

1 **CHARLOTTE SELECTBOARD MEETING**  
2 **Monday, February 26, 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 Kelly Devine; Lewis Mudge, (in person & remote)  
9

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

12 **OTHERS:**

13 **In person:** Bill Stuono, Jack Pilla  
14

15 **Remote:** Carrie Spear, Corey Pomerville, Junior Lewis, Natalie Kanner, Paul Plante, Scooter  
16 MacMillan  
17

18 **AGENDA ITEMS:**  
19

20 **8:00 PM Adjustments to the Agenda**  
21 **8:01 PM Approve Warrants to Pay Bills**  
22 **8:05 PM Selectboard's Updates**  
23 **8:10 PM Town Administrator's Updates**  
24 **8:15 PM Public Comment**  
25 **8:20 PM Discussion of Road Signs on Ferry Road**  
26 **8:30 PM Holmes Creek Covered Bridge Inspection Report**  
27 **8:45 PM Final Review and Approval – Town Lands Request for Proposal**  
28 **8:50 PM Wastewater Permit – Request for Fee Waiver**  
29 **9:00 PM Selection of Selectboard Special Meeting**  
30 **9:05 PM Selection of Selectboard Organizational Meeting**  
31 **9:10 PM Approve the Meeting Minutes for February 12th, 2024**  
32 **9:15 PM Adjournment**  
33

34 **Call to Order**

35 James Faulkner called the meeting to order at 8:00 p.m.  
36

37 **Adjustments to the Agenda**

38 James Faulkner stated that the minutes for the February 20, 2024, Selectboard Special Meeting  
39 will be added to the 9:10 p.m. agenda item in tonight's Selectboard meeting.  
40

41 **Approve Warrants to Pay Bills**

42 Warrants were signed.  
43

44 **Selectboard's Updates**

45 James Faulkner stated that the solar panels are being installed on the Town Garage currently and  
46 this installation is ahead of schedule by roughly one month.

47

#### 48 **Town Administrator's Updates**

49 Nathaniel Bareham stated that he is in the process of getting the training and orientation  
50 materials ready and available for the Selectboard. The plan is to have hard copies of the  
51 Selectboard handbook from 2011 available to each member. He went on to state that along with  
52 that there will be a binder that is tabbed and will serve as a quick reference to Selectboard  
53 members. The binder includes references to town statutes and ordinances, a meeting calendar  
54 and a list of appointed officials and committees. Nathaniel Bareham stated that the binder will  
55 also contain information on the Cannabis Control Commission, Liquor License Board, Highway  
56 Access Permits, (curb cuts and road naming), Village Wastewater and Personnel Policy. He  
57 went on to state that the Selectboard can give any and all suggestions on additional information  
58 that might be beneficial to add to the binder. The goal is to have this completed by the end of  
59 March as a hard and soft copy.

60 Nathaniel Bareham stated that the Selectboard handbook from 2011 is no longer available in  
61 hard copy form from VLCT.

62

#### 63 **Public Comment**

64 Bill Stuono stated that he feels that the Charlotte News has done a poor job at reporting unbiased  
65 news for the town. In particular their lack of reporting on the February 12, 2024, public hearing  
66 where there was a lot of voicing against the Town Manager petition. He went on to state that the  
67 Charlotte News board members and Scooter MacMillan were present that evening and they  
68 didn't report despite having two weeks to do so. There is an apparent bias with this lack of  
69 reporting. Bill Stuono went on to state that this is a long standing issue and there should be a  
70 resolution that states that spouses of town board members and town board members themselves  
71 cannot serve on a board of a news organization that reports on those meetings as it's a conflict of  
72 interest. A solution to the news being biased would be for the town to publish the minutes of all  
73 town meetings in the Charlotte News.

74

75 Lewis Mudge stated that he would like Nathaniel Bareham to look into any set precedence in the  
76 state regarding Bill Stuono's raised issue of conflict of interest with board members, their  
77 spouses and local newspaper boards.

78

#### 79 **Discussion of Road Signs on Ferry Road**

80 Nathaniel Bareham stated that following research on guidelines for installing road signs, it was  
81 discovered that the state of Vermont adopts the federal highway manual on uniform traffic  
82 control devices for street signs. Therefore, the Selectboard needs to follow these guidelines  
83 whenever it installs road signs or other traffic control devices. He went on to state that currently  
84 under these guidelines on page 103 of the manual it states that the use of warning signs shall be  
85 based on an engineering study or engineering judgement. Nathaniel Bareham stated that he went  
86 to the CCRPC website and there was no study for the area of request for these signs.

87 Jack Pilla stated that he believes that there was indeed a study done in 2022 from Greenbush  
88 road to the RR tracks. An engineer from CCRPC, Sai Serapalli shared this information verbally  
89 along with photographs as well.

90 Lewis Mudge stated that it's possible that that will suffice since the language in the guidelines  
91 states that an engineering study is needed or an engineering judgement.

92  
93 Nathaniel Bareham will look into this missing information further. A phone call to CCRPC was  
94 already made and a call back is expected.

95  
96 Lewis Mudge stated that he's in full support of this request for signs.

97 Kelly Devine stated that Jack Pilla needs to identify the sources in his submitted documents.

98 Jack Pilla stated that Demaris Herlihy can also speak to the completed 2022 study done for the  
99 area in need of the signage.

100  
101 All concurred the process of following the state statute needs to be followed but that this is  
102 something that can get done.

103  
104 Paul Plante stated that he lives on this hill and he has issues with the suggested placement of the  
105 signs. The no passing sign should be placed at the 40mph speed limit sign at the top of the hill  
106 not half way down the hill and an end no passing sign after the RR tracks at the bottom of the hill  
107 will be needed. He went on to state that it seems there should also be a no passing sign going up  
108 the hill as well with an end no passing at the top of the hill.

109  
110 Kelly Devine stated that there must be professional advice for sign placement. She's in favor of  
111 waiting to hear what information Nathaniel Bareham is able to bring back to the Selectboard  
112 regarding the study or engineering judgement for this area of road as well as any additional  
113 advice that CCRPC may be able to provide for the process. Perhaps some clarity as to if a no  
114 passing sign is in the category of warning signage.

115  
116 Frank Tenney concurred and added that Jack Pilla's presentation packet could be submitted to  
117 CCRPC in order to get specific guidance from them.

118  
119 Nathaniel Bareham stated that he will be attending the CCRPC meeting tomorrow and will find  
120 out if Sai Sarepalli has already done a walk through and if this satisfies the requirement. He will  
121 bring this information to the Selectboard and Jack Pilla following the meeting.

122 Kelly Devine asked if any of the recommendations in the 2020 study were executed.

123 Lewis Mudge stated that one arrow sign was installed at the sharp curve on Wings Point Rd.

124 Kelly Devine stated that the Selectboard may want to consider completing more of the  
125 recommendations in the 2020 study since it would be calming traffic leading up to the railroad.

126 Jack Pilla stated that his goal is for signage to begin with since it's most easily attainable. Time  
127 is of the essence since this area has an increased need due to the recent increase in pedestrian  
128 traffic with the trail ending at this location.

129  
130 Frank Tenney stated that the Trails Committee is working on extending the trail from there down  
131 past the railroad tracks.

132  
133 Paul Plante asked why the speed limit is 40mph from the top of Depot Hill to the RR tracks  
134 when the rest of the village zone is 25mph and if there is anyway that that speed can be reduced.

135 Frank Tenney stated that he is unsure as to why there is that speed limit difference but a speed  
136 study will need to be done to accomplish a speed limit reduction.

137  
138 Nathaniel Bareham stated that on page 416 of the federal highway manual, the 86<sup>th</sup> percentile of  
139 speed is acquired and that is the baseline for determining the speed limit.

140  
141 Jack Pilla stated that that baseline is only one of many criteria for determining a speed limit.

142

### 143 **Holmes Creek Covered Bridge Inspection Report**

144 Nathaniel Bareham stated that on February 15, 2024, the town received a notice from VTrans  
145 that stated while doing an inspection for a separate project they found some structural  
146 deficiencies of Holmes Creek Bridge. VTrans gave the town two different options of either  
147 installing signage indicating the weight capacity reduced from 10,000 pounds down to 6,000  
148 pounds or to maintain the current weight load and install several blocks to increase the structural  
149 integrity of the bridge. Junior Lewis has begun the process of purchasing signage for starters to  
150 make sure the town is compliant with the request from VTrans since there is a deadline of 30  
151 days. Nathaniel Bareham went on to state that he has begun seeking estimates for the project but  
152 hasn't heard back as of yet.

153

154 James Faulkner stated that there is a form to be signed by all of the Selectboard regarding the  
155 installation of the signs as well as a date of completion of the block installment and this requires  
156 that both be done within the 30 days not one or the other.

157 Frank Tenney concurred that this is the case and if not the bridge needs to be closed until this can  
158 be completed.

159

160 Nathaniel Bareham stated that the deadline for this is either March 9<sup>th</sup>, (date of the letter) or  
161 March 15<sup>th</sup>, (date the email was received with the document).

162 All concurred March 15, 2024, would be the deadline to be in compliance.

163

164 **MOTION by Kelly Devine, seconded by Lewis Mudge, the Selectboard of Charlotte will,**  
165 **relative to the notice from the Vermont State Agency of Transportation regarding**  
166 **Charlotte bridge no. 27 on TH-9 over Holmes Creek, select the option to move towards**  
167 **compliance and will include a completion date for March 15, 2024. VOTE 4 ayes, 0 nays;**  
168 **Motion Carried.**

169

170 Bill Stuono received confirmation from James Faulkner that the blocking for the bridge is a  
171 temporary fix. There are plans to rebuild the bridge in the next year or so.

172

### 173 **Final Review and Approval – Town Lands Request for Proposal**

174 James Faulkner stated that this is a final review by the Selectboard of the town lands request for  
175 proposal language.

176

177 Nathaniel Bareham stated that all that is needed at this time is the date the bids will be due by  
178 and when the Selectboard wants to open the bids and select a contractor.

179

180 **MOTION by Frank Tenney, seconded by James Faulkner, to accept the RFPs to be put out**  
181 **for: the request for proposals for brush hogging and land maintenance, the request for**  
182 **proposals for mowing and maintenance of cemeteries and the request for proposals for**  
183 **mowing and land maintenance as presented. VOTE: 4 ayes, 0 nays; Motion Carried.**  
184

185 **Selection of Selectboard Special Meeting**

186 James Faulkner stated that he recommends having a Special Meeting next week Monday, March  
187 4, 2024.

188  
189 All concurred with having a Selectboard Special Meeting next Monday with a scheduled time of  
190 7:30-8:30 pm.

191  
192 **Selection of Selectboard Organizational Meeting**  
193 James Faulkner stated that this meeting will be to introduce the new member to the Selectboard  
194 and to select a Chair, Vice Chair and liaisons to the town committees and commissions.

195  
196 Discussion was had regarding a date for the Organizational Meeting and whether or not it  
197 needed to be a separate meeting or if it could be combined with the Selectboard meeting date.

198  
199 All concurred that the organizational meeting could be at the beginning of the regularly  
200 scheduled Selectboard meeting on March 11, 2024, at 6:30 p.m.

201  
202 **Approve the Meeting Minutes for February 12th, 2024**

203  
204 **MOTION by Lewis Mudge, seconded by James Faulkner, to approve the minutes of**  
205 **February 12, 2024, and February 20, 2024. VOTE: 4 ayes, 0 nays; Motion Carried.**  
206

207 Lewis Mudge left the meeting.  
208

209 **Wastewater Permit – Request for Fee Waiver**  
210 James Faulkner stated that this is a wastewater permit that was put on hold due to the families  
211 severe medical emergency. The family is requesting a fee waiver for the necessary extension.  
212

213 Lewis Mudge rejoined the meeting virtually.  
214

215 **MOTION by Frank Tenney, seconded by James Faulkner, to approve a fee waiver for a**  
216 **wastewater system of \$150 plus the \$45 recording fee for the property at 2245 Ferry Rd.**  
217 **VOTE: 4 ayes, 0 nays; Motion Carried.**  
218

219 **Adjournment**  
220

221 **MOTION by Frank Tenney, seconded by Kelly Devine, to adjourn. VOTE: 4 ayes, 0 nays;**  
222 **Motion Carried.**

223 The meeting was adjourned at 9:11 p.m.

224  
225 Minutes respectfully submitted by Brooke Milo, Minute Taker. Edits by Nathaniel Bareham.