

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, May 06, 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 & in person); Natalie Kanner; Kelly Devine
9

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

12 **OTHERS:**

13 **In person:** Todd, Sumner, Laura Stone, Judith Eurlich, Josif Bicia, J.B. McCarthy, Greg Smith,
14 Daniel Cole, Charles Russell, Moe Harvey, Bill Lockwood, Mike Russell, Jessie Bradley, Jeffrey
15 Bradley, Margaret Russell, Melanie Goodman, Julie Wetzell, Kurt Wetzell, Deirdre Holmes,
16 Dan Cole, Robin Coleburn, Brownie Adsit, Bill Stuono, Vince Crockenburg, Jon Maguire, David
17 Adsit, Damaris Herlihy, JD Herlihy, Jack Pilla, Colleen Kiley, Karen Frost, Cheryl Sloan, Robin
18 Reid, Kelly Levine, Dave Cohen
19

20 **Remote:** Alex Buntten, Alexa Lewis, Bill Regan, Carrie Spear, Deb Preston, Helen Brown, Jessie
21 Bradley, John Limanek, Junior Lewis, Kim Findlay, Lane Morrison, Lori York, Nancy Faulkner,
22 Paul Plante, Scooter MacMillan, Susan Smith, Patrice Machavern, Margaret Woodruff
23

24 **AGENDA ITEMS:**

- 25 6:00 PM Adjustments to the Agenda
26 6:01 PM Approve Warrants to Pay Bills
27 6:05 PM Public Comment
28 6:10 PM Local Concerns Meeting for the Holmes Creek Covered Bridge (Bridge 27)
29 6:50 PM Highway Access Permit – HAP-24-03 (Maguire)
30 6:55 PM Discussion, and potential approval of, granting a Selectboard Member temporary
31 authority to approve Tree Removals Requests at Thompson’s Point
32 7:00 PM Presentation, and possible approval, of crosswalk improvements to be made in the
33 Town’s Right of Way by the Charlotte Public Library
34 7:10 PM Request for approval of continued work to expand the Town Link Trail on Ferry
35 Road by the Trails Committee
36 7:20 PM Request for approval of trees to be planted along the Town Link Trail by the
37 Trails Committee
38 7:25 PM Presentation, and possible adoption, of an Arbor Day declaration by the Rutter
39 Fund
40 7:35 PM Application(s) for Use of Town Facilities:
41 1. Town Beach Party at the Town Beach on July 13th – Bill Fraser-Harris
42 2. Music at the Beach at the Town Beach on July 24th, 31st and August 7th – Bill
43 Fraser Harris
44 3. Family Fun Day at the Town Green on June 1 – Charlotte Children’s Center

45 4. Grange on the Green at the Town Green on June 27th, July 11th, July 18th, and
46 July 25th - Charlotte Public Library
47 5. The Very Merry Theatre at the Charlotte Town Green on July 4th and August
48 2nd – Charlotte Public Library
49 7:45 PM Review, and possible approval, of Replacing a Septic Tank at Thompson’s Point
50 7:50 PM Presentation, and possible approval, of a Town Beach Septic Request for Proposal
51 8:00 PM Presentation, and possible approval, of a Town Beach Event Policy by the
52 Recreation Director and Recreation Commission
53 8:15 PM Discussion on Personnel – Possible Executive Session per 1 V.S.A. § 313(3)
54 8:25 PM Discussion on the Renewal of Town Contracts – Possible Executive Session per 1
55 V.S.A. § 313(1)(A)
56 8:25 PM Selectboard & Town Administrator’s Updates
57 8:30 PM Approve Meeting Minutes for April 22, 2024
58 8:35 PM Adjournment

59
60 **Call to Order**

61 James Faulkner called the meeting to order at 6:30 p.m.
62

63 **Adjustments to the Agenda**

64 James Faulkner stated that one adjustment is the agenda item entitled, “Discussion, and potential
65 approval of granting a Selectboard Member temporary authority to approve Tree Removals
66 Requests at Thompson’s Point”. Following consultation with the town attorney the Town
67 Administrator, Nathaniel Bareham would be most appropriate to take the role of temporary Tree
68 Warden for the Town of Charlotte since a Selectboard member doing so would be a conflict of
69 interest. He went on to state that the permanent role of the Tree Warden will likely be filled by
70 May 20th so this temporary role for the TA would only be for two weeks.

71 James Faulkner stated that the agenda item entitled, “Family Fun Day at the Town Green on June
72 1 – Charlotte Children’s Center”, will be postponed until the next meeting since it’s currently not
73 ready to come before the Selectboard due to not being fully organized yet.

74 James Faulkner stated that the agenda item entitled, “Review, and possible approval, of
75 Replacing a Septic Tank at Thompson’s Point”, will be removed from the agenda since this
76 approval is made by the Thompson’s Point Advisory Committee and not the Selectboard.

77 James Faulkner stated one other adjustment to the agenda that he feels is appropriate would be to
78 begin with the Holmes Creek Covered Bridge meeting agenda item and the Selectboard “Public
79 Comment” agenda item to follow this. All concurred with this adjustment.
80

81 **Approve Warrants to Pay Bills**

82 Warrants were signed.
83

84 **Local Concerns Meeting for the Holmes Creek Covered Bridge (Bridge 27)**

85 Laura Stone, Project Engineer from VTrans, stated the purpose of the meeting tonight is to
86 gather local input that will inform them of their final scoping report and what alternatives they
87 look at.

88 Tom Sumner, Project Manager for Hoyle Tanner, stated that he is here to give a presentation
89 regarding the Holmes Creek Covered Bridge and the plans going forward along with
90 Josif Bicia, Technical Lead for the project and Kelly Levine, Project Engineer.

91 The VTrans Local Concerns Meeting Powerpoint presentation is included in the meeting packet.

92 The first part of the presentation included:

- 93 • Purpose & Need
- 94 • Location Map
- 95 • Existing Bridge Information
- 96 • Inspection Findings

97

98 Questions were taken following the Inspection Findings in the presentation.

99 Moe Harvey stated that some of the original parts to the bridge were used in the building of the
100 Town Hall back in 1993 when he was on the board.

101 Tom Tiller stated that he has kayaked under the bridge and noticed that there is a lot of
102 corrosion.

103 Josif Bicia stated that there is a lot of corrosion but the appearance is deceiving in that it's not as
104 bad as it appears, steel expands and corrodes by a ratio of 1-10. If you have one inch of steel it
105 can rust and expand by 10 inches. There is plenty of usable steel left at this time.

106 Scooter MacMillan stated that he would like to know what type of wood the bridge was
107 constructed of and what kind of wood it will be repaired with.

108 Josif Bicia stated that small samples were taken from the areas of the bridge that will need
109 replacing and sent to the lab at the University of Maine. They appear to be local species at this
110 time of eastern soft woods and hemlock. The structural member, such as the arch would be
111 replaced with a wood that's much stronger than local species such as Southern Pine or Duck Fur
112 but the rafters might be able to be replaced with local species.

113 Josif Bicia said that the number one goal of the project is to preserve the historic fabric as much
114 as possible. This will all be dependent on the needs of the bridge such as desired weight capacity
115 etc.

116 Discussion was had regarding the inspection findings that rate the bridge in poor condition with
117 an overall score of 4 out of 9 and the fact that the bridge is narrow, consequently vehicles are
118 frequently hitting the sides of the bridge during travel.

119 Kelly Levine, Project Engineer completed the second part of the presentation by covering:

- 120 • Rehabilitation & Traffic Control Alternatives
- 121 • Cultural & Natural Resources
- 122 • Abutters & Right-of-Way
- 123 • Next Steps
- 124 • Anticipated Schedule
- 125 • Your Input is Needed

126

127 Lewis Mudge arrived at the meeting in person.

128

129 Questions were again taken at this time.

130 Kelly Devine stated she would like to know the anticipated closure time of the bridge.

131 Tom Sumner stated that the construction time and necessary closure of the bridge will directly
132 depend on how much is replaced and what load capacity the town wants the bridge to be capable
133 of. It is likely that the construction would go through the summer.

134 Laura Stone stated that it would begin by April 15, 2027, and could go through November.

135 Frank Tenney stated that school buses don't use this bridge.

136 Tom Sumner stated it would be good to know the load capacity that the town is looking for.

137 Kelly Devine stated that the Selectboard will consult with the Road Commissioner for an answer.
138 Mike Russell stated that the primary goal has been stated to be to preserve the historic bridge
139 which means it's original design and structure. It wasn't originally designed to take the weight
140 of modern vehicles and should be made solely for pedestrians. He went on to state that doing so
141 would make the Town Beach more pleasant and Lake Rd would be more usable as a public
142 recreation route as it was identified to be back in 1996.

143 Paul Plante received confirmation that when weight load is being referenced in this discussion
144 it's referring to gross weight of the vehicle.

145 Tom Tiller stated that five tons seems like plenty for a total weight load and being able
146 accommodate cyclist and walkers makes sense. There is a book on the Holmes family farm that
147 includes a lot of historical information on the area and the bridge that the project team may find
148 beneficial.

149 Jessie Bradley stated that she lives on the road and would be one of the ones most effected by the
150 bridge being closed but that it would make the Town Beach safer and Lake Rd safer as a
151 recreational route and therefore she's in favor of it taking place over the summer months. She
152 also stated that she would be in favor of the five ton weight load as well.

153 Greg Smith stated that he has a significant concern for the children that walk through the bridge
154 to get from one side of the beach to the other. A solution could be to build wood walkways on
155 each side enhancing safety and allowing for traffic as well.

156 James Faulkner asked what constraints the town has with preserving the bridge to its historical
157 structure if the town wants to make changes.

158 Judith Eurlich, VTrans Historic Preservation Officer and Architecture Historian, stated that the
159 review of these projects is done under section 106 of the National Historic Preservation Act and
160 under section 4F which is part of the National Transportation Act. She went on to state that
161 some changes can be made but the goal when rehabilitating something historic is to try to retain
162 as much original material as possible with the understanding that if something is deteriorated it
163 can be replaced. If something was designed poorly and shows a repeat fail changes can be made
164 to the design. If a change is needed every effort is made to keep it subtle and less visible. A
165 walkway could potentially be built next to the bridge without it being attached.

166 James Faulkner stated that the easements are so small so he would like the walkway to be able to
167 be attached to the bridge.

168 Judith Eurlich stated that the Historic Covered Bridge Committee is formed with VTrans staff
169 and they would weigh in on this decision making as well.

170 James Faulkner stated that the ambulance doesn't go through the bridge because it's currently
171 too small. This is a safety issues and it would be great to have this corrected.

172 Kelly Devine received confirmation from Laura Stone, that adding a walkway would require
173 additional funding since it would likely be considered an enhancement to the bridge. However,
174 the work could be done at the same time with the same contractor.

175 Margaret Russell received confirmation from Josif Bicia, that while the bridge is being worked
176 on it would be closed to pedestrians and cyclists due to liability to the contractor.

177 Bill Reagan stated that he endorses Mike Russell's plea that the bridge should be as it was
178 historically built for and only be used by pedestrians. If this isn't possible it's his hopes that an
179 architecturally appropriate walkway could be attached to the bridge or even a separate structure.
180 This would be helpful for creating a trail that will ultimately go across that area to connect the
181 Town Beach to the Village Center.

182 Dave Cohen stated that he would endorse closing the bridge to automobiles and making it strictly
183 for pedestrians and cyclists. He went on to state that the expense would likely be less and the
184 money saved could potentially go toward beach projects.

185 Kelly Devine stated that the funding for this project is mostly state funded and if it was decided
186 to make the bridge strictly for pedestrian use then there would be no cost share since the state
187 funds are for roadways.

188 Laura Stone stated that this particular bridge is part of the Infrastructure Investment and Jobs Act
189 so it's part of the general funds bridge program which means the construction of the bridge will
190 be 100% federally funded and the town will have a share of either 2.5%, 5% or 10% depending
191 on design and right of way costs. She went on to state that with the bridge rehabilitation and
192 road closure it would be a 2.5% cost to the town for the design. It's unknown if the federal
193 funding is contingent on the bridge remaining a roadway. Laura Stone will find the answer and
194 report back to the Selectboard.

195 Deirdre Holmes stated that she would like to know if the Complete Streets Policy would apply
196 for this project.

197 Tom Sumner stated that the Complete Streets Policy would apply with the building of a new
198 bridge but not with preservation of an existing historical bridge such as this.

199 Lewis Mudge received confirmation from Josif Bicia that if the bridge is rehabilitated for
200 pedestrian use only that would mean that more of the original bridge could be preserved.

201 Dan Cole stated that he is opposed to closing the bridge to automobile use.

202 Mike Russell stated that it's no further to get to any location from CVFRS regardless of bridge
203 use.

204 Patrice Machavern stated she would like to know when there has been a traffic study done
205 regarding volume of traffic along the Lake Rd section heading north from Ferry Rd to the Town
206 Beach both during summer and the off season. She went on to state that it's correct that it's no
207 further from the fire station from either side of the town beach but there are times when the
208 ambulance is in the field and in those instances response time is delayed due to not being able to
209 use the Holmes Bridge. Patrice Machavern stated that if it's decided to close the bridge to
210 automobiles and have it as pedestrian use only it may create an issue with people parking on the
211 side of the road on the south side of the bridge. She went on to state that it will create increased
212 traffic coming off of Greenbush Rd onto Lake Rd.

213 Charles Russell stated he would like to know if the braces could be raised up so that they don't
214 continue to get hit by automobiles.

215 Josif Bicia stated that braces have always been there and are needed. Unfortunately, they are
216 already as high up as they can be to allow for functionality. The upper bracing needs to be
217 improved in addition to the knee braces which would include some diagonal bracing on the top.

218 Paul Plant stated that it doesn't make sense not to rehabilitate the bridge to allow for the
219 ambulance to use it. In an instance where they need to get to Burlington it would create a much
220 faster route.

221 Jessie Bradley stated that she wonders with today's technology if there might be a way to alert an
222 automobilist that their vehicle is too high for use of the bridge.

223 Josif Bicia stated that an automobilist would need to be alerted of being oversized for the bridge
224 well before approaching the bridge. He's unaware of technology that would notify a vehicle
225 prior to getting to the opening of the bridge. He went on to state that the town could decide to
226 place a camera for the purpose of identifying those that make contact with the bridge.

227 James Faulkner stated that if residents had further comments or questions they could email or
228 there could be another meeting in order for all to feel like they've had the opportunity to speak.
229 Discussion was had as to the best next steps.

230 Nathaniel Bareham will post the contact information on the town Website and he volunteered to
231 compile the questions and comments so that it's presented to project engineers in a more
232 organized manner.

233

234 **Public Comment**

235 No comments were made.

236

237 **Highway Access Permit – HAP-24-03 (Maguire)**

238 Kelly Devine stated that the application has been corrected according to the Selectboard request.

239 Lewis Mudge stated that this application has been pushed out twice for administrative reasons.

240 James Faulkner stated that DRB has conditioned that Maguire obtain a HAP before going to final
241 review. Currently the Maguire application indicates that lot two will have twenty senior housing
242 units.

243 Discussion was had regarding process and if the Selectboard were to approve this HAP if a
244 conditional approval would be appropriate or not.

245 Nathaniel Bareham stated that two fees have been made on this HAP so far. It would be
246 appropriate to waive the second fee.

247 Brownie Adsit stated that not everyone is approving of the location for this highway access by
248 the Sheehan property. The process of approval prior to knowing the purpose for this highway
249 access seems backwards. He went on to state that there seems to be some question as to if the
250 highway access could be at the Spear Street location.

251 Frank Tenney stated that the role of the Selectboard is only for the right of way. Although the
252 highway access veers toward the Sheehan property it's within the Maguire property. If residents
253 have issue with this location they need to voice their opinions to the DRB. Maguire already has
254 preliminary review from the DRB. He went on to state that the HAP policy states there should
255 only be one entrance to parcel development. There are three parcels and one HAP is going to be
256 for two parcels and the other HAP is going to be for commercial.

257 Bill Stuono stated that the HAP does not have a check mark next to commercial so it's unclear
258 what the application is actually for. There has been no proposal submitted for senior housing.
259 The DRB will be reviewing the café and the parking lot this Wednesday. He went on to state
260 that there has been no review by the fire department at this time and he would have concerns
261 regarding water access as well as fire engines and rescue vehicles being able to turn in and out.

262 Bill Stuono stated that Dave Marshall who completed the traffic study stated that this existing
263 condition marginally meets the 500 foot standard.

264 Kelly Devine reiterated that these types of issues go before the DRB and the traffic study didn't
265 come with this HAP, that would also go before the DRB. The Selectboard relies on the Road
266 Commissioners approval. She went on to state that this HAP is for residential and development.

267 Kurt Russell stated that he lives directly across from the proposed highway access location and
268 he has no opposition to the development there but the location is very unsafe for the highway
269 access. He's fearful that the probability for an accident is high at this location for east bound
270 traffic.

271 David Adsit stated that he is opposed to the location of this highway access location.

272 Paul Plante stated that there is a second entrance that is possible across from Hancock's, further
273 south from Sheehan's existing driveway.

274 Frank Tenney stated that there is an area just south of the grange that could be another possible
275 location for the highway access.

276 Kelly Devine encouraged all that have shared concerns this evening to go before the DRB when
277 and if this is brought up for use as commercial.

278 Discussion continued regarding the specifics of this HAP, voiced opinions regarding safety, the
279 fact that this has been approved by the Road Commissioner and a potential conditional motion
280 that could be made this evening.

281 Natalie Kanner stated that she feels it's important to allow the opportunity for all that want to
282 express their concerns.

283

284 **MOTION by James Faulkner, seconded by Lewis Mudge, to conditionally approve HAP-**
285 **24-03 pending final approval by the DRB for twenty units for senior housing proposed on**
286 **lot two and a proposed single family residence on lot one. VOTE: 4 ayes, 0 nays, 1**
287 **abstention (Kanner); Motion Carried.**

288

289 **MOTION by Lewis Mudge, seconded by Kelly Devine, to waive the \$100 application fee for**
290 **HAP-24-03. VOTE: 5 ayes, 0 nays; Motion Carried.**

291

292 **Discussion, and potential approval of, granting a Selectboard Member temporary authority**
293 **to approve Tree Removals Requests at Thompson's Point**

294 James Faulkner stated that the Town Attorney's legal advice was to not delegate this to a
295 Selectboard member. The rationale for this is that if any Thompson's Point resident wants to
296 appeal any tree removals they would be going before the Selectboard to do so. The Selectboard
297 member delegated to have the temporary authority to approve the tree removals would have a
298 conflict of interest. In light of this the Selectboard will delegate this authority to the Town
299 Administrator.

300 Charles Russell stated that town policy states that the Tree Warden be a town resident but since
301 this is a temporary role that requirement may not be an issue.

302 Robin Coleburn received confirmation that this temporary role will also include some other
303 issues within the town outside of Thompson's Point.

304 Discussion was had regarding the tree policy nearly being completed and that the Shade Tree
305 Plan is not going to be worked on during this time. A town Shade Tree Plan isn't required by the
306 state. The TA will only be executing policies that are already written. Interviews will take
307 place on May 20, 2024, for appointment of a new Tree Warden.

308

309 **MOTION by James Faulkner, seconded by Frank Tenney, to appoint the Town**
310 **Administrator, Nathaniel Bareham, as the temporary Tree Warden for the town of**
311 **Charlotte through June 30, 2024, until a new Tree Warden is appointed. VOTE: 5 ayes, 0**
312 **nays; Motion Carried.**

313

314 **Presentation, and possible approval, of crosswalk improvements to be made in the Town's**
315 **Right of Way by the Charlotte Public Library**

316 James Faulkner stated that the Town Library has a grant that is going to run out so they would
317 like to use it to upgrade the crosswalk by installing a flashing light that activates on demand. A

318 pedestrian can push a button when needing to cross. There would be no cost to the town with
319 this upgrade.

320 Margaret Woodruff stated that the Town Library received a grant from the American Library
321 Association and a subsequent grant from the Vermont Council on Rural Development which will
322 cover the entire cost of the project. This will include lights on both sides and will be
323 handicapped accessible.

324

325 **MOTION by Kelly Devine, seconded by James Faulkner, to approve Ferry Rd pedestrian**
326 **crossing improvement project between the Charlotte Library and the Charlotte Children's**
327 **Center as presented in the project plan dated for 4/11/2024. VOTE: 5 ayes, 0 nays; Motion**
328 **Carried.**

329

330 Deirdre Holmes, from the Energy Committee, stated she would like to know what the next steps
331 will be regarding the timing of it all.

332 Discussion was had and the timing is yet to be determined. Junior Lewis will be putting the
333 signs in but the painting will likely be done by Steve Mack.

334

335 **Request for approval of continued work to expand the Town Link Trail on Ferry Road by**
336 **the Trails Committee**

337 Jack Pilla stated that the Trails Committee wants to make sure the plans that they have are
338 approved by the Selectboard and then they will proceed with design and pricing. Maps and
339 pictures were presented to the Selectboard. This work goes from where the old health center is
340 and less than a quarter of a mile to the RR tracks. It's in the town right of way on the south side
341 of Ferry Rd. After the RR tracks there's another section roughly 0.1 miles that will bring
342 the trail to the train station paved entrance. Once you cross there, there will be a couple of
343 options. There is an existing Brass Trail that runs parallel to Ferry Rd that goes toward Lake Rd
344 and at this point there is a section to be completed that's less than 0.1 miles to get the path to
345 Lake Rd.

346 James Faulkner received confirmation from Jack Pilla that the Trails Committee is looking for
347 preliminary approval for taking the Town Link Trail to the RR track and beyond. The details
348 required for completing this work will be presented in another presentation from the Trails
349 Committee once all the logistics are figured out.

350 Jack Pilla stated that at the RR tracks the trail will end and immediately on the other side of the
351 RR tracks the trail will begin again.

352 James Faulkner stated that the Trails Committee will need to get permission from the Railroad.
353 Discussion was had regarding concerns with obstacles along the proposed path and property
354 owners awareness to the project.

355 Jack Pilla reiterated that the logistics will be worked on and presented to the Selectboard at a
356 later date. None of the wet areas are considered wetlands and technically the Trails Committee
357 can't contact individual property owners but all are aware except for one.

358 Bill Regan stated that Junior Lewis walked along this length of the trail and he didn't think it
359 would pose any major construction issues. There will be some extending of culverts and
360 providing of some fill is all. Working on the south side of the road vs the north is more practical
361 due to the steep ditches. He went on to state that he looked into an independent pedestrian
362 crossing at the RR tracks and the expense was significant. He supports Jack Pilla's idea for
363 crossing the RR tracks.

364 Discussion was had on the past Scoping Study that was done where there were several public
365 sessions held.

366 Bill Regan stated that the only question will be is if the town feels engineering studies need to be
367 done because in that case the project would need much more funding and would likely push out
368 the completion date by a full year. Based on Junior Lewis' advice it's the Trails Committee's
369 hopes that this portion of the trail can be completed without a full-fledged engineering study.

370

371 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to give preliminary approval to**
372 **the Trails Committee to continue the work to expand the Town Link Trail on Ferry Rd.**

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

374

375 **Request for approval of trees to be planted along the Town Link Trail by the Trails**
376 **Committee**

377 Bill Regan stated that the trees are screening trees and not shade trees. Two homeowners that
378 were supportive of the trails and provided the town with the necessary easements, asked for
379 screening trees for privacy and the Trails Committee said that seemed like a reasonable request
380 but they weren't guaranteed to these homeowners. He went on to state that one of the
381 homeowner's father is a landscape professional and he made a suggestion for the type of
382 screening tree to be considered. The cost of these trees can come out of the Trails budget, either
383 the annual Operating Fund or the Reserve Fund. Bill Regan stated that there has also been
384 discussion of getting funds from the Rutter Tree Fund for these trees. The pricing of trees will
385 follow the Selectboard's approval.

386 Kelly Devine stated that she is concerned about the precedence that it sets.

387 James Faulkner stated that he feels it doesn't set a precedence, this is a case by case basis and
388 would need Selectboard approval. These to residents feel they were promised these screening
389 trees and he feels it is appropriate to follow through in this instance.

390 Bill Regan stated that at least one of the two properties that will have these screening trees
391 planted on is within the town's easement, not on private property.

392 Discussion was had regarding the town tree planting agreement and that if a motion was made
393 tonight, in favor of this tree planting it would be contingent on a completed tree planting
394 agreement.

395 Frank Tenney stated that he would like a map with the location of the planted trees and he would
396 also like to know the number of trees so this can be added to the Town Tree Map.

397 Nathaniel Bareham stated that he reached out to Horsfords for an estimate on the purchase of
398 these trees. Work is being done on an application for tree planting as well as an updated Tree
399 Planting Agreement and the hopes is to have this completed by May 20th in time for appointing a
400 new Tree Warden.

401 Frank Tenney stated within that document a map of all town trees will be included.

402 Colleen Kiley stated that she is one of the homeowners and they weren't promised the trees as
403 Bill Regan stated they were told it was a viable option and they haven't been demanding the
404 trees but rather inquiring since it's currently planting season and their kitchen window is very
405 visible to the trail right now. She went on to state that they're not insistent in any particular type
406 of tree they simply gave a suggestion since her father is a landscape contractor.

407 Karen Frost concurred with Colleen Kiley and stated that the trail is being heavily used and dog
408 owners are not keeping their dogs on leash despite being asked. The trees would be helpful for
409 screening but will likely help to keep the dogs and the people on the trail as well. She walked

410 the area with an arborist and Arborvitae won't work in their section since it's too wet and that's
411 why she has requested a different type of tree.

412 Kelly Devine stated that the Selectboard should hear from the Trails Committee at some point
413 regarding the dog leashing issue since this is something she has heard of as an issue in many
414 areas in the town.

415 Karen Frost stated that the easement is 20 feet therefore the trees could easily be planted within
416 the town easement and avoid private property if desired. She went on to state that they have a
417 tractor and experience with planting trees and would be willing to plant the trees.

418 Vince Crockenburg stated that he would like to know where the funding of the trees will come
419 from.

420 Bill Regan stated that the funding will come out of the Trails fund.

421 Jack Pilla stated it would be nice to have it come out of the Rutter Tree Fund in order to preserve
422 funding for the trail work that remains to be done.

423 Discussion was had regarding the Rutter Tree Fund. It was concluded that without a Tree
424 Warden and with the lack of clarity on the use of the Rutter Tree fund it would delay the planting
425 of these trees if the Trails Committee opted to seek approval for use of the Rutter Tree Fund to
426 purchase the trees.

427 James Faulkner stated that Nathaniel Bareham will have more information to provide to the
428 Selectboard by May 20, 2024.

429

430 **Presentation, and possible adoption, of an Arbor Day declaration by the Rutter Fund**

431 Vince Crockenburg stated that this is coming from a group of individuals that have been working
432 with the Charlotte Tree Wardens over the years, first Larry Hamilton and then Mark Dillenbeck.

433 The goal is to ultimately qualify as a certified Tree City, USA for the Arbor Day Foundation.

434 There are currently 3,500 towns and cities across the USA who are certified as Tree City, USA
435 by the Arbor Day Foundation. In the state of Vermont there are nine; Essex Junction,

436 Burlington, South Burlington, Hartford, Middlebury, Montpelier, Rutland, Shelburne and

437 Winooski. He went on to state that in order to become certified as a Tree City four standards

438 must be satisfied. 1)The town governing body has to issue an Arbor Day declaration, celebrating
439 the day and the trees. 2)There needs to be a tree board. 3)There needs to be a community tree

440 plan. 4)The town needs to spend two dollars per capita per year on urban forestry which can

441 include everything from planting and caring for trees to taking them down. That has already

442 been satisfied this year with all of the work that has currently been done with all of the tree

443 planting. Vince Crockenburg stated that someone in the Selectboard would need to read the

444 proposed Arbor Day declaration.

445 James Faulkner stated it sounds like this is a two step process the first step would be to get the
446 declaration approved.

447 Discussion was had regarding the date of the Arbor Day celebration. Next year it will hopefully
448 coincide with the schools Arbor Day celebration.

449 Alexa Lewis stated the May 3rd date is Vermont's Arbor Day and the April 26th date is the
450 National Arbor Day.

451 Carrie Spear stated that the towns in Vermont that were listed as certified as Tree Cities are
452 much larger than Charlotte.

453 Vince Crockenburg stated that any public or private money spent on trees in public spaces will
454 count toward the required spending.

455 Robin Reid stated that in her opinion she doesn't approve of applying town efforts toward urban

456 planning and anything with the title of city in it. The town of Charlotte doesn't have urban
457 forestry.

458 Brandon Tiso stated that he thinks this proclamation isn't harmful and would be quite nice.

459 James Faulkner read the Arbor Day declaration.

460 Vince Crockenburg stated that going forward this is going to coincide with Vermont Arbor day
461 which is the first Friday in May.

462

463 **MOTION by James Faulkner, seconded by Frank Tenney, to issue the Arbor Day**
464 **Declaration for May 03, 2024. VOTE: 4 ayes, 1 nay (Devine); Motion Carried.**

465

466 **Application(s) for Use of Town Facilities:**

467 **1. Town Beach Party at the Town Beach on July 13th – Bill Fraser-Harris**

468 **2. Music at the Beach at the Town Beach on July 24th, 31st and August 7th – Bill Fraser**
469 **Harris**

470 Bill Fraser-Harris stated that these are the same event in every way that it was last year other
471 than the fact that there is a new band that will be playing this year. Both the Town Beach Party
472 and the Music at the Beach are events that have gone through the Recreation Commission and
473 they are assisting with the logistics of both of these events.

474

475 **3. Family Fun Day at the Town Green on June 1 – Charlotte Children's Center**

476 James Faulkner stated that this agenda item has been postponed until there is more information.

477

478 **4. Grange on the Green at the Town Green on June 27th, July 11th, July 18th, and July**
479 **25th - Charlotte Public Library**

480 Margaret Woodruff stated that this event is the same as last year's event.

481

482 **5. The Very Merry Theatre at the Charlotte Town Green on July 4th and August 2nd –**
483 **Charlotte Public Library**

484 Cheryl Sloan stated that this event is going to be the same as in the past and it will take place
485 July 4th at 12noon and August 2nd at 6pm.

486

487 Nathaniel Bareham stated that CVFRS has reviewed and approved all of these events.

488 Bill Fraser-Harris stated that as he has requested in the past he would like to find a way to take
489 donations through electronic payment instead of cash donations. This would increase
490 accountability of the donations for these events and would be beneficial for all town events.

491 Nathaniel Bareham stated that he will look into this further.

492 Bill Regan stated that the Trails Committee has a fundraiser every year and they have had the
493 same issue with people wanting to have a way to pay electronically. It would be beneficial if
494 there was a way for people to pay without needing to have cash or checks.

495

496 **MOTION by Kelly Devine, seconded by Lewis Mudge, to approve applications for the use**
497 **of town facilities for: the Town Beach Party at the Town Beach on July 13th, Music at the**
498 **Beach at the Town Beach on July 24th, 31st and August 7th, Grange on the Green at the**
499 **Town Green on June 27th, July 11th, July 18th, and July 25th and The Very Merry Theatre**
500 **at the Charlotte Town Green on July 4th and August 2nd. VOTE: 5 ayes, 0 nays; Motion**
501 **Carried.**

502

503 Review, and possible approval, of Replacing a Septic Tank at Thompson's Point

504 Nathaniel Bareham stated this was removed from the agenda during the adjustments to the
505 agenda.

506

507 Presentation, and possible approval, of a Town Beach Septic Request for Proposal

508 James Faulkner stated that last spring there was a repair that came to more than \$3,000 and it has
509 failed already so the plan is to replace the Septic tank at this point.

510 Nicole Conley stated that a grant was received of \$14,400 that will go towards the project.

511

512 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the requests for bids**
513 **May 6, 2024, for the replacement of the pumping station at Charlotte Town Beach. VOTE:**
514 **5 ayes, 0 nays; Motion Carried.**

515

**516 Presentation, and possible approval, of a Town Beach Event Policy by the Recreation
517 Director and Recreation Commission**

518 Nicole Conley stated that edits were made based on the last meetings conversation as well as
519 feedback provided by Lewis Mudge.

520 The redlined version of the policy was shared with the Selectboard to show the adjustments
521 made.

522 Nicole Conley stated that her hopes are that the Selectboard will approve the policy this evening.

523 Robin Reid stated that it's not designed for enforcement right away.

524 Frank Tenney asked if there was a maximum capacity for events at the beach within the policy.

525 Discussion was had regarding the pros and cons to including a maximum capacity for events at
526 the beach.

527

528 **MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the Town of Charlotte**
529 **Beach Event Policy as submitted by the Charlotte Recreation Commission. VOTE: 5 ayes,**
530 **0 nays; Motion Carried.**

531

532 Discussion on Personnel – Possible Executive Session per 1 V.S.A. § 313(3)

533

534 **MOTION by Frank Tenney, seconded by Kelly Devine, to enter executive session pursuant**
535 **to 1 V.S.A. § 313(3) for the purpose of discussion of the employment of the Recreation**
536 **Director, with a final decision and explanation for the decision to be made during the open**
537 **meeting. I further invite the Recreation Director and Town Administrator into this session.**
538 **VOTE: 5 ayes, 0 nays; Motion Carried.**

539

540 **MOTION by Frank Tenney, seconded by Kelly Devine, to exit out of executive session.**
541 **VOTE: 5 ayes, 0 nays; Motion Carried.**

542

543 Kelly Devine stated that the Selectboard went into executive session to accept the resignation of
544 the Town Recreation Director, Nicole Conley and this resignation was reluctantly accepted by
545 the Selectboard.

546

547 **MOTION by Kelly Devine, seconded by James Faulkner, to accept the resignation of the**

548 **Town Recreation Director, Nicole Conley. VOTE: 5 ayes, 0 nays; Motion Carried.**

549

550 Kelly Devine expressed sincere gratitude to Nicole Conley for all the work she has done for the
551 town of Charlotte.

552 All concurred.

553

554 **MOTION by Kelly Devine, seconded by Lewis Mudge, to update the job description at**
555 **the Town of Charlotte for Recreation Director and that Town Administrator, Nathaniel**
556 **Bareham, Selectboard member, Natalie Kanner and Nicole Conley will work on its**
557 **completion. VOTE: 5 ayes, 0 nays; Motion Carried.**

558

559 James Faulkner stated that next steps will include appointing an interim Recreation Director.
560 Also, a hiring committee will be established.

561

562 **Discussion on the Renewal of Town Contracts – Possible Executive Session per 1 V.S.A. §**
563 **313(1)(A)**

564 James Faulkner stated that this will be postponed until the next meeting due to the time.

565

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

567 James Faulkner stated that the town employees updated benefits and health insurance needs to be
568 accomplished soon. Originally this was indicated to be completed by the end of May.

569 Frank Tenney stated that it would be appropriate to create a small committee made up of a
570 couple members of the Selectboard and a couple members of the Fire Department to go over the
571 Fire Department's MOA document and come up with an updated version.

572 All concurred.

573 Frank Tenney and Kelly Devine volunteered to be on this committee.

574

575 **Approve Meeting Minutes for April 22, 2024**

576 James Faulkner stated that this will be postponed until the next meeting due to the time.

577

578 **Adjournment**

579

580 **MOTION by Lewis Mudge, seconded by Kelly Devine, to adjourn. VOTE: 5 ayes, 0 nays;**
581 **Motion Carried.**

582

583 The meeting was adjourned at 10:21 p.m.

584

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