

**CHARLOTTE SELECTBOARD MEETING**  
**Monday, May 20, 2024**  
**Charlotte Town Hall 159 Ferry Road and via teleconference**

**SELECTBOARD MEMBERS:** *In person:* James Faulkner, Chair; Frank Tenney, Vice Chair; Lewis Mudge, (absent); Natalie Kanner; Kelly Devine

**ADMINISTRATION:** Nathaniel Bareham Town Administrator

**OTHERS:**

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

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

**AGENDA ITEMS:**

- 6:30 PM Adjustments to the Agenda
- 6:31 PM Approve Warrants to Pay Bills
- 6:35 PM Public Comment
- 6:40 PM Selectboard & Town Administrator's Updates
- 6:45 PM Review of the Year to Date Budget with the Town Treasurer
- 7:00 PM Review, and possible approval, of an updated Tree Planting Agreement to be used by the Tree Warden
- 7:10 PM Selectboard Interview of Candidates for Appointed Positions:
  - 1. Matt Krasnow for appointment as the Town's Tree Warden
  - 2. Clifton Mix for appointment as the Town's Tree Warden
  - 3. Kenneth Spencer for appointment as the Town's Chittenden Solid Waste District Representative
  - 4. John Limanek for appointment to the Trails Committee
  - 5. Chris Boffa for appointment to the Trails Committee
  - 6. Nate Cares for appointment to the Conservation Commission
- 7:25 PM Selectboard Appointment of Public Officers – Possible Executive per 1 V.S.A. § 313(3)
- 7:35 PM Review, and possible approval, of Tree Plantings on the Town Link Trail
- 7:45 PM Discussion, and possible approval, of Chittenden Solid Waste District FY25 Budget
- 7:55 PM Opening, and possible approval, of bids for paving of Town roads
- 8:05 PM Opening, and possible approval, of bids for replacement of Town Beach pump station
- 8:15 PM Review, and possible approval, of Town Contract renewals for FY25
- 8:35 PM Discussion, and possible appointment, of two Selectboard members to review and amend the Memorandum of Agreement between the Town of Charlotte and the Charlotte Volunteer Fire & Rescue Service
- 8:40 PM Discussion, and possible approval, of adding Design Signs to the Town of Charlotte's list of preferred vendors
- 8:45 PM Approve Meeting Minutes for April 22 and May 6, 2024
- 8:50 PM Adjournment

**Call to Order**

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

**Adjustments to the Agenda**

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

**Approve Warrants to Pay Bills**

Warrants were signed.

**Public Comment**

None.

**Selectboard & Town Administrator's Updates**

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

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

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

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

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

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

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

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

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

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

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

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

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

Mary Mead stated that under the Beach category the Beach Fee Income line item is only at 40%

but that will likely change anytime now since \$25,000 in revenue is typically seen between May and June with purchases of beach passes.

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

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

Mary Mead reviewed the town expenses at this time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

James Faulkner suggested calling Dean Bloch.

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

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

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

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

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

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

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

Alexa Lewis encouraged James Faulkner to speak with the doner of the Rutter Tree Fund regarding how the funds will be used.

James Faulkner stated that he did speak with the doner of the Rutter Tree Fund and this will be discussed further as appropriate but it doesn't pertain to this agenda item which is the Tree Planting Agreement.

Frank Tenney asked if the agreement will be paired with the application and map that goes along with it.

Discussion was had regarding a map that would show where the planned planting of trees would be placed. The application that the Tree Warden ultimately comes up with will serve as a governing document and will include a map and all will need to comply with the Town Tree Planting Agreement.

Brandon Tieso stated that he would like an opportunity for public comment when it comes to applications of tree planting.

James Faulkner stated that there will always be at least one opportunity.

All concurred that this agreement would be a final step of any tree planting project. The application would be first along with a map and a number would be added to the Tree Planting agreement to tie them all together.

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

**Selectboard Interview of Candidates for Appointed Positions:****1. Matt Krasnow for appointment as the Town's Tree Warden**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chris Boffa stated that he has been living in Charlotte for over 20 years. For 10 years he was the president of the Charlotte Little League and president and coach of the Buccaneers Youth Football. He has enjoyed volunteering and would like to get back to it with volunteering to be on the Trails Committee as there is a lot of exciting things happening with the town trails. He went on to state that professionally he is a Director of construction for affordable housing building developer. He has known Jack Pilla for about 40 years and he has attended a couple of the meetings and feels they are a great group of people.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nathaniel Bareham stated that the improvement and repair fund won't be available until next fiscal year, July 1, 2024.

Nicole Conley stated that as of June 1, 2024, she can submit for reimbursement from the state.

This grant needs to be utilized before July 2025.

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

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

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

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

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

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

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

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

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

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

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

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

Discussion was had regarding the location of the landfill and the contract for Landfill Monitoring with Lincoln Applied Geology.

Frank Tenney made a point that the Landfill Monitoring work has never gone out to bid.

Discussion was had regarding going out to bid next year for the contract with TechGroup for Computer Network Support, monitoring & back-up.

Discussion was had regarding increasing the contract hours with the Chittenden County Sheriff for the Police Services for the town of Charlotte.

James Faulkner stated that the Chittenden County Sheriff has done a great job and more hours of their service would be appropriate. There is a need to first review their new contract as there is likely an increase from last year and then decide on what the town can afford. He went on to state that the tickets that are given out to traffic violators, provides the town with a percentage of the fee for ticket. This will all need to be factored into a decision on more contracted hours.

All concurred that this contract will be voted on at the next Selectboard meeting on June 10, 2024.

Kelly Devine received clarification that the two contracted minute takers have significantly different amounts per contract because Nicole Burnell does all the minutes for the DRB as well as the PC and Brooke Milo does the minutes for the Selectboard.

James Faulkner asked Nathaniel Bareham to add the contract with Landmark Engineering & Design for the Wastewater Design Review for the Planning & Zoning to be added to the June 10, 2024, Selectboard meeting agenda.

Kelly Devine received confirmation that the cost of the contract with P&P Septic for West Village Wastewater System Maintenance doesn't impact the work that Nathaniel Bareham is doing to try to figure out what to charge for hook ups and usage.

James Faulkner stated that the Town Hall Cleaning contract with Douglas Stone should continue since he comes in under budget and he does a great job.

Nathaniel Bareham stated that the contract with Climate Systems for Cooling & Air Handling Systems Preventive Maintenance is for the Town Hall and Senior Center.

Nathaniel Bareham stated that the contract with SJW Docks Inc for Thompson's Point Wastewater Operator was already renewed in January. As well as the contract with Civil Engineering Associates for the Thompson's Point Wastewater Engineer.

Nathaniel Bareham stated that the contract with Casella for Trash & Recycling will need to be looked at further in order to calculate the cost with including the Town Garage. This can also be added to the agenda of the next Selectboard meeting.



All concurred that the contract with NEMRC for Assistance to Assessor; Grand List Property is needed without a Town Assessor.

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

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

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

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

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

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

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

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

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

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

James Faulkner stated that there are nine signs and as of two years ago the plan was to replace two signs per year. This didn't happen last year since the Town Garage sign was done. It would make sense to get back on track with this plan and have two signs replaced this year. He went on to state that last year it went out to bid and three bids were received and it was decided to go with Design Signs. The Selectboard could make Design Signs a preferred vendor to allow to continue with them each year and this would eliminate the need to go out for bid or the work could continue to go out for bid each year.

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

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

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

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

#### **Adjournment**

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

The meeting was adjourned at 9:46 p.m.

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