selectboard Interview of Candidates for Committee Appointment:
29 1. 6:45 PM – Jim Hodsons for appointment to the Energy Committee
30 2. 6:50 PM – Jessie Bradley for appointment to the Charlotte Park and Wildlife
31 Refuge Oversight Committee
32 3. 6:55 PM – Denise Kahm for appointment to the Charlotte Park and Wildlife
33 Refuge Oversight Committee
34 4. 7:00 PM – David McNally for appointment to the Conservation Commission
35 5. 7:05 PM – Peter Demick for appointment to the Conservation Commission
36 6. 7:10 PM – David Ziegelman for appointment to the Trails Committee
37 7. 7:15 PM – John Limanek for appointment to the Trails Committee
38 8. 7:20 PM – Stephen Hale for appointment to the Trails Committee
39 9. 7:25 PM – Suzy Hodgson for appointment to the Energy Committee
40 10. 7:30 PM – Rebecca Foster for appointment to the Energy Committee
41 11. 7:35 PM – Robin Reid for appointment to the Recreation Commission
42 12. 7:40 PM – William Stuono for appointment to the Planning Commission
43 7:45 PM Selectboard Appointment of Town Committee/Commission Members – Possible
44 Executive Session for the Appointment of Public Officers, with a final decision to
45 be made during open meeting, per 1 V.S.A. § 313(3)

46 7:55 PM Highway Access Permits: 1. HAP-24-01 (Maguire) 2. HAP-24-02 (Mack)
47 8:00 PM Wastewater Application WW-23-2 for Charlotte Village Partners
48 8:05 PM Applications for Use of Town Facilities:
49 1. 8:05 PM – Charlotte Public Library – Earth Month Celebration
50 2. 8:10 PM – RaceVT.com – Shelburne 5k, 10k & Half Marathon
51 8:15 PM Chittenden Solid Waste District Presentation of the Proposed FY-25 Budget
52 8:30 PM Road Commissioner’s Update on the Re-pavement of Town Roads
53 8:35 PM Review, and possible approval of, a Request for Paving Bids
54 8:40 PM Review, and possible approval of, the Town’s Updated Emergency Management
55 Plan
56 8:45 PM Liquor Control Board: 1. DLL Application 41746 – 1st Class Bar & Restaurant
57 License Renewal – Charlotte Village Winery
58 8:50 PM Discussion of Appointment Process for a New Tree Warden and Developing any
59 other Necessary Documents
60 9:00 PM Approve Meeting Minutes for March 25, 2024, and April 9, 2024
61 9:05 PM Adjournment
62
63

64 **Call to Order**

65 James Faulkner called the meeting to order at 6:30 p.m.
66

67 **Adjustments to the Agenda**

68 James Faulkner stated that there are two corrections to be made in the agenda for this evening
69 which is that Jessie Bradley and Denise Kahm are interviewing for the Charlotte Park and
70 Wildlife Oversight Committee and not the Charlotte Park and Wildlife Refuge Oversight
71 Committee.

72 James Faulkner stated that due to a scheduling conflict Suzy Hodgson and Rebecca Foster have
73 both requested to be interviewed earlier this evening. They will be interviewed at approximately
74 6:50 p.m. and 6:55 p.m.

75 James Faulkner stated that David Ziegelman is unavailable this evening due to religious reasons.

76 James Faulkner stated that Miles Waite was interviewed on March 25, 2024, and will need to be
77 appointed to Thompson’s Point Wastewater Advisory Committee this evening.
78

79 **Approve Warrants to Pay Bills**

80 Warrants were signed.
81

82 **Selectboard and Administrator’s Updates**

83 **1. Administrator’s Update – Traffic Calming Study for Ferry Road**

84 Nathaniel Bareham stated that he followed up with CCRPC. Following speaking with Sai
85 Saripalli it was decided that a traffic study would be done beginning in
86 mid-May. A formal recommendation should be received by mid-June. He went on to state that
87 prior to this there will be an opportunity for any interested stake holders to have a site walk
88 through with Sai Saripalli so that any concerns can be discussed.
89

90 Kelly Devine arrived at the meeting in person.
91

92 **Appointment to Thompson's Point Wastewater Advisory Committee**

93 James Faulkner stated that Miles Waite interviewed for reappointment to the Thompson's Point
94 Wastewater Advisory Committee on March 25, 2024. He has done a great job at this in the past
95 and it would be great to have him continue. It's appropriate to vote on this at this time.

96 Lewis Mudge received confirmation that there has been no other interest in being on the
97 Thompson's Point Wastewater Advisory Committee.

98

99 **MOTION by James Faulkner, seconded by Frank Tenney, to appoint Miles Waite to the**
100 **Thompson's Point Wastewater Advisory Committee for a three year term to begin on May**
101 **01, 2024, and to end on April 30, 2027. VOTE: 4 ayes, 0 nays, 1 abstention (Devine);**
102 **Motion Carried.**

103

104 **Selectboard Interview of Candidates for Committee Appointment:**

105 **Jim Hodsons for appointment to the Energy Committee**

106 Jim Hodsons stated that he has a goal of getting to net zero. He moved to Charlotte in July and
107 started to work on his own home's energy conservation. He has a background in engineering
108 and would like to extend his knowledge to the town.

109 Rebecca Foster stated that Jim Hodsons has come to a lot of the Energy Committee meetings and
110 has been very helpful.

111

112 **Rebecca Foster for appointment to the Energy Committee**

113 Rebecca Foster stated that she is in her twelfth year on the Energy Committee and is committed
114 to the mission of the Energy Committee.

115 James Faulkner stated that earlier today he was delighted to find that the solar panels on the
116 Town Garage were collecting power.

117

118 **Suzy Hodgson for appointment to the Energy Committee**

119 Suzy Hodgson stated that she has been on the Energy Committee since it began and it's been
120 great to be a part of it.

121

122 **Public Comment**

123 None.

124

125 **Selectboard Interview of Candidates for Committee Appointment continued:**

126 **Jessie Bradley for appointment to the Charlotte Park and Wildlife Oversight Committee**

127 Jessie Bradley stated that she would like to continue with her work with the Charlotte Park and
128 Wildlife Oversight Committee.

129 James Faulkner commended her on her current work with the planting at the Charlotte Park and
130 Wildlife Refuge.

131 Lewis Mudge stated that he appreciates all the work that Jessie Bradley has done.

132

133 **Denise Kahm for appointment to the Charlotte Park and Wildlife Oversight Committee**

134 Denise Kahm stated that she has volunteered for the Charlotte Park and Wildlife Oversight
135 Committee a few times. She lives along the Charlotte Park and Wildlife Refuge so she's grateful
136 for all that the Charlotte Park and Wildlife Oversight Committee does.

137

138 **David McNally for appointment to the Conservation Commission**

139 David McNally stated that he would like to continue working on the Conservation Commission.
140 He confirmed that he is comfortable with the time needed to complete tasks outside of the
141 meetings. The Conservation Commission does well with managing this as a whole and with
142 delegating the work load.
143

144 **Peter Demick for appointment to the Conservation Commission**

145 Peter Demick stated that he would like to continue to be on the Conservation Commission as
146 conservation is of utmost importance these days. He loves being a part of the Conservation
147 Commission.
148

149 **David Ziegelman for appointment to the Trails Committee**

150 James Faulkner stated that David Ziegelman is absent due to religious reasons and is willing to
151 interview at another time. He has been on the Trails Committee for 14 years and it doesn't seem
152 necessary to reschedule this interview. He has done all the architect on the new signs and he's
153 very engaged in the Trails Committee.
154

155 **Stephen Hale for appointment to the Trails Committee**

156 Stephen Hale stated that he would like to continue on the Trails Committee because he enjoys
157 the work and he feels the committee has made some great progress on the trails in the past two
158 years. He is excited for the continuation of the trail development to ultimately end at the Town
159 Beach. The next step is for trails to extend from Ferry Rd, from the boardwalk to the train
160 station. Ultimately the goal is for the trails to go from the East Village, to Mt Philo, to the
161 Village and finally to the Town Beach.

162 Discussion was had regarding the upcoming trail development plans and when they would be
163 presented to the Selectboard in the near future.
164

165 **Applications for Use of Town Facilities:**

166 **1. Charlotte Public Library – Earth Month Celebration**

167 Rebecca Woodruff stated that the Town Library is proposing to have an Earth Month Celebration
168 this coming Saturday from 10 a.m. to 1 p.m. This event will include Ethan Tapper, the
169 Chittenden County Forester who will be presenting on the state of the Chittenden County forests.
170 She went on to state that Alicia Daniel, who runs the Master Naturalist Program, will be present
171 to talk about the program. She went on to state that there will also be a soup sampling table and
172 a tour of the library's Rain Garden. The Trails Committee, The Conservation Commission and
173 the Energy Committee have been invited to have a table there to share their information to
174 increase awareness and resident involvement. Margaret Woodruff stated that Green Up Day
175 bags will be handed out as Green Up Day is the following Saturday. She went on to clarify that
176 the Town Library facilities will be open to the public. She has emailed John Snow of CVFRS
177 regarding the need for approval for this event with no response.
178

179 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the application for use**
180 **of Town Facilities for the event, Earth Month Celebration, submitted by the Charlotte**
181 **Town Library, Charlotte Conservation Commission, Charlotte Energy Committee, Lewis**
182 **Creek Association, Charlotte Grange, and Charlotte Tree Wardens to take place on**

183 **Saturday April 27, 2024, on the Town Green pending approval from CVFRS. VOTE: 5**
184 **ayes, 0 nays; Motion Carried.**

185

186 **Road Commissioner's Update on the Re-pavement of Town Roads**

187 Junior Lewis stated that there are three locations for paving. The first location is at Spear Street
188 north of Hinesburg Rd and will be roughly 1.5 miles of paving starting before the cemetery to
189 Carpenter Road. The second location is on Mt Philo Rd and will be roughly 1 mile of paving
190 going north toward Maguire Pent Road. The third location is on Greenbush Rd north and will be
191 roughly .5 miles of paving from the underpass going south over the top of the hill,. He went on
192 to state that all three total an area of roughly 3 miles. This needs to be done before the end of the
193 fiscal year.

194

195 **Review, and possible approval of, a Request for Paving Bids**

196 Discussion was had regarding the request for bid amount being increased in order to be closer to
197 the estimated amount for the project so that the Road Commissioner doesn't need to exercise too
198 much authority over spending.

199 Junior Lewis stated that the decision on which bid to go with is dependent on the lowest price per
200 ton. Typically, the bid goes out as one for all three miles of paving.

201 Kelly Devine received confirmation that there is over \$600,000 in the Road Commissioner's
202 budget.

203

204 **MOTION by Kelly Devine, seconded by Frank Tenney, to amend the presented request for**
205 **paving bids to increase the total project price not to exceed the amount of \$350,000 unless**
206 **approved by the Charlotte Road Commissioner, and to approve this document to be**
207 **distributed for potential bids for paving. VOTE: 5 ayes, 0 nays; Motion Carried.**

208

209 Junior Lewis stated that the one lane bridge on Dorset Street is in need of repair sooner than later
210 due to exposed rebar and pot holes.

211 Nathaniel Bareham stated that there is going to be a report on the covered bridge. VTrans will
212 be doing a more in depth look at the state of the bridge and they plan to schedule a meeting.

213 Junior Lewis stated that the year before last no paving was completed so last year's paving and
214 this year's paving is in efforts to catch up with the road paving needs. The money went back into
215 the reserve to help with the Town Garage expense but also saved the town money considering
216 the higher expense for pavers two years ago.

217

218 **Selectboard Interview of Candidates for Committee Appointment continued:**

219 **Robin Reid for appointment to the Recreation Commission**

220 Robin Reid stated that she would like to continue her work on the Recreation Commission as she
221 feels like they're making some nice progress and her assistance is helpful. She would like to
222 think about ways to increase civic engagement.

223

224 **William Stuono for appointment to the Planning Commission**

225 Bill Stuono stated that he has served on the Charlotte PC in the past and has served on the
226 Shelburne DRB and the South Burlington DRB. He has a master's degree in planning and policy
227 and he would like to help with Charlotte's future. There have been DRB requests to work on the
228 language of the town ordinance in order to make it clearer. Bill Stuono stated that he feels

229 capable of this and that it is important to do so while still maintaining the flexibility that the town
230 currently has. He sees himself as detailed oriented, consensus builder and a problem solver.
231 Kelly Devine stated that they both served on the PC at the same time and she witnessed
232 occasions where consensus building was lacking. An example of this was when the east village
233 was worked on by the PC, Bill Stuono wrote a letter to the Selectboard as to why he disagreed
234 with the PC plan with the east village.
235 Bill Stuono stated that he feels many of the public wants to see village growth, especially
236 amenities and business growth in the villages. The town can do a much better job at promoting
237 commercial development.

238

239 John Limanek for appointment to the Trails Committee

240 Nathaniel Bareham stated that he did receive a confirmation email from John Limanek but he
241 doesn't appear to be present this evening.

242 James Faulkner stated that John Limanek is very active with the Trails Committee and his
243 interview will need to be postponed.

244

245 Nathaniel Bareham stated that he received confirmation that Jessie Wygman didn't want to
246 accept the position.

247

**248 Selectboard Appointment of Town Committee/Commission Members – Possible Executive
249 Session for the Appointment of Public Officers, with a final decision to be made during
250 open meeting, per 1 V.S.A. § 313(3)**

251

252 **MOTION by Natalie Kanner, seconded by James Faulkner, to enter into Executive Session
253 to discuss the appointment of public officers, with a final decision to be made during open
254 meeting, and to include the Town Administrator in this session, pursuant to 1 V.S.A. §
255 313(3). VOTE: 5 ayes, 0 nays; Motion Carried.**

256

257 **MOTION by Frank Tenney seconded by Natalie Kanner to exit out of Executive Session
258 and reconvene as the Selectboard. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion
259 Carried.**

260

261 James Faulkner stated that no action was taken during the Executive Session.

262

263 **MOTION by Kelly Devine, seconded by James Faulkner, to appoint David McNally and
264 Peter Demick to the Conservation Commission, each to serve a four year term beginning
265 on May 01, 2024, and ending on April 30, 2028. VOTE: 5 ayes, 0 nays; Motion Carried**

266

267 **MOTION by Kelly Devine, seconded by Lewis Mudge, to appoint Kathy Marshall, Greg
268 Smith and Jessie Bradley to the Charlotte Park and Wildlife Oversight Committee, each to
269 serve a three year term beginning on May 01, 2024, and ending on April 30, 2027. VOTE:
270 5 ayes, 0 nays; Motion Carried**

271

272 **MOTION by Kelly Devine, seconded by Natalie Kanner, to appoint Denise Kahm to the
273 Charlotte Park and Wildlife Oversight Committee to serve a one year term beginning on
274 May 01, 2024, and ending on April 30, 2025. VOTE: 5 ayes, 0 nays; Motion Carried**

275

276 **MOTION by Frank Tenney, seconded by Kelly Devine, to appoint Mike Yantachka,**
277 **Rebecca Foster, Jim Hodsons, and Suzy Hodgson to the Energy Committee, each to serve a**
278 **two year term beginning on May 01, 2024, and ending on April 30, 2026. VOTE 5 ayes, 0**
279 **nays; Motion Carried.**

280

281 **MOTION by Natalie Kanner, seconded by Frank Tenney, to appoint Bob Bloch and**
282 **William Stuono to the Planning Commission, each to serve a two year term beginning on**
283 **May 01, 2024, and ending on April 30, 2026. VOTE 5 ayes, 0 nays; Motion Carried.**

284

285 **MOTION by Natalie Kanner, seconded by Frank Tenney, to appoint Robin Reid and**
286 **Sayuri Koerner to the Recreation Commission, each to serve a three year term beginning**
287 **on May 01, 2024, and ending on April 30, 2027. VOTE 5 ayes, 0 nays; Motion Carried.**

288

289 **MOTION by Frank Tenney, seconded by Natalie Kanner, to appoint Stephen Hale and**
290 **David Ziegelman to the Trails Committee, each to serve a two year term beginning on May**
291 **01, 2024, and ending on April 30, 2026. VOTE 5 ayes, 0 nays; Motion Carried.**

292

293 **Highway Access Permits:**

294 **HAP-24-02 (Mack)**

295 James Faulkner stated that this is for a highway access permit for an old driveway opposite
296 Converse Bay Rd.

297 David Mack stated that this has been a farm highway access for a long time now.

298 Junior Lewis stated that there is site distance in both directions and they don't need a culvert
299 because of the way the land pitches to the east away from the road.

300 Nathaniel Bareham stated that it's 90 feet from the driveway to the intersection on Converse Bay
301 Road. Initially, when the Selectboard decided to table this HAP there was a question regarding
302 Land Use Regulations. He went on to state that he looked into the Land Use Regulations for
303 clarification. Chapter 3, Subchapter C does have language that states that new driveways and
304 roads should be located to achieve appropriate site distances, at least 125 feet from a private road
305 or 225 feet from a public road. Following discussion with the Zoning Administrator and a few
306 others there is leniency in the language with the word should and therefore the Selectboard could
307 decide to still grant this access permit even though it doesn't follow the 225 feet.

308 Frank Tenney questioned if it should be seen by the DRB.

309 Charles Russell stated that Nathaniel Bareham has referenced section 3.2 of the Land Use
310 Regulations and the HAP policy requires that it follows the Land Use Regulations but there is
311 another provision further in the section that allows for unusual topography to modify the
312 requirements. Both things should be modified. He went on to state that regulations should allow
313 for this and in this case it should be approved. It's important to note the waiving of the
314 requirement that's in the regulation that the policy calls for.

315 Kelly Devine stated that there is a place for the Road Commissioner to note this on the
316 application but there is no language in the application that states if a waiver is required.

317 Frank Tenney proposed a friendly amendment to Kelly Devine's made motion to include
318 language in the approval to acknowledge the distance of approximately 90 feet from the
319 intersection that falls outside of the bounds of the Land Use Regulations in section 3.1.

320 Kelly Devine accepted this amendment as did Lewis Mudge.

321
322 **MOTION by Kelly Devine, seconded by Lewis Mudge, to approve the HAP-24-02 with the**
323 **acknowledgment of the distance of approximately 90 feet from the intersection that falls**
324 **outside of the bounds of the Land Use Regulations in section 3.1 but the Selectboard has**
325 **the ability to be lenient on that based on topography. VOTE: 5 ayes, 0 nays; Motion**
326 **Carried.**

327

328 **HAP-24-01 (Maguire)**

329 Nathaniel Bareham stated that the Maguire HAP goes to a final review by the DRB on May 08,
330 2024. This access will be serving a single family residence as well as a Senior Housing
331 development with sixteen to twenty-four units depending on the DRB's final review.

332 Discussion was had regarding this HAP and it was found that according to policy the applicants
333 need to be present in person for this and that the HAP application had not changed since the last
334 time and requires updated information.

335 Nathaniel Bareham stated that he will contact Mr. Maguire to inform him of these requirements.

336 James Faulkner stated that this HAP will be tabled at this time.

337

338 **Applications for Use of Town Facilities continued:**

339 **2. RaceVT.com – Shelburne 5k, 10k & Half Marathon**

340 Rayne Herzog stated that he has been racing in the town of Charlotte since 1998 either running
341 in them or organizing them. RaceVT.com will be having a Half Marathon on May 05, 2024,
342 from Shelburne into Charlotte. Once in Charlotte the runners will be running along Greenbush
343 Rd against traffic and when they get to Lake Rd there will be a policeman stationed at the corner
344 of Greenbush and Lake Rd to direct traffic as the runners take a right hand turn onto Lake Rd
345 running with the traffic on the right side. He went on to state that next they will take a right hand
346 turn onto Orchard Rd where they will switch over to running against traffic again and then they
347 turn back onto Bostwick Rd and continue on back into Shelburne. He went on to state that there
348 are currently eighty runners registered and there may be as many as one hundred runners. This is
349 the second year of this particular course.

350 Rayne Herzog stated that he would speak with the Chief of the Charlotte Fire Department. He
351 thought he had already satisfied the need to notify the CVFRS by speaking with Chris Davis.

352 Rayne Herzog stated that he donates one dollar per runner in all of his races that take place in
353 Charlotte to the town of Charlotte. Summit insurance is on file.

354

355 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the application for**
356 **use of town facilities by the Automaster Shelburne 5k, 10k and Half Marathon May 05,**
357 **2024, pending signature of Charlotte Fire and Rescue and a correction of the date on the**
358 **application to the year 2024. VOTE: 5 ayes, 0 nays; Motion Carried.**

359

360 Nathaniel Bareham stated that Rayne Herzog submitted two different race applications and due
361 to time restrictions only the one race was on tonight's agenda. The other race isn't until
362 September and there's plenty of time to get it approved. He went on to state that he will reach
363 out to Rayne Herzog when it can be added to a Selectboard meeting agenda.

364

365

366

367 **Chittenden Solid Waste District Presentation of the Proposed FY-25 Budget**

368 Sarah Reeves gave a presentation of the CSWD proposed FY-25 budget. This information can
369 be found in the CSWD proposed FY-25 budget document within the packet.

370 Discussion following the presentation included a question regarding the salary and payroll
371 increase.

372 Sarah Reeves stated that there is a 13% increase in salary, payroll and expenses that is due to
373 catch up with the COLA since the budget didn't allow for this in 2023.

374 James Faulkner stated that the Selectboard will vote on this at the next meeting as it needs
375 to be warned in order to vote.

376

377 **Review, and possible approval of, the Town's Updated Emergency Management Plan**

378 Chris Davis stated that an Updated Emergency Management Plan is an annual requirement for all
379 towns and it involved some updates of contact information as well as regretfully taking Karina
380 Warshaw off the list. This updated Emergency Management Plan needs to be sent back to the
381 Chittenden County Regional Planning along with the sign off sheet. The Chittenden County
382 Regional Planning will submit it to the state of Vermont as one packet. This isn't a public
383 document it's meant for internal use. There is a basic one if residents request information about
384 the towns emergency plan without personal phone numbers etc.

385

386 **MOTION by Frank Tenney, seconded by Kelly Devine, to approve the Charlotte Local**
387 **Emergency Management Plan as presented on 04/22/24. VOTE: 5 ayes, 0 nays; Motion**
388 **Carried.**

389

390 **Wastewater Application WW-23-2 for Charlotte Village Partners Conversation**

391 Nathaniel Bareham stated that this was an application that was presented to the Selectboard on
392 March 04, 2024, and was tabled until April 22, 2024. There is needed clarification on the
393 wastewater allocation that was adopted to the town. Due to being out of town for a family
394 medical emergency Nathaniel Bareham hasn't had the chance to reach out to the project engineer
395 that put the fee schedule together. He requests that this item be tabled until May 20, 2024. The
396 engineer has been made aware of this delay.

397

398 **MOTION by Kelly Devine, seconded by Frank Tenney, to table the application for**
399 **Wastewater Allocation WW-23-2 for Charlotte Village Partners until May 20, 2024.**
400 **VOTE: 5 ayes, 0 nays; Motion Carried.**

401

402 **Liquor Control Board: 1. DLL Application 41746 – 1st Class Bar & Restaurant**
403 **License Renewal – Charlotte Village Winery**

404

405 **MOTION by Frank Tenney, seconded by Kelly Devine, to recess as the Selectboard and**
406 **convene as the Liquor Control Board. VOTE: 5 ayes, 0 nays; Motion Carried.**

407

408 Nathaniel Bareham stated that this is a renewal of a previous liquor permit with no known issues
409 with this license.

410

411 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Department of**
412 **Liquor and Lottery application, 41746 for a 1st Class Restaurant/Bar License for Pelkey &**

413 **Hogans Charlotte Village Winery, Inc located at 3968 Greenbush Rd, Charlotte. VOTE: 5**
414 **ayes, 0 nays; Motion Carried.**

415
416 **MOTION by Frank Tenney, seconded by Kelly Devine, to adjourn as the Liquor Control**
417 **Board and reconvene as the Selectboard. VOTE: 5 ayes, 0 nays; Motion Carried.**

418
419 **Approve Meeting Minutes for March 25, 2024, and April 9, 2024**

420 Kelly Devine stated she would abstain from voting on the March 25, 2024, meeting minutes
421 since she was only present for the Executive Session at the end of the meeting.

422
423 **MOTION by Frank Tenney, seconded by Natalie Kanner, to approve the Selectboard**
424 **meeting minutes for Monday, March 25, 2024, as amended. VOTE: 4 ayes, 0 nays, 1**
425 **abstention (Devine); Motion Carried.**

426
427 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Selectboard**
428 **meeting minutes for Tuesday, April 09, 2024, as amended. VOTE: 5 ayes, 0 nays; Motion**
429 **Carried.**

430
431 **Discussion of Appointment Process for a New Tree Warden and Developing any other**
432 **Necessary Documents**

433 James Faulkner stated that the town no longer has a Tree Warden or Deputy Tree Warden as they
434 have both resigned. It would be appropriate at this point in time to notify the public that there is
435 an open volunteer Tree Warden position. James Faulkner stated that the first mission of the
436 volunteer Tree Warden would be to help in creating the Shade Tree Plan. He went on to state
437 that the advertising for a Deputy Tree Warden will take place in the future if it's decided that
438 there is a need.

439 Frank Tenney stated that it is not required by state statute to have a Shade Tree Plan. It is
440 However, recommended by the state and VLTC also. The tree plan consists of town properties
441 and trees that have been planted by the town in the past. The past Tree Warden included all the
442 past planted trees in the town right of way as part of the draft Shade Tree Plan. He went on to
443 state that it would be appropriate to update the job description as there are duties that are not
444 included in the Shade Tree Plan. Frank Tenney stated that he would like to come up with
445 procedures on how to do the job in some document for the Tree Warden so that his/her actions
446 comply with what the town wants.

447 Kelly Devine stated that the Shade Tree Plan is a guiding document as to what the town is going
448 to do regarding trees.

449 Mark Dillenbeck stated that the statutory minimum for town Tree Wardens is to protect planted
450 trees in public places and public rights of way and then there is an option to develop a Shade
451 Tree Preservation Plan that in theory can expand the area of protection for trees. That would be
452 the minimum that the Tree Warden would be responsible for in general. He went on to state that
453 in Charlotte the Tree Warden is also responsible for approving tree removals on east lots of
454 Thompson Point. Mark Dillenbeck stated that the Tree Warden has access to the Rutter Tree
455 Fund and is responsible for approving the use of these funds for tree planting. There is also an
456 Emerald Ash Borer Preparedness Plan that is only partly amended at this time. He went on to
457 state that there are additional opportunities of things to be worked on as well such as the town
458 tree maps that show the town tree planting. The update hasn't been completed. The west village

459 is done but could use some updating since some trees have been removed. Mark Dillenbeck
460 stated that there is the Hamilton Champion Tree List as well. These are some things to put into
461 the job description. A candidate with a background as an arborist, forester or landscaper would
462 be best.

463 Nathaniel Bareham stated that it would make sense to do the interviews for the Tree Warden
464 position on May 20, 2024, to allow for more time for the advertising.

465 All concurred that notifying through Front Porch Forum would be appropriate as it would be of
466 no expense to the town.

467 James Faulkner stated that the plan is to advertise for a volunteer Tree Warden, work on the Tree
468 Warden documents and a discussion will take place on May 06, 2024, as to where things are at
469 with the documents.

470 Discussion was had regarding potential urgent needs at Thompson's Point in the interim of
471 appointing a new volunteer Tree Warden on May 20, 2024.

472 Frank Tenney stated that he will communicate with the DRB as to what their potential needs are
473 in the interim.

474 Paul Plante stated that not all trees require permission from the Tree Warden at Thompson's
475 Point.

476 Mark Dillenbeck stated that there are three to four camps that have submitted requests for tree
477 removal that are not in the lot that is under review by the DRB. The TA or a member of the
478 Selectboard could be appointed as an interim Tree Warden to handle these small issues.

479 James Faulkner asked Nathaniel Bareham to look into these tree removal requests and assure that
480 none of them are urgent.

481 Nathaniel Bareham stated that he would look into it.

482 Nathaniel Bareham stated that he feels like he is in a good place for coming up with a draft
483 application for the use of the Rutter Tree Fund. This will provide the public with the notice
484 needed and a clear understanding of the plan of the use of the funds.

485

486 James Faulkner stated that the Town Garage site plan that involves the tree planting had to go
487 back to the DRB and it was reviewed by civil engineering and at this time there is a need to
488 purchase eight more Arborvitaes to satisfy the tree plan. There is a source of white pines that has
489 been found so Junior Lewis is going to transplant five of those. The Arborvitaes are \$224 each
490 as a discounted price at Horsfords. He went on to state that the hopes are to get the trees in and
491 plant the grass next week. Thanks to the Rutter Tree Fund there were twenty-six trees planted
492 last Saturday at the Town Garage and there are thirteen left to be planted.

493 Junior Lewis stated that in his budget there is a line item, Tree/Brush, which is normally
494 allocated for killing Trees and Brush but it still seems appropriate to take it out of that line item
495 to purchase the Arborvitaes for the Town Garage. He went on to state that the Town Garage
496 plan with the DRB should be proceeded with as the timing is right for planting and it is
497 appropriate for it to come out of his budget. Giving the business to Horsford Garden and
498 Nursery is appropriate as they are the ones that originally drew up the plans for the tree planting
499 and they are a local business.

500 Discussion was had and all concurred that Junior Lewis should have the authority to make the
501 purchase of the Arborvitaes with his budget.

502 Discussion was had regarding what Arborvitaes are. They are an evergreen species of tree and
503 commonly used as they stay green and are pretty dense. The Arborvitaes are for beautifying and
504 for screening of the Town Garage.

505

506 **Adjournment**

507

508 **MOTION by Frank Tenney, seconded by Kelly Devine, to adjourn. VOTE: 5 ayes, 0 nays;**

509 **Motion Carried.**

510

511 The meeting was adjourned at 9:57 p.m.

512

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

DRAFT