

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, March 24, 2025**  
**Charlotte Town Hall 159 Ferry Road and via teleconference**

**SELECTBOARD MEMBERS:** *In person:* Lee Krohn, Chair; Frank Tenney, Vice Chair; Lewis Mudge; Natalie Kanner; J.D. Herlihy

**ADMINISTRATION:** Nathaniel Bareham Town Administrator

**OTHERS:**

**In person:** Alexa Lewis, Jack Pilla, Lane Morrison, Louis Cox, Ruth Swennerfelt, Susan Smith Bill Stuono

**Remote:** Paul Plante, Brett Yates, Brian Fortin, Carrie Spear, Janet Morrison, Hugh Lewis Jr., Lindsay Smith, Rebecca Foster, Ruth Uphold, Tyler Lewis

**AGENDA ITEMS:**

- 7:00 PM      Approval of Consent Agenda  
                 a. Meeting Minutes for March 10, 2025  
                 b. Renewal of Town Garage lease to the Road Commissioner  
                 c. FY26 Roads and Highways Annual Financial Plan  
                 d. FY26 Certification of Compliance for Town Road and Bridge Standards  
                 e. Letter of Support for CCRPC's FY26 Unified Planning Work Program
- 7:05 PM      Adjustments to the Agenda
- 7:10 PM      Public Comment for items not on the Agenda
- 7:15 PM      Selectboard & Town Administrator's Updates  
                 a. Update on Walter Irish Friends of the Senior Center  
                 b. Update on Dorset Street Bridge Funding Options
- 7:20 PM      Discussion, and possible action, on awarding the Mowing and Land Maintenance Contract – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)
- 7:35 PM      Discussion, and possible action, on a Trails Committee request to authorize the use donated funds from the Trails Reserve Fund for maintenance projects
- 7:45 PM      Discussion, and possible action, on a job description and advertisement for an Assistant Senior Center Director
- 7:55 PM      Discussion, and possible action, on amending the Selectboard's Rules of Procedure
- 8:05 PM      Discussion, and possible action, on FY26 Municipal Planning Grant
- 8:15 PM      Discussion, and possible action, on delegating the review/approval of Applications for the use of Town Lands to the Town Administrator
- 8:25 PM      Discussion of public outreach initiatives:  
                 a. Annual Selectboard Retreat  
                 b. Monthly Coffee Hour with Selectboard Members  
                 c. Monthly Meetings with Committee/Commission/Board Chairs

8:40 PM Discussion of April Interview and Appointment Schedule for Town Committees, Commissions, and Boards  
8:50 PM Discussion of Personnel – Possible Executive Session per 1 V.S.A. § 313(a)(3)  
9:05 PM Approval of Warrants  
9:10 PM Adjournment

### **Call to Order**

Lee Krohn called the meeting to order at 7:01 p.m.

### **Approval of Consent Agenda**

J.D. Herlihy stated that he would like to remove items b and c from the consent agenda.  
Lewis Mudge stated that he would like to remove item e from the consent agenda.  
Lee Krohn stated that all items other than the meeting minutes relate to each other so the Selectboard will go through all the items following the vote on the meeting minutes to allow for the requested discussion.

### **a. Meeting Minutes for March 10, 2025**

**MOTION by Natalie Kanner, seconded by J.D. Herlihy, to accept the meeting minutes for March 10, 2025. VOTE: 5 ayes, 0 nays; Motion Carried.**

### **b. Renewal of Town Garage lease to the Road Commissioner**

J.D. Herlihy stated that for precedent rationale the lease should have language that states that the municipal building is for use for business of the town. The terms of the lease should be proportioned to the amount of use for town use vs private business.

Frank Tenney stated that the amount of the lease was determined because Hugh Lewis Jr. is the town's Road Commissioner and if there was some large fee it would just end up being an added expense that Hugh Lewis Jr. would be forced to charge in his budget. He owns all of his equipment and stores it there and works on it there.

J.D. Herlihy stated that this lease will be the template that will be used in the future. It would be appropriate to have it stated in the lease that the Town Garage facility is to be used predominately for municipality uses. Because of the way the building was approved zoning wise, it doesn't meet setbacks so it can only be used for municipal uses. It can never be used solely for private uses.

Discussion was had regarding the fact that the lease will be terminated at the time of Hugh Lewis Jr.'s retirement.

**MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the Town Garage renewal lease to the Road Commissioner as presented in the packet. VOTE: 5 ayes, 0 nays; Motion Carried.**

### **c. FY26 Roads and Highways Annual Financial Plan**

### **d. FY26 Certification of Compliance for Town Road and Bridge Standards**

Nathaniel Bareham stated that this plan is updated for the town annually by CCRPC. He was unable to get a copy of the FY26 Roads and Highways Annual Financial Plan or the Certification of Good Standing prior to tonight's meeting. The rationale for expediting this process was to

allow for the application to go out for grant funding in particular for grant funding for scoping work on the Dorset Street Bridge. The grant application window closes before the Selectboard's next meeting on April 14, 2025.

Lee Krohn stated that he understands some hesitancy regarding approving something that hasn't been seen but if the Regional Planning Commission and the town's Road Commissioner has certified these things exist and are complete it seems appropriate to approve them.

Nathaniel Bareham stated the FY26 Roads and Highways Annual Financial Plan has numbers that come from a relatively standard formula that has been used for the last decade.

Discussion was had regarding comfort level of moving forward with it pending final approval from the Selectboard Chair.

**MOTION by Lewis Mudge, seconded by Frank Tenney, to approve the FY26 Roads and Highways Annual Financial Plan and the FY26 Certification of Compliance for Town Roads and Bridge Standards pending final review by the Selectboard Chair. VOTE: 5 ayes, 0 nays; Motion Carried.**

**e. Letter of Support for CCRPC's FY26 Unified Planning Work Program**

Nathaniel Bareham stated that this Letter of Support for CCRPC's FY26 Unified Planning Work Program is something that the Selectboard has done, and the town has submitted annually. There was discussion during the budget conversations in December and January regarding how much money to set aside to request additional hours from CCRPC moving forward for FY26. Last year 36 hours was in the budget. In December we requested additional support from them to wrap up the East West Village Project in July. He went on to state that the Selectboard had the conversation and tentatively approved the \$4,000 match and submitted the application. The letter of support for CCRPC's FY26 is a follow up to that confirming that we have budgeted for this request. This money is to be used to offset their staff support for the Planning Commission. Nathaniel Bareham went on to state that this would be submitted annually regardless of having a Town Planner or not but we are asking for additional time with the understanding that we don't currently have a Town Planner.

Frank Tenney stated that the time frame for redoing the town plan is eight years. The last town plan was adopted in 2018 but it was amended on November 5, 2019. It might be possible that there is additional time prior to the deadline due to the amendment in 2019.

Natalie Kanner stated that based on the town's staffing needs and the Town Plan this is the bare minimum of what has been requested.

**MOTION by Natalie Kanner, seconded by J.D. Herlihy, to approve the Letter of Support for CCRPC's FY26 Unified Planning Work Program. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Adjustments to the Agenda**

None.

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

Alexa Lewis stated she is in attendance this evening on behalf of the Earth Month Coalition and she invited the Selectboard and family to all of the Earth Month events. There is an opening event on Saturday April 5, 2025, from 9am to noon, on the town green and at the Library

dependent on weather. Throughout the month there will be talks and walks on beavers, birds and trees. Every day has something planned and the amount of participation from all the volunteer committees in town is exceptional.

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

#### **Update on Dorset Street Bridge Funding Options**

Nathaniel Bareham stated that there is grant money that is available to assist in the short term with doing some scoping work on the Dorset Street Bridge and there may be some short term repair options. The plan is to begin moving forward with getting some estimates and with trying to sort out what types of short term solutions are available in the next three weeks. These will be presented to the Selectboard at the next meeting, April 14, 2025. He went on to state that the scoping work will also look at long term solutions but the goal is to uncover what options there are for the short term solutions and grant funding to cover those costs.

#### **Update on Walter Irish Friends of the Senior Center**

Nathaniel Bareham stated that he and J.D. Herlihy had had a conversation regarding having an initial outreach to the Friends of the Senior Center. This outreach would be to talk about having a more formal memorandum of understanding developed between the two bodies to rectify issues of miscommunication and to have a better understanding of the roles of each body as they relate to the operations and management of the Senior Center. There is no memorandum in place at this point in time.

J.D. Herlihy stated that he attended the PC meeting last week and the PC is working on the outcome of the village planning sessions they went to and they will have some potential changes to the land use regulations to present. The goal is to have things on the ballot in the fall that will include potential village planning changes and also other rewrites they have been working on over the past year.

Frank Tenney stated that there is nothing to report on regarding the DRBs at this time.

Natalie Kanner stated that as an update a grant had been given to the Energy and Climate Action Committee for them to use a consultant to look into some options for the town to convert some of the town's equipment to be more sustainable and also to investigate some solar array options throughout town. As the liaisons she and Frank Tenney have advised them to do outreach to the community to educate on what they are hoping for. This may come up during the Earth month festivities.

Frank Tenney stated that they will be at the opening event on April 5, 2025. Their proposal for solar and the upgrades for the town buildings is to be separated out so there is a separate dollar number for the buildings and the locations for the solar arrays vs one large total.

Natalie Kanner stated that the Declaration of Inclusion has been posted in the doorway here at the Town Hall and will also be posted shortly on the town website.

Lewis Mudge stated that he attended a Union meeting last week.

Frank Tenney stated that at the Park and Wildlife Refuge meeting there was discussion regarding the deer population, trees and paths that needed to be repaired.

Lee Krohn stated that he went to the board meeting of CVFRS and there was discussion regarding the possibility of the Federal government cuts to Medicaid and Medicare reimbursements which will affect the reimbursements and revenue for EMS agencies. This is a huge concern for the town, statewide and nationwide as well.

Lee Krohn stated that an existing memorandum of understanding between the town and CVFRS needs to be reviewed, updated and signed. It's somewhat out of date and there's a shared hope to have it reviewed and put back on track.

Frank Tenney stated that this is something that he worked on with Kelly Devine in the past and he is willing to complete this task.

Lee Krohn stated that he has taken a look at this agreement and it doesn't look complicated or in need of updating other than fresh signatures and dates.

Lee Krohn stated that he did several hours of Selectboard training with VLCT on Saturday with three topics in particular related to roles and responsibilities of Selectboard members.

Transparency was discussed, which was a big issue here this year as well as managing effective meetings.

**Discussion, and possible action, on awarding the Mowing and Land Maintenance Contract – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)**

Nathaniel Bareham stated that Steven Smith, owner of Identical Properties Services LLC is retracting his bid since he accepted a contract for another municipality and therefore he feels that he doesn't have the capacity to handle another municipality contract.

Nathaniel Bareham stated that he attempted to reach out to National Snow to confirm not only the references but also their identity because there was no name listed in the bid form. After two weeks of attempting to reach them by phone and with no success with finding anything online in the form of a webpage, he went to the address and there is nothing listed for that property. Some of the references went straight to voicemail without any official names stated. Consequently, he is recommending that the Selectboard remove this bid that lacks legitimacy from the table of options leaving only Fortin's Lawncare.

Jack Pilla received confirmation from Nathaniel Bareham that this contract includes the corrections made to the mowing and maintenance of the town trails.

**MOTION by Frank Tenney, seconded by J.D. Herlihy, to award the Mowing and Land Maintenance Contract to Fortin's Lawncare for the total of \$31,620 with an hourly rate of \$55/hour. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible action, on a Trails Committee request to authorize the use donated funds from the Trails Reserve Fund for maintenance projects**

Jack Pilla stated that the Trails Committee wants authorization from the Selectboard to transfer the donated funds from the Trails Reserve Fund to the Trails Operating account. The money raised from the annual letter is \$3,150. The Trails Committee should be able to use that money in the annual operating account for whatever is needed to be done for the trails. Currently volunteer members of the committee are using their own money to purchase items and to pay for

advertising that was done to support the article. Currently there are over \$500 in expenses that committee members have taken out of their own checkbooks.

J.D. Herlihy stated that these funds have been incorrectly placed into the Reserve Fund and there should be an accounting correction. The funds should go to a special fund or restricted fund not in the Reserve Fund. The concern here is that if the Selectboard approves this as is written it may be confused as part of the \$5,000 that was approved by the article vote and these donated funds aren't part of that amount.

Jack Pilla stated the \$3,150 is totally separate as it's from the donations from the Trails Committee's annual letter to be used for general purposes.

J.D. Herlihy concurred.

Frank Tenney stated that the rationale for the funds going to the Reserve Fund is to make sure that the money stays with the trails funding since it goes back to the general fund if it's not used by the end of the year and the Reserve Fund allows it to stay with trails whether or not it is used.

Jack Pilla stated that it will be used before the end of the year without any difficulty.

Natalie Kanner stated that she understands the concern but any changes that may be necessary can't be made without the Town Clerk's presence.

Discussion was had regarding the Reserve Fund being designated funds for the creation of trails and not for maintenance of trails.

Jack Pilla stated that there is no money currently in the Trails operating account.

Alexa Lewis stated that she is one of the town auditors and with discussions with the independent auditor it has been verified that there are different types of monies in the town accounts. In the Reserve accounts there are funds committed by the voters based on an article for a specific purpose. The donations are typically put in a restricted account based on the donors' wishes. She went on to state that the operating account is the individual budgets that are approved every year and there are different line items of which can be overspent or underspent at the discretion of the Selectboard. There are three different controls on each of those. With erroneously putting funds in the Reserve Fund a correcting entry should be put in the books and a transfer of funds should occur to a new account. The internal controls policy requires the Selectboard to approve and initial any accounting transfers between funds monthly. Alexa Lewis went on to state that this hasn't been done but that would show the movement from say a reserve account to a donation account. A suggestion would be to have Mary Mead make the correcting entry of which could be done as soon as tomorrow. She went on to state that the Selectboard will want to discuss delegating authority to the different committees in town to the point they feel comfortable to allow them to access their funds without having to itemize approvals each time.

Lewis Mudge stated that he concurs with Natalie Kanner that the town Treasurer, Mary Mead should be present before making any authorizations.

Further discussion was had regarding the Trails Reserve Fund and it's defined purpose.

Jack Pilla stated that the Trails Committee requested a budget of \$10,000 this year but instead the Selectboard gave a budget of \$1,500 and a transfer of \$5,000 from the general budget of the town into the Trails Reserve Fund for trails maintenance but all of that should have just gone into the trails annual operating budget.

Frank Tenney stated that the Trails Reserve Fund houses funds that are earmarked for different purposes for the Town Trails.

J.D. Herlihy stated that the \$5,000 that is allocated for the Trails Maintenance isn't to be transferred until the new fiscal year.

Further discussion was had regarding remedying the erroneous deposit of trails donations into the Reserve Fund by moving the funds to a new account potentially called a trails donation account.

Alexa Lewis stated that the Selectboard has the power to overspend the operating budget line item now and make the transfer later.

Jack Pilla stated that the amount that members of the Trails Committee have spent out of their own pockets due to not having access to the trails funds is \$516.92.

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the temporary overspending of the trails operating budget by \$1,000. VOTE: 5 ayes, 0 nays; Motion Carried.**

Jack Pilla stated that he would also like a way for the Trails Committee to see monthly statements so they can stay up to date.

Lee Krohn concurred this request.

Natalie Kanner stated that she is grateful for the Trails Committee's patience with all of this.

**Discussion, and possible action, on a job description and advertisement for an Assistant Senior Center Director**

Lee Krohn stated that the town has had someone in a similar position and it's been rewritten as a slightly reconfigured position. This is on the agenda for approving this proposed job description position and advertising for someone new to take over this role.

Nathaniel Bareham stated that this is a part time position of 19 hours per week.

Frank Tenney stated that if this position is going to have evening or weekend hours it should be stated in the job description.

Lane Morrison stated that the intent was to make this position flexible. This vacancy have been there since October. The hopes are that the job description won't be over defined in order to give them flexibility with the role.

Lee Krohn stated that the job description states part time, 19 hours per week and following this, language could be added such as, "may be flexible regarding the needs of the Senior Center".

Lane Morrison stated that that would be perfect.

Nathaniel Bareham stated that the goal of updating this job description was to put into effect more administrative roles for this title.

J.D. Herlihy stated that it would be appropriate to add language under work conditions and Schedule, as line E, "may require occasional morning, evening and weekend work".

Frank Tenney stated that under letter G it states to assist the Senior Center Board and Director.

Lee Krohn stated that letter G could be adjusted by simply striking who this role is helping. All concurred.

J.D. Herlihy stated that he and Nathaniel Bareham discussed having a hiring committee. All concurred.

**MOTION by Lee Krohn, seconded by Frank Tenney, to accept the job description as amended this evening and move forward with the hiring process. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible action, on amending the Selectboard's Rules of Procedure**

Nathaniel Bareham stated that under section D, Agendas, subsection 4, there is draft language that provides some guidelines and general procedures for implementing a consent agenda in terms of how to review and approve a consent agenda.

Nathaniel Bareham read this draft language aloud of which is included in the Selectboard's Rules of Procedure in tonight's meeting packet.

All concurred to remove the language of requiring a unanimous vote and replacing it with language of requiring a majority vote for items contained within the consent agenda.

Discussion was had at length regarding the language of shall, must or may in the second sentence where it states the Selectboard Chair "shall" ask if any Selectboard member(s) want to discuss any of the items listed on the consent agenda.

All concurred that changing the "shall" to "may" was appropriate.

Nathaniel Bareham stated that Section F Public Participation, subsections 1 and 2 are areas up for discussion since past discussion was had regarding the current rules of procedure potentially being perceived as out of line with state statute. He went on to state that his proposal is a modification of the statutory language which states that "Public comment shall be subject to reasonable rules established by the chairperson." This provides clarity for procedure and the enabling legislation that requires allowance for reasonable opportunity for the public to express their concerns.

Lewis Mudge stated he is unsure as to where it's being stated that there is a requirement that the comment is germane to the action item with the language.

Natalie Kanner stated that the subsection 2 could be eliminated all together since all of subsection 1 covers the necessary elements.

Lee Krohn concurred.

Lee Krohn stated that he spoke with VLCT and they clarified that the Selectboard doesn't have to allow open comment on topics that aren't on the agenda already but that is something that the Charlotte Selectboard does. However people do need to be allowed to speak on items on the agenda prior to Selectboard votes.

Lee Krohn stated that he would suggest that subsection 1 remain with the language "that in accordance with Vermont Open Meeting Law" remain without citing a specific statutory element. This way if the state changes their statutory construction this won't be out of sync. Secondly he suggested considering striking subsection 2.

All concurred.

J.D. Herlihy stated that under Section C Organization, subsection 8 includes that the reason that members can't be on multiple boards is because of the opportunity to have multiple conflicts of interests. This doesn't make sense and it would be appropriate to change this language to "undo influence" as that is the actual concern.

All concurred with this change of language or removal of the defining sentence all together.

Discussion was had regarding the exception of the Park and Wildlife Refuge in this directive.

All concurred that the Park and Wildlife Refuge should be removed from the list of exceptions.

Discussion was had regarding working groups and whether Selectboard members should or shouldn't be active participant of these working groups.

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to adopt the amended Selectboard Rules of Procedures. VOTE: 4 ayes, 1 nays, (Tenney); Motion Carried.**

**Discussion, and possible action, on FY26 Municipal Planning Grant**

Nathaniel Bareham stated that the grant is due by the end of March and with not having a Town Planner currently he has taken it upon himself to get a draft grant done for the Selectboard to review. The purpose of this grant is to help offset the cost of having CCRPC provide staffing support as we move forward with the town plan update. That staffing support is going to ensure that statutory requirements are maintained for regional and state guidelines which is outlined in the grant itself. He went on to state that for example this includes looking at Act 181 and Act 74 requirements as it relates to housing targets, updating town maps to incorporate additional data on energy usage, equitable impacts of environmental issues. All of these are top down requirements that are provided by the State and the Town must incorporate these changes into our town plan update in order to be approved Regional Planning Commission.

Nathaniel Bareham went on to state that this grant request is for \$20,000, which requires a 10% match. The plan is to put up a 20% match, \$4,000 total, which has been budgeted for in the next fiscal year. In addition to that we will be looking at getting a consultant to come in to assist with more substantive public outreach and engagement for other aspects of the town plan update as the PC sees fit. He went on to state that he reworded this grant to provide the town with the necessary technical support to do additional mapping, to abide by statutory guidelines, and also, to look at how we can be better at targeting development within the village centers but also steering development away from our rural district.

Nathaniel Bareham stated that the town is doing a 20% match vs a 10% match because it increases the chances of the town receiving the grant.

Lee Krohn stated that he has been involved in multiple town plan rewrites in multiple towns and it's true that if you can provide more than the minimum local match it increases your chances because there are limited funds statewide. With the short staff situation here in Charlotte, focusing on some key aspects of the town plan that the town is required to do by the state is an efficient use of time and resources.

Lewis Mudge stated that he has concerns due to the history of the past Town Administrator's grant work that caused the town to have to repay funds.

Nathaniel Bareham stated that with this grant his understanding is that there is no requirement to implement adoption. This doesn't apply to amending or adopting the town's LURs, it is strictly for trying to offset costs and obtain some technical assistance as we move forward with the town plan update for 2026 that we are required by statute to do.

Lewis Mudge stated that he has concerns with CCRPC due to past disappointments.

J.D. Herlihy stated that all that is required is for the PC to draft potential language but there is no requirement for it to go any further than that.

Nathaniel Bareham stated that in 2024, CCRPC did provide the town with a substantial audit on the town plan and clarified what areas of the town plan have to be updated in order to be compliant.

Lewis Mudge received confirmation that CCRPC is coming in as a consultant and roughly for 100 hours of staff time.

Nathaniel Bareham stated that that is just to get the minimum requirement of the town plan up to date and compliant with statute.

Discussion was had regarding the resolution that has been approved by the Planning Commission.

Lewis Mudge stated that his priority is to be cognizant of the Town Administrator's work load. Nathaniel Bareham stated that it's not only a matter of staff time but also a matter of expertise so that when we submit our town plan back to the RPC for final approval as we are required to do, that we don't have to scramble at the last minute to make needed changes.

J.D. Herlihy stated that this grant isn't just a need for lack of a town planner, if we had a town planner, the town planner would be telling the Selectboard that this is needed and would be the person filling out the paperwork instead of the TA.

Bill Stuono stated that all should be aware of the timeframe. The last town plan was approved March 6, 2018. It's very ambitious to have a new town plan ready and voted on and approved one year from now. Help is definitely needed and at the bare minimum the mapping requirements have a need for expertise. There are aspects of the town plan that need to be changed. He went on to state that he has concerns regarding CCRPC due to their housing targets for the town of Charlotte still not being submitted to the town but that is an unrelated issue.

There is a big statewide push for all municipalities to expand water and sewer. Keep in mind that their stated goals for Chittenden county is 10,000 more housing units within five years. Bill Stuono stated that he fully supports the application for this grant and he urges the Selectboard to involve the Planning Commission when it comes to administration of this grant.

Natalie Kanner stated that when the topic came up just after losing the town planner the PC recommended to the Selectboard to not hire a new town planner right away and that they had the capacity to help with the duties of the town planner. It's unclear if that capacity to help out is still there.

Bill Stuono stated that he can't speak for the PC as a whole since he's on the board but isn't the Chair or Vice Chair. The PC input was that a rushed decision shouldn't be made at the time of losing the town planner and that the PC could get by with another part time town planner to suit their needs.

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve the application for the FY26 Municipal Planning Grant and to approve the resolution authorizing submittal of the grant. VOTE: 5 ayes, 0 nays; Motion Carried.**

**Discussion, and possible action, on delegating the review/approval of Applications for the use of Town Lands to the Town Administrator**

Lee Krohn stated that he wondered if there might be some routine items that could be delegated to the Town Administrator.

Discussion was had regarding the value to the applications coming before the Selectboard but also the ability of the TA to complete review of these applications which will free up the Selectboard to get to other important tasks during the Selectboard meetings.

Margaret Woodruff stated that she would like to know if the Selectboard would consider a way to expedite annual town events.

Nathaniel Bareham stated that he could wait to provide approval of repeat event applications until he made the board aware of the events.

Lewis Mudge stated that he would consider this being placed on the consent agenda. All concurred.

**Discussion of public outreach initiatives:**

All concurred that for the sake of time this agenda item would be pushed out to the next Selectboard meeting.

**a. Annual Selectboard Retreat**

**b. Monthly Coffee Hour with Selectboard Members**

**c. Monthly Meetings with Committee/Commission/Board Chairs**

**Discussion of April Interview and Appointment Schedule for Town Committees, Commissions, and Boards**

Nathaniel Bareham stated that this is an opportunity for the Selectboard to provide feedback on how they would like to handle appointments for this year. There are two options and that is to have all the specific committees and commission candidates to come forward and interview on one specific date and at that time the Selectboard will appoint candidates to positions or to have two dates where candidates can come to interview and the later date would be the date of appointments to take place. Members of the Selectboard have expressed interest in both options, and he is looking for clarification on what the Board wants to do.

Natalie Kanner stated that she is in favor of giving candidates two dates for interviewing.

Frank Tenney stated that when interviews happen on two different dates the ones that interviewed on the first available date are often somewhat forgotten and the ones that interviewed on the second date, the same night as the appointments, end up inadvertently having an advantage. This year there is an application form that will help with this process.

Nathaniel Bareham stated that the committees and commission terms ending in April are for all committees and commissions other than the DRB.

Discussion was had regarding the appropriate time line for a deadline to submit applications.

Nathaniel Bareham stated that currently there are 12 positions to be appointed. The town has been putting out notice for these positions for a few months on Front Porch Forum. Deadlines haven't been posted.

Lee Krohn stated that one more notice could go in the Front Porch Forum and April 7, 2025, could be the deadline for April 14, 2025, interviews and April 21, 2025, could be the deadline for the April 28, 2025 interviews. Appointments to be made during the meeting of April 28, 2025.

J.D. Herlihy stated that last minute applicants has created some contention in town, therefore having ample time of warning of who is going to be the applicants is important.

Lee Krohn stated that respectful boundaries need to be set for last minute items.

Nathaniel Bareham stated that he will post in Front Porch Forum tomorrow regarding these vacancies and if the Selectboard appoints individuals to have their terms renewed he will post an update to Front Porch Forum regarding the updated list of vacancies.

Discussion was had for clarity that the deadline for interviews for April 14<sup>th</sup> will be April 7<sup>th</sup> and the deadline for interviews for April 28<sup>th</sup> will be April 21<sup>st</sup>. The goal is to fill all positions by April 14<sup>th</sup> and the appropriate notification of openings will be posted in the Front Porch Forum accordingly.

Bill Stuono stated that he's hopeful for applications to come in for DRB alternates. These candidates should be individuals that are experienced and able to jump in for DRB members at a moment's notice. Some consideration could happen regarding increasing the number of members to 7 members. As well this could be a good time to adjust the DRB renewal dates to take place in April vs December.

**Discussion of Personnel – Possible Executive Session per 1 V.S.A. § 313(a)(3)**

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to find that discussing the employment of a public officer employee in an open meeting would clearly place the individual in a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**

**MOTION by J.D. Herlihy, seconded by Lewis Mudge, to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of a town employee. I further invite Town Administrator, Nathaniel Bareham, into this session. VOTE: 5 ayes, 0 Nays; Motion Carried.**

**MOTION by Frank Tenney, seconded by Natalie Kanner, to come out of executive session. VOTE: 5 ayes, 0 Nays; Motion Carried.**

**MOTION by J.D. Herlihy, seconded by Natalie Kanner, to approve up to twelve weeks of unpaid leave as requested by an employee. VOTE: 5 ayes, 0 Nays; Motion Carried.**

#### **Approval of Warrants**

Warrants were signed.

#### **Adjournment**

**MOTION by Lee Krohn, seconded by Lewis Mudge, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.**

The meeting was adjourned at 10:32 p.m.

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