

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, May 20, 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, (absent); Natalie Kanner; Kelly Devine
9

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

12 **OTHERS:**

13 **In person:** Scooter MacMillan, Cheryl Sloan, Charles Russell, Matt Krasnow, Nate Cares, Jack
14 Pilla, Ken Spencer, Chris Boffa, Brandon Tieso
15

16 **Remote:** Alexa Lewis, Bill Regan, Carrie Spear, Junior Lewis, Lori York, Nancy Faulkner,
17 Paige Reynolds, Paul Plante, Nicole Conley
18

19 **AGENDA ITEMS:**

- 20 6:30 PM Adjustments to the Agenda
21 6:31 PM Approve Warrants to Pay Bills
22 6:35 PM Public Comment
23 6:40 PM Selectboard & Town Administrator's Updates
24 6:45 PM Review of the Year to Date Budget with the Town Treasurer
25 7:00 PM Review, and possible approval, of an updated Tree Planting Agreement to be used
26 by the Tree Warden
27 7:10 PM Selectboard Interview of Candidates for Appointed Positions:
28 1. Matt Krasnow for appointment as the Town's Tree Warden
29 2. Clifton Mix for appointment as the Town's Tree Warden
30 3. Kenneth Spencer for appointment as the Town's Chittenden Solid Waste
31 District Representative
32 4. John Limanek for appointment to the Trails Committee
33 5. Chris Boffa for appointment to the Trails Committee
34 6. Nate Cares for appointment to the Conservation Commission
35 7:25 PM Selectboard Appointment of Public Officers – Possible Executive per 1 V.S.A. §
36 313(3)
37 7:35 PM Review, and possible approval, of Tree Plantings on the Town Link Trail
38 7:45 PM Discussion, and possible approval, of Chittenden Solid Waste District FY25
39 Budget
40 7:55 PM Opening, and possible approval, of bids for paving of Town roads
41 8:05 PM Opening, and possible approval, of bids for replacement of Town Beach pump
42 station
43 8:15 PM Review, and possible approval, of Town Contract renewals for FY25

44 8:35 PM Discussion, and possible appointment, of two Selectboard members to review and
45 amend the Memorandum of Agreement between the Town of Charlotte and the
46 Charlotte Volunteer Fire & Rescue Service
47 8:40 PM Discussion, and possible approval, of adding Design Signs to the Town of
48 Charlotte's list of preferred vendors
49 8:45 PM Approve Meeting Minutes for April 22 and May 6, 2024
50 8:50 PM Adjournment

51

52 **Call to Order**

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

54

55 **Adjustments to the Agenda**

56 James Faulkner stated that the Selectboard will not be interviewing Clifton Mix this evening due
57 to the fact that he has withdrawn his name from consideration for the position of Town Tree
58 Warden.

59

60 **Approve Warrants to Pay Bills**

61 Warrants were signed.

62

63 **Public Comment**

64 None.

65

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

67 James Faulkner stated that the Selectboard received notice from the state of Vermont House of
68 Representatives that Louise McCarren is being recognized for all of her work locally and for the
69 state of Vermont. Chea Evans initiated this and it's called the Concurrent House Resolution. He
70 went on to state that it's quite remarkable all the work that Louise McCarren did at the local and
71 state level. Nathaniel Bareham will post this on the town website.

72

73 Kelly Devine stated that she and Lewis Mudge are working with Nathaniel Bareham on a review
74 to present to the Selectboard with potential modifications to the employee benefit package. This
75 work began this week and the hopes are to have the proposals this fiscal year and potentially by
76 early June. Once brought before the Selectboard, the Selectboard will vote on whether or not to
77 accept these proposals. She went on to state that BCBS of VT, who is the insurer the town has
78 been using, has recently requested a fairly significant rate increase from the Green Mountain
79 Care Board of 16%. Due to this she has asked Nathaniel Bareham to figure into the calculations
80 a possible double digit rate increase on the health insurance premiums.

81

82 Natalie Kanner stated that the Recreation Director job description has been revised by herself,
83 Nathaniel Bareham and Nicole Conley. The revisions are minimal and mainly edits. This will be
84 submitted to the Selectboard for review. She went on to state that the Recreation Commission is
85 working on their policy and guidelines and this will also be presented to the Selectboard for
86 approval. These efforts will help to clarify the difference between the role of the Recreation
87 Director and the role of the Recreation Commission.

88

89 **Review of the Year to Date Budget with the Town Treasurer**

90 Mary Mead gave a presentation of the Budget Status Report which is provided in tonight's
91 meeting packet. She highlighted the areas in need of explanation beginning with the revenues.

92
93 Mary Mead stated that under the Taxes category the Tax Revenue line item shows a budgeted
94 sum of \$2,496,754 and an actual sum of \$3,610,940. This sum will change to \$2,483,141 as of
95 next week, following the town's second scheduled state of Vermont Education Tax payment of
96 \$1,127,799. The town paid the state roughly \$1,026,000 in December.

97
98 Mary Mead stated that under the Delinquent Taxes category there is a very low outstanding
99 Delinquent Tax list of, \$47,996. This is very low for this time of year. There has been a higher
100 collection in the Interest-Delinquent taxes line item than what was budgeted.

101
102 Mary Mead stated that the under the Thompson's Point category the line item Thompson's Point
103 Rent it where it's expected to be.

104
105 Mary Mead stated that under the State Payments category the line item Land Use Change Tax
106 created a higher than expected amount for this category. This is always an unbudgeted revenue.
107 There should be two more payments added to this line item as town revenue this fiscal year.

108
109 Mary Mead stated that under the Town Clerk's Revenue category the Total Town Clerk's
110 Revenue is only at 68% of the budgeted amount largely due to the decrease in the Recording
111 Fees line item. This is a result of the current market with higher interest rates which decreases
112 refinancing and sales of homes.

113
114 Mary Mead stated that under the Planning and Zoning category the Total Planning and Zoning
115 Revenue is currently at 46%. Part of this is due to the loss of revenue with the decision to have
116 the state process the septic applications vs the town. She went on to state that there was always a
117 past discussion that the town fees for the septic applications weren't high enough.

118
119 Mary Mead stated that under the Senior Center category, the revenue is above the budgeted
120 amount of \$37,000 currently showing \$45,965 and there is sure to be more added to this sum
121 since there is still another month of program money to come in.

122
123 Mary Mead stated that under the Recreation category the line item Recreation Programs shows a
124 revenue budget of \$61,000 which is currently at \$70,156.

125
126 Mary Mead stated that under the Beach category the Beach Fee Income line item is only at 40%
127 but that will likely change anytime now since \$25,000 in revenue is typically seen between May
128 and June with purchases of beach passes.

129
130 Mary Mead stated that under the Investment Interest category the Interest Income line item was
131 budgeted at \$40,000 and is currently at \$94,691. There is also another two months of interest to
132 come in.

133
134 Mary Mead stated that under Miscellaneous category the Efficiency Vermont Grant line item
135 was an unexpected revenue and it came in at \$10,000 for the solar panels on the Town Garage

136 roof.

137

138 Mary Mead reviewed the town expenses at this time.

139

140 Mary Mead stated that the expense line items should show roughly 87% of the budget expense if
141 they are on target.

142

143 Mary Mead stated that under the Selectmen category the Town Administrator line item is going
144 to be over the budgeted expense due to the fact that there were two Town Administrators longer
145 than originally anticipated. The Legal Expense line item is also going to be over with two more
146 months of legal expenses to come in.

147

148 Mary Mead stated that under the Town Clerk category all is as anticipated there and is on target.

149

150 Mary Mead stated that there is savings seen under the Elections and Town Meetings category
151 with the budgeted amount of \$11,700 and a current expense of \$2,698 which is due to the Town
152 Report Expenses line item decreasing substantially with the change of offering the report on the
153 town website and not mailing it out to every resident.

154 Discussion was had regarding the appropriate amount to be printed for this coming year. This
155 past year 250 copies were printed. It's important to note that next year there will be an in person
156 Town Meeting.

157 Mary Mead stated that the Town Meeting line item shows a savings due to the fact that there
158 was not an in person Town Meeting.

159

160 Mary Mead stated that the Planning and Zoning budget is on target.

161

162 Discussion was had regarding the Planning and Zoning category and the line item of Planning
163 Consultants. Clarity was lacking regarding the grants and expense coverage. Nathaniel
164 Bareham will look into this further.

165

166 Mary Mead stated that under the Assessor category the Wages-Assessor line item is showing a
167 savings since there is no Assessor at this time. NEMRC has been doing the assessor work as
168 needed. Due to this the Total Assessor expense line item is only at 27.37% of the budget.

169

170 Mary Mead stated that under the Employee Benefits category the Health Insurance line item
171 was budgeted for at \$213,000. This line item is a combination of the premium expenses and the
172 HRA expenses. Currently the actual is \$177,644 with one more month of BCBS of VT
173 payments will roughly come to \$15,000. There has been a transfer of \$34,000 so far this year
174 which is a decrease from last year, which was around \$80,000. This category should come in
175 under budget for the year. This money will stay in the budget and help with the fund balance but
176 it will not go to a separate fund.

177

178 Mary Mead stated that under the Highway category the budget shows a nice savings since Junior
179 Lewis hasn't done his paving yet and this past winter was a mild winter. Whatever is not spent
180 in the Highway budget does go back to the Highway Fund.

181

182 Mary Mead stated that the Town Garage is a new category for the budget and it wasn't budgeted
183 for since it was under construction. The total budget is at \$78,083 which is made up of line
184 items; Maintenance, Telecommunications, Supplies, Trash Removal, Utilities, and the largest
185 line item expense is Utilities at \$6,216. She went on to state that so far there isn't a good
186 understanding of the savings that will be generated by the solar panels.
187

188 Mary Mead stated that the Library category is on target for budgeted expenses.
189

190 Mary Mead stated that the Recreation category is right on target for budgeted expenses and
191 slightly under.
192

193 Mary Mead stated that the Town Hall category is on target for budgeted expenses since there
194 hasn't been many maintenance issues this year.
195

196 Mary Mead stated that the Senior Center category is doing exceptional with an expense budget
197 use of only 71%. The Maintenance line item was budgeted at \$8,000 and actual is \$2,900. In
198 addition they just recently hired the Volunteer Coordinator so that line item is low.
199

200 Mary Mead stated that under the Miscellaneous category the Insurance line item is over but that
201 is simply due to adding on the Town Garage this year.
202

203 James Faulkner stated that he would like Nathaniel Bareham to look into the cost of the
204 East/West village study since the Selectboard approved it with the contingency of a grant that the
205 Town Planner had presented to them which showed a significant cost savings. So far Mary
206 Mead has not seen this grant.

207 Mary Mead stated that this revenue would need to be in by June 30, 2024.

208 James Faulkner suggested calling Dean Bloch.
209

210 **Review, and possible approval, of an updated Tree Planting Agreement to be used by the**
211 **Tree Warden**

212 James Faulkner stated that this updated Tree Planting Agreement draft came back from legal
213 review this week with a couple items that the Town Attorney added that wasn't in the submitted
214 document.

215 Nathaniel Bareham stated that the major change would be with paragraph 10 which indicated
216 that the obligations under this agreement would run with the land and that way any potential
217 change in hands of that land would carry with it the obligations of caring and maintaining of
218 those trees.

219 James Faulkner stated that it's clear now what the town's responsibility is with tree planting
220 agreements.

221 Natalie Kanner stated that it may not be necessary to include a statement regarding the Rutter
222 Tree Fund in the Tree Planting Agreement document.

223 James Faulkner and Kelly Devine concurred and stated their approval of striking it from the Tree
224 Planting Agreement to assist with clarity.

225 Kelly Devine stated that the single signatory isn't typical for an agreement with the town and it
226 doesn't specify who that single signature designee would be so she would like that clarified.

227 Alexa Lewis encouraged James Faulkner to speak with the doner of the Rutter Tree Fund

228 regarding how the funds will be used.
229 James Faulkner stated that he did speak with the doner of the Rutter Tree Fund and this will be
230 discussed further as appropriate but it doesn't pertain to this agenda item which is the Tree
231 Planting Agreement.
232 Frank Tenney asked if the agreement will be paired with the application and map that goes along
233 with it.
234 Discussion was had regarding a map that would show where the planned planting of trees would
235 be placed. The application that the Tree Warden ultimately comes up with will serve as a
236 governing document and will include a map and all will need to comply with the Town Tree
237 Planting Agreement.
238 Brandon Tieso stated that he would like an opportunity for public comment when it comes to
239 applications of tree planting.
240 James Faulkner stated that there will always be at least one opportunity.
241 All concurred that this agreement would be a final step of any tree planting project. The
242 application would be first along with a map and a number would be added to the Tree Planting
243 agreement to tie them all together.
244

245 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Tree Planting**
246 **Agreement with the following amendments; the removal of paragraph 2 that begins with**
247 **“The Rutter family’ and ends with “maintenance” and the removal of the and at the end**
248 **of the first paragraph. Under the Town of Charlotte, a designated signature of the**
249 **Selectboard Chair. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**
250

251 **Selectboard Interview of Candidates for Appointed Positions:**

252 **1. Matt Krasnow for appointment as the Town’s Tree Warden**

253 Matt Krasnow stated that his first professional job was working with Landshapes. In 1999 he
254 and another Charlotte native, Jason Hutchins started their own nursery in Monkton and hired
255 Todd Farrell who’s the nursery manager for Lang Farm. He went on to state that he has taken
256 UVM extension classes for continuing education in a Masters Gardener Program and Forest
257 Ecology Program. Matt Krasnow stated that professionally he has worked with Scott Moreau
258 from Greenleaf Forestry. Following this he has gained experience when he worked on the
259 Charlotte Selectboard with Larry Hamilton and then Mark Dillenbeck as the Tree Wardens. One
260 of the first programs he worked on was with Sue Smith to start the Invasive Tree Collaborative
261 where they did fundraising of \$1,000/year to try and help remove invasive trees in town.

262 James Faulkner stated that this role will include a lot of work on the process.

263 Matt Krasnow stated that all of his public service work is focused on process and he feels that
264 it’s a very important piece with any engagement with the public and possibly the most important
265 part. Working on the application process, the contract execution as well as working with the
266 Selectboard to develop a Shade Tree Preservation Program is going to be the most important
267 work. A reliable process that is open and accessible to the public that will stand the test of time
268 is his goal.

269 Matt Krasnow stated that he has read the draft Shade Tree Plan and he would like to start with
270 following the process that is outlined in the state statute which directs the Selectboard and the
271 Tree Warden to work on the plan together and then to have public hearings for input before
272 anything gets adopted.

273 Natalie Kanner stated that she wonders if Matt Krasnow feels that he has the time that is needed
274 to fulfill this role.

275 Matt Krasnow stated that he feels that he has the time and that the state statute allows the
276 Selectboard to appoint Deputy Tree Wardens and he would rely on delegation to allow for things
277 to get accomplished in a timely manner.

278 Frank Tenney asked if Matt Krasnow felt like he had the time and ability to come up with some
279 procedures for the town of Charlotte Tree Warden that would serve as a guide for the next Tree
280 Warden to know how to handle the individual requests.

281 Matt Krasnow stated that his hopes are that once the Shade Tree Preservation Program is
282 completed there will be a follow up protocol that Tree Warden's will be able to use for Charlotte.
283 If appointed he would like to go out and poll existing Tree Wardens of neighboring towns and
284 see what they're doing.

285 Kelly Devine stated that Clifton Mix, who rescinded his application was the Tree Warden in
286 Ferrisburgh and he offered to help Matt Krasnow if he should be appointed as the Town Tree
287 Warden.

288

289 **2. Clifton Mix for appointment as the Town's Tree Warden**

290 Clifton Mix removed his name from consideration as the Town's Tree Warden.

291

292 **3. Kenneth Spencer for appointment as the Town's Chittenden Solid Waste District 293 Representative**

294 Kenneth Spencer stated that this is a reappointment and that he would love to continue. He is
295 very interested in the mission of the Chittenden Solid Waste District which is to handle all the
296 waste that is created economically in a way that is best for the planet. He went on to state that
297 his top interest is to reduce the amount of landfill materials with recycling and composting.

298 Kelly Devine stated that she wonders if there is anything that the Selectboard should be aware of
299 being a small town that has no town collection of waste.

300 Kenneth Spencer stated that CSWD is a big organization that doesn't impact the town in a
301 negative way.

302 Kelly Devine stated that she feels there could be more community education regarding the
303 composting law that was passed in 2020.

304 Kenneth Spencer stated that he will communicate to the CSWD outreach people regarding this as
305 there is much that can be done to help with education of the community. Every CSWD location
306 has a drop off center for compost.

307

308 **4. John Limanek for appointment to the Trails Committee**

309 James Faulkner stated that John Limanek couldn't make it this evening but there is a signed
310 document stating his desire to be appointed to the Trails Committee.

311

312 **5. Chris Boffa for appointment to the Trails Committee**

313 Chris Boffa stated that he has been living in Charlotte for over 20 years. For 10 years he was the
314 president of the Charlotte Little League and president and coach of the Buccaneers Youth
315 Football. He has enjoyed volunteering and would like to get back to it with volunteering to be
316 on the Trails Committee as there is a lot of exciting things happening with the town trails. He
317 went on to state that professionally he is a Director of construction for affordable housing

318 building developer. He has known Jack Pilla for about 40 years and he has attended a couple of
319 the meetings and feels they are a great group of people.

320 Natalie Kanner asked if Chris Boffa had any thoughts about how the trails have had some current
321 misuse and the need for a plan for maintaining the trails.

322 Chris Boffa stated that he has a lot to learn but he has already seen in the couple of meetings that
323 he has attended that maintenance of existing trails is always a part of the meeting agendas.
324

325 **6. Nate Cares for appointment to the Conservation Commission**

326 Nate Cares stated that he moved to Charlotte a couple years ago and he loves the look and feel of
327 the town. He has volunteered for various causes all of his life. Early on in his life he did some
328 work with the Nature Conservancy so when he moved to Charlotte it seemed like a way to
329 steward things along and a nice way to learn more about the town. He went on to state that he
330 attended last month's meeting and met the members of the Conservation Commission. He feels
331 he could help out in the engagement and outreach since this is what he does professionally.
332 From engagement in person, to social media, to emails that explains what the Conservation
333 Commission is doing and what it means for the future of the town.
334

335 **Selectboard Appointment of Public Officers – Possible Executive per 1 V.S.A. § 313(3)**

336 All concurred that an Executive Session wasn't necessary as there are no competing
337 appointments to be decided upon.
338

339 **MOTION by James Faulkner, seconded by Kelly Devine, to appoint Matthew Krasnow as**
340 **the Tree Warden to serve a one year term beginning May 20, 2024, and ending April 30,**
341 **2025. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**
342

343 **MOTION by Frank Tenney, seconded by Natalie Kanner, to appoint Kenneth Spencer as**
344 **the Town of Charlotte's Representative to the Chittenden County Solid Waste District to**
345 **serve a two year term beginning May 31, 2024, ending May 30, 2026. VOTE: 4 ayes, 0**
346 **nays, 1 absent (Mudge); Motion Carried.**
347

348 **MOTION by James Faulkner, seconded by Kelly Devine, to appoint Chris Boffa to the**
349 **Trails Committee to serve a two year term beginning May 20, 2024, and ending April 30,**
350 **2026. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**
351

352 **MOTION by Frank Tenney, seconded by Kelly Devine, to appoint John Limanek to the**
353 **Trails Committee to serve a two year term beginning May 20, 2024, and ending April 30,**
354 **2026. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**
355

356 **MOTION by James Faulkner, seconded by Natalie Kanner, to appoint Nate Cares to the**
357 **Conservation Commission for a four year term beginning May 20, 2024, and ending April**
358 **30, 2028. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion Carried.**
359

360 **Review, and possible approval, of Tree Plantings on the Town Link Trail**
361

362 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the tree planting on**
363 **the Town Link Trail. VOTE: 3 ayes, 0 nays, 1 abstention (Devine), 1 absent (Mudge);**
364 **Motion Carried.**

365
366 **Discussion, and possible approval, of Chittenden Solid Waste District FY25 Budget**

367 Kelly Devine stated that she doesn't understand why the Charlotte Selectboard needs to
368 approve the CSWD FY24 budget.

369 Nathaniel Bareham stated that it is in the CSWD charter that all town's in their district vote or
370 abstain. An abstention will count as an approval.

371 Kelly Devine stated that due to a possible conflict of interest she would like to recuse herself
372 from the vote.

373
374 **MOTION by James Faulkner, seconded by Natalie Kanner, to approve the budget for the**
375 **Chittenden Solid Waste District FY25. VOTE: 3 ayes, 0 nays, 1 abstention (Devine), 1**
376 **absent (Mudge); Motion Carried.**

377
378 **Opening, and possible approval, of bids for paving of Town roads**

379 Frank Tenney stated that there is a bid from DNF Excavating and Paving for a type three and
380 type four hot mix asphalt. Both of them are 82.75 per ton. This bid is valid from May 18,
381 2024 to June 30, 2024.

382 Natalie Kanner stated that there is a bid from Pike Industries and they're bidding the type three
383 and type four hot mix asphalt at 84.27 per ton. The offer is valid from the period of May 2024
384 until June 30, 2024.

385 Frank Tenney stated that there is no total since it is done by the ton and the mileage.

386 Junior Lewis stated that the total sum will come from the number of tons and mileage of
387 resurfacing. The budget was \$350,000 and the mileage will be around 3 miles. He went on to
388 state that he would prefer to go with DNF Excavating and since they're coming in with a lower
389 bid it seems like an easy decision.

390
391 **MOTION by Frank Tenney, seconded by Frank Tenney, to award the paving bid to DNF**
392 **Excavating and Paving for \$82.75/ton for each one of the asphalt mixes with all paving to**
393 **be completed by June 30, 2024. The total project price shall not exceed \$350,000 unless**
394 **approved by the Charlotte Road Commissioner. VOTE: 4 ayes, 0 nays, 1 absent (Mudge);**
395 **Motion Carried.**

396
397 **Opening, and possible approval, of bids for replacement of Town Beach pump station**

398 Kelly Devine received confirmation that the town received grant funding for this project. One
399 bid was received. Kelly Devine stated that there is a bid from Watermen Siteworks LLC of
400 North Ferrisburgh, VT for \$27,650. The work will include excavation around the pump station,
401 removal and disposal of existing tank, delivery and installation of a new tank, hook up to existing
402 power service and sewer lines, backfilling the tank, grading and grass seeding as needed.

403 Nicole Conley stated that the grant money received is \$14,400.

404 Frank Tenney stated that \$13,250 would need to come out of some other line item.

405 Nicole Conley stated that \$17,000 was budgeted in the Improvement and Repair Funds.

406 Waterman Siteworks does really great work. She went on to state that she would like to get this
407 work done ASAP with the upcoming beach season and her upcoming departure.

408 Kelly Devine stated that this is important work that needs to get done and there are limited
409 contractors out there.

410 Frank Tenney stated he has concerns that there may be additional cost above and beyond this
411 quote for \$27,650 since there are a lot of things that are not included in writing in the bid such as
412 pressure testing.

413 Nicole Conley stated that she doesn't anticipate the cost being more than the bid.

414 Kelly Devine emphasized that she is concerned that the pressure testing isn't included in the bid
415 and that's a necessity and mainly what gives her pause.

416 Nathaniel Bareham stated that the improvement and repair fund wont be available until next
417 fiscal year, July 1, 2024.

418 Nicole Conley stated that as of June 1, 2024, she can submit for reimbursement from the state.
419 This grant needs to be utilized before July 2025.

420 Frank Tenney stated that there is no date of completion in the bid.

421 Junior Lewis stated that it's a simple job and it's surprising that the town only received the one
422 bid for the job and this one bid seems high.

423 James Faulkner stated that he will pursue this and see what he can find out from Watermen
424 Siteworks, LLC. He will see if they will take a deposit of the \$14,000 since the remainder isn't
425 available until the next fiscal year. Negotiating with them or going back out to bid are the two
426 options.

427 Frank Tenney stated it's possible to get more bids by sending this out to specific local
428 companies.

429

430 **MOTION by Kelly Devine, seconded by Natalie Kanner, that the project for replacement**
431 **of the Town Beach pump station goes back out to bid with bids due by 4:00 p.m. on June**
432 **10, 2024. The request for bids will clarify the need for the contractor to specify the date of**
433 **completion of the project. VOTE: 4 ayes, 0 nays; Motion Carried.**

434

435 **Review, and possible approval, of Town Contract renewals for FY25**

436 Kelly Devine stated that she would like clarification regarding the Wastewater Design Review
437 for \$40,000 by Landmark Engineering & Design since the wastewater approvals have been
438 turned over to the state.

439 Nathaniel Bareham stated that this contract would need to be renegotiated since they will still be
440 doing some review of wastewater in the west and east village potentially. The price for this
441 contract would be significantly reduced from last year since it will include less work.

442

443 James Faulkner stated that the animal housing contract is with Comfort Hill Kennel and they
444 take dogs in instances that it is needed.

445 Nathaniel Bareham stated that Isaiah Moore is the current Canine Control Officer.

446

447 James Faulkner stated that Water System Maintenance for the Town Hall, Library and Senior
448 Center is a contract with Lincoln Applied Geology. This contractor has been doing this for the
449 town for a few years. They check the filters and the pumps.

450 Frank Tenney stated that there are two contracts relating to water systems and it might be worth
451 finding out if they could be combined into one contract by a single company. The other water
452 systems contract is Water System-UV treatment for Town Hall and the Town Library with
453 Vermont Water.

454
455 Discussion was had regarding the location of the landfill and the contract for Landfill Monitoring
456 with Lincoln Applied Geology.
457 Frank Tenney made a point that the Landfill Monitoring work has never gone out to bid.
458
459 Discussion was had regarding going out to bid next year for the contract with TechGroup for
460 Computer Network Support, monitoring & back-up.
461
462 Discussion was had regarding increasing the contract hours with the Chittenden County Sheriff
463 for the Police Services for the town of Charlotte.
464 James Faulkner stated that the Chittenden County Sheriff has done a great job and more hours of
465 their service would be appropriate. There is a need to first review their new contract as there is
466 likely an increase from last year and then decide on what the town can afford. He went on to
467 state that the tickets that are given out to traffic violators, provides the town with a percentage of
468 the fee for ticket. This will all need to be factored into a decision on more contracted hours.
469 All concurred that this contract will be voted on at the next Selectboard meeting on June 10,
470 2024.
471
472 Kelly Devine received clarification that the two contracted minute takers have significantly
473 different amounts per contract because Nicole Burnell does all the minutes for the DRB as well
474 as the PC and Brooke Milo does the minutes for the Selectboard.
475
476 James Faulkner asked Nathaniel Bareham to add the contract with Landmark Engineering &
477 Design for the Wastewater Design Review for the Planning & Zoning to be added to the June 10,
478 2024, Selectboard meeting agenda.
479
480 Kelly Devine received confirmation that the cost of the contract with P&P Septic for West
481 Village Wastewater System Maintenance doesn't impact the work that Nathaniel Bareham is
482 doing to try to figure out what to charge for hook ups and usage.
483
484 James Faulkner stated that the Town Hall Cleaning contract with Douglas Stone should continue
485 since he comes in under budget and he does a great job.
486
487 Nathaniel Bareham stated that the contract with Climate Systems for Cooling & Air Handling
488 Systems Preventive Maintenance is for the Town Hall and Senior Center.
489
490 Nathaniel Bareham stated that the contract with SJW Docks Inc for Thompson's Point
491 Wastewater Operator was already renewed in January. As well as the contract with Civil
492 Engineering Associates for the Thompson's Point Wastewater Engineer.
493
494 Nathaniel Bareham stated that the contract with Casella for Trash & Recycling will need to be
495 looked at further in order to calculate the cost with including the Town Garage. This can also be
496 added to the agenda of the next Selectboard meeting.
497
498 All concurred that the contract with NEMRC for Assistance to Assessor; Grand List Property is
499 needed without a Town Assessor.

500

501 All concurred that the Town Lands Mowing contract with Fortin's Lawn Care, Cemetery
502 Mowing and Town Lands Brush-hogging contract with Adam Dantzschler were already awarded.

503

504 All concurred that the paving contract was already awarded this evening to DNF Excavating and
505 Paving this evening.

506

507 Nathaniel Bareham stated that the contract for Town Highway and Town Bridge Maintenance
508 for \$500,000 with Lewis Excavating, LLC is the Road Commissioner's contract. This was
509 renewed in March.

510

511 James Faulkner stated to review, the Police Services will be looked into further and will be
512 added to the June 10, 2024 Selectboard meeting agenda as well as the Wastewater Design
513 Review and the Trash & Recycling Pick-up contracts.

514

515 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the following annual**
516 **town contracts for FY25; Animal Housing Contract, Water System Maintenance Contract,**
517 **Water System-UV treatment Contract, Landfill Monitoring Contract, Computer Network**
518 **Support Contract, Minutes Takers Contracts, West Village Wastewater System**
519 **Maintenance Contract, Town Hall Cleaning Contract, Cooling & Air Handling Systems**
520 **Preventive Maintenance Contract, Assistance to Assessor; and Grand List Property**
521 **Contract with specified contract amount and contract provider in the list provided on the**
522 **record for the Selectboard meeting of May 10, 2024. VOTE: 4 ayes, 0 nays, 1 absent**
523 **(Mudge); Motion Carried.**

524

525 **Discussion, and possible appointment, of two Selectboard members to review and amend**
526 **the Memorandum of Agreement between the Town of Charlotte and the Charlotte**
527 **Volunteer Fire & Rescue Service**

528 James Faulkner stated that during the last Selectboard meeting this was discussed and Frank
529 Tenney and Kelly Devine were the two Selectboard members for possible appointment to review
530 and amend the Memorandum of Agreement between the Town of Charlotte and CVFRS.
531 Kelly Devine concurred.

532

533 **MOTION by James Faulkner, seconded by Natalie Kanner, to appoint Kelly Devine and**
534 **Frank Tenney to review and amend the Memorandum of Agreement between the Town of**
535 **Charlotte and the Charlotte Volunteer Fire & Rescue Service. VOTE: 4 ayes, 0 nays, 1**
536 **absent (Mudge); Motion Carried.**

537

538 Scooter MacMillan received clarification that the town is still in discussion over whether or not
539 CVFRS will continue to be run independent of the town or not.

540

541 **Discussion, and possible approval, of adding Design Signs to the Town of Charlotte's list of**
542 **preferred vendors**

543 James Faulkner stated that there are nine signs and as of two years ago the plan was to replace
544 two signs per year. This didn't happen last year since the Town Garage sign was done. It would
545 make sense to get back on track with this plan and have two signs replaced this year. He went on

546 to state that last year it went out to bid and three bids were received and it was decided to go with
547 Design Signs. The Selectboard could make Design Signs a preferred vendor to allow to continue
548 with them each year and this would eliminate the need to go out for bid or the work could
549 continue to go out for bid each year.

550

551 **MOTION by Kelly Devine, seconded by Frank Tenney, to add Design Signs to the Town of**
552 **Charlotte's list of preferred vendors. VOTE: 4 ayes, 0 nays, 1 absent (Mudge); Motion**
553 **Carried.**

554

555 **Approve Meeting Minutes for April 22 and May 6, 2024**

556

557 **MOTION by Frank Tenney, seconded by Kelly Devine, to approve the Charlotte**
558 **Selectboard meeting minutes for Monday, April 22, 2024, as amended. VOTE: 4 ayes, 0**
559 **nays, 1 absent (Mudge); Motion Carried.**

560

561 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Charlotte**
562 **Selectboard meeting minutes for Monday, May 6, 2024, as amended. VOTE: 4 ayes, 0**
563 **nays, 1 absent (Mudge); Motion Carried.**

564

565 **Adjournment**

566

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

569

570 The meeting was adjourned at --- p.m.

571

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