

1 **CHARLOTTE SELECTBOARD MEETING**
2 **Monday, November 4, 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; Natalie Kanner; Kelly Devine
9

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

12 **OTHERS:**

13 **In person:** Lauren Akselrod, Hugh Lewis Jr., Mary Provencher, Ruth Uphold, Rachel Daley,
14 Patrick Zezulinski, Jack Pilla, Mike Dorsey, Patrick Harriets, Alexa Lewis, Jerry Hawkins, John
15 Green, Susan William, Gretchen Williamson, Claudia Mucklow, Rosemary Zezulinski, Susan
16 Sim, Tanna Kelton, Carol Herzog, Scooter MacMillan
17

18 **Remote:** Anne Marie Andriola, Alexa Lewis, Lisa Gaujac, Nancy Faulkner, Carrie Spear, Chea
19 Evans, Leslie Lewis, Lisa Gaujac, Paul Plante, Kim Jones, Andrew Thurber
20

21 **AGENDA ITEMS:**

22 4:00 PM Heilenback Site Visit @ 2877 Spear Street
23 6:30 PM Adjustments to the Agenda
24 6:31 PM Approve Warrants to Pay Bills
25 6:35 PM Selectboard and Town Administrator Updates
26 1. Update on the Spear Street Culvert Repair
27 6:40 PM Public Comment
28 6:45 PM Highway Access Permit – HAP-24-07 (Heilenbach)
29 6:50 PM Discussion, and possible action, on amending Section(s) of the Town of
30 Charlotte’s Motor Vehicle and Traffic Regulation Ordinance
31 7:10 PM Preliminary Budget Presentations:
32 1. Charlotte Senior Center
33 2. Charlotte Planning & Zoning
34 7:40 PM Opening, and possible action, on snowplowing bids for the Town Hall, Library,
35 and Park & Wildlife Refuge
36 7:50 PM Update on the filling the Town Planner vacancy starting December 1, 2024 –
37 Possible Executive session per 1 V.S.A. § 313(a)(1)(a)
38 8:05 PM Charlotte Tree Warden update and evaluation – Possible executive session per 1
39 V.S.A. § 313(a)(3)
40 8:20 PM Discussion of Town Meeting location for 2024
41 8:25 PM Discussion, and possible action, on implementing a consent agenda for future
42 Selectboard meetings
43 8:35 PM Approve Meeting Minutes for October 23, 2024
44 8:40 PM Adjournment
45

46 Call to Order

47 James Faulkner called the meeting to order at 6:34 p.m.

48

49 Adjustments to the Agenda

50 James Faulkner stated that 7:40 p.m. agenda item, Opening, and possible action, on snowplowing
51 bids for the Town Hall, Library, and Park & Wildlife Refuge will take place at the next
52 Selectboard meeting on November 18, 2024, due to the fact that two bids for the snowplowing
53 were destroyed due to a coffee spill making them illegible.

54 James Faulkner stated that there is a correction to the 7:50 p.m. agenda item and that it that it is
55 to read, Update on filling the Town Planner vacancy starting December 1, 2024 – Possible
56 Executive session per 1 V.S.A. § 313 (a)(1)(A).

57 James Faulkner stated that the 6:45 p.m. agenda item, Highway Access Permit – HAP-24-07
58 (Heilenbach) at 2877 Spear Street will be removed from tonight’s agenda since the applicant
59 wasn’t present for the site visit and the application needs to be adjusted. This HAP will
60 hopefully take place at the next Selectboard meeting, October 18, 2024.

61

62 Approve Warrants to Pay Bills

63 Warrants were signed.

64

65 Selectboard and Town Administrator Updates**66 1. Update on the Spear Street Culvert Repair**

67 James Faulkner stated that the town has a contractor under contract for the Spear Street culvert
68 repair project. Poulin Companies, LLC will begin work at the end of November to the beginning
69 of December with a completion date of this project to be prior to April 7, 2025, so that it will be
70 completely covered with federal funds. He went on to state that this is one of two projects at this
71 location. The second project involves the slough part of the roadway which has recessed down
72 and needs to be built back up. Bids were sent out today for this project.

73 Nathaniel Bareham stated that he’s in the process of getting permission from landowners on
74 either side of Spear Street. Once this is done the town will be able to move forward with the
75 road repairs.

76

77 Public Comment

78 Claudia Mucklow stated that she recently learned that the town doesn’t have a policy for removal
79 of town owned trees. It’s currently the sole discretion of the town Tree Warden. There is no
80 necessary documentation for the rationale of a tree’s removal required. She went on to state that
81 state statute requires publication of when a healthy tree is going to be cut down. In particular,
82 Thompson’s Point is concerning with the past removal of Ash trees and with camp owners
83 wanting to expand building which results in removal of trees. This isn’t in issue in all areas but
84 there are many areas that have been heavily cleared and there is no policy to require a replanting
85 of trees following.

86

87 Highway Access Permit – HAP-24-07 (Heilenbach)

88 James Faulkner stated that this was removed from tonight’s agenda for the stated reasons during
89 the Adjustment to the Agenda.

90

91 Discussion, and possible action, on amending Section(s) of the Town of Charlotte’s Motor

92 Vehicle and Traffic Regulation Ordinance

93 Natalie Kanner stated that she's in favor of this discussion this evening since the lowering of the
94 speed limit as low as 25 mph hadn't been properly warned. Many understood that it could be
95 lowered as low as 35 mph following the study by CCRPC.

96 Lewis Mudge stated that he would like to make a point of order and that is that there was a
97 warned meeting on the discussion of the reduced speed limit. He proposed a lowering of the
98 speed limit to 25 mph and then at the next meeting two weeks later it was voted on therefore
99 making the public warning within the norm.

100 Natalie Kanner stated that she still feels that many town residents were unaware of this potential
101 reduction in speed to 25 mph.

102 Lewis Mudge stated that it was discussed extensively over the course of many Selectboard
103 meetings.

104 Hugh Lewis Jr., Road Commissioner, stated that he approved of a speed reduction to 35 mph and
105 when he was notified by Nathaniel Bareham to order signs for 25 mph after a subsequent
106 Selectboard meeting that he didn't attend he was quite surprised. He has received many phone
107 calls from town residents upset with this decision. He went on to state that an issue will likely
108 arise in the winter time with trucks that need to go above 25 mph to make it up the hill. He
109 recommends increasing the speed limit to 35 mph.

110 Jack Pilla stated that he was pleasantly surprised that the speed limit was decreased to 25 mph
111 and he fully supports it. He concurred with Lewis Mudge that the discussion of decreasing the
112 speed limit to 25 mph was done two weeks prior to the vote to reduce to the 25 mph. On August
113 12, 2024, the Selectboard voted 4 to 1 to enforce this new ordinance and the town residents had
114 until September 25, 2024, to submit a petition but that didn't happen. He went on to state that
115 Vermont statute title 24, chapter 59 of 1973 states this required process and therefore it would
116 seem that the Selectboard shouldn't have the ability to now change this speed limit due to current
117 town resident's complaints.

118 Rosemary Zezulinski, of Ferry Rd, stated that she didn't speak out originally because she
119 assumed that the Selectboard would approve the CCRPC's recommendation of 35 mph. She also
120 assumed that the decision would be based on the use of the 2016 Setting Speed Limits, a Guide
121 for Vermont Towns written by the Vermont Local Roads Program, VT Trans Training Center.
122 She went on to state that she would like to discuss the other change in the speed limit on Ferry
123 Rd which is from the crossing over the railroad tracks to Lake Rd from 50 mph to 40 mph. She
124 believed the road safety audit review on Ferry Rd dated July 23, 2020, would also be adhered to
125 with the decision making by the Selectboard. The zone from the four corners to the railroad
126 tracks where the speed limit was changed from 40 mph to 25 mph has a steep downgrade for
127 westbound traffic. Rosemary Zezulinski stated that she has personally traveled this stretch of
128 road and her car gets up to 40 mph without applying any gas to her car as she travels downhill.
129 The CCRPC Technical Memo from June 13, 2024, states that statutory steps to set speed limits
130 on town highways includes having a speed study. In the 2016 Setting Speed Limits a Guide for
131 Vermont Towns, on page 7 it states that an advisory speed can be determined for a curb by
132 driving the section at a speed that allows you to negotiate the curb safely and comfortably
133 without excessive braking or feeling a concern for safety. She went on to state that she wonders
134 why there wasn't the same presence of law enforcement at this location when the speed limit was
135 set at 40 mph as there is now. It seems that a trial of 35 mph should have been done before
136 lowering the speed limit to 25 mph at this location.

137

138 Kelly Devine arrived at the meeting in person at 6:57pm.

139

140 Rosemary Zezulinski went on to state that the Technical Memo by the CCRPC stated that it was
141 inadvisable to lower the speed limit without the support of a speed study. The memo also makes
142 mention of decreasing a speed limit 10 mph lower than engineering recommendations has been
143 found to increase injury and fatal crashes. She went on to state that Ferry Rd from the
144 intersection of Greenbush Road headed west is classified by the state as a major connector since
145 motorists use the road to catch the ferry to NY. The reduction in speed limit on this section of
146 road in her opinion puts residents of this road in danger. The last road safety audit, July 23,
147 2020, was conducted by the Vermont Agency of Transportation Operations and Safety Bureau
148 with a pervious study done in 2015. This study found that Ferry Rd from the railroad tracks to
149 Lake Rd wasn't a high crash location. On page 13 of the audit under Enforcement Related, it
150 states that focus should be on vehicles that are traveling 58 mph or above, 5 mph above the 85th
151 percentile. Rosemary Zezulinski stated that motorists are passing other motorists that are
152 obeying this 25 mph speed limit which makes for a greater danger in the area. She urged the
153 Selectboard to use the established proper methods to adjust speed limits and to not be persuaded
154 by residents that voice the desire to have speed limits lowered on their roads. She feels that
155 homeowner's know the speed limit of the road when they purchase their homes. She went on to
156 state that she's asking the Selectboard to change the speed limit from 25 mph to 35 mph from the
157 intersection to the railroad tracks and that they change the speed limit back to 50 mph from the
158 railroad tracks to Ferry Rd. A site study along with a proper speed study should be done with
159 these decisions.

160 Rachel Daley stated that she lives off of Ferry Rd and she's in favor of keeping the speed limit at
161 the set 25 mph. To adjust it at this time, in her opinion, would be doing so to accommodate
162 people that want to break the law. Taking a look at the average speed of motorists since the
163 speed limit has been set at 25 mph could be beneficial. She went on to state that it would seem
164 that motorist needing to apply the breaks to stay at 25 mph when going down the hill isn't a bad
165 thing. It seems counterintuitive to deny residents that are asking for this set speed limit to remain
166 at 25 mph for the sake of safety. There is a trail head at this location with no parking lot and
167 therefore pedestrians go up and down the hill on foot. Rachel Daley stated that if the road is
168 plowed and receives proper road treatments it shouldn't require a motorist to speed up to 50 mph
169 to make it up the hill. There have been times when she was unable to get to work via Ferry Rd
170 because it hadn't yet been plowed. There are alternate routes that the trucking company at the
171 bottom of the hill could take if need be. She went on to state that there needs shouldn't come
172 before the safety of pedestrians traveling that stretch of roadway.

173 Damaris Herlihy stated that she lives at the corner of Greenbush and Ferry Rd and the CCRPC
174 Technical Memo states that pedestrian traffic wasn't considered in their 35 mph speed limit
175 recommendation. When they purchased their home the beautiful boardwalk that is now off of
176 Ferry Road at this location didn't exist but it does indeed exist now. It's her strong opinion that
177 the speed limit should remain at its set level of 25 mph in order to provide the necessary safe
178 access for pedestrians to the boardwalk.

179 Mary Provencher stated that she travels Ferry Road all the time. She's been a resident of
180 Charlotte for nearly 40 years and she has biked and rollerbladed along this stretch of road and
181 she feels there is a very wide lane for pedestrians keeping them safe from motorists. She went
182 on to state that one of her neighbors who is a safe driver and has never had a ticket in her life was
183 ticketed in this location with the change in the speed limit to 25 mph. There is no record of

184 accidents along Ferry Rd accept for motorists going off the roads along the flats. She is in favor
185 of the 40 mph from the railroad tracks to Ferry Rd but she's opposed to the 25 mph from the
186 intersection of Ferry Rd and Greenbush to the railroad tracks and would like it to be set at 35
187 mph.

188 Ruth Uphold stated that the change of the speed limit should have been based on an engineering
189 study. The only official document that she has found for this stretch of the road was the CCRPC
190 Technical Memo which recommended 35 mph.

191 Lewis Mudge stated that the CCRPC study was done prior to the trail head being at this location
192 and the CCRPC isn't a legal binding study.

193 Ruth Uphold concurred and stated that every speeding ticket given can be contested due to the
194 lack of a legal binding study for this stretch of roadway that now has a speed limit of 25 mph.
195 Driving 25 mph isn't safe due to all the people that are passing the motorists that are obeying the
196 newly set speed limit of 25 mph.

197 Nathaniel Bareham stated that the Selectboard can alter the speed limit on the basis of an
198 engineering and traffic report, even though it has been 2 months since it was last altered by the
199 Selectboard. Changes in speed limits are supposed to be based on engineering traffic reports but
200 the VTrans, 2016 Guide to Establishing Speed Limits does allow for other considerations. This
201 includes pedestrian traffic or potential future development. There are multiple factors that can be
202 considered. The Selectboard is well within their rights to take action to either leave the set speed
203 limit as it is or to make changes this evening. The statutory time for a petition to come into
204 effect is 45 days from the date of amending the ordinance. The ordinance goes into effect 60
205 days follow the Selectboards motion.

206 Kelly Devine asked for clarification regarding if there has been sufficient warning to make
207 changes to this ordinance this evening.

208 Nathaniel Bareham stated that the Selectboard is well within their rights to take action this
209 evening if they choose to as there is no specific statutory requirement on what needs to be
210 warned and on an agenda in order to take this action. The staff report that was included within
211 the packet for tonight's meeting gave further information of some of the concerns that have been
212 raised by residents and it also provided two possible amendments to change the speed limit to
213 either 30 mph or 35 mph.

214 Susan Sim stated that she has been a resident of Charlotte over 25 years and has never had any
215 issues on this stretch of road in all that time until the past month when she has been passed on
216 three occasions by motorist while she's obeying the posted 25 mph speed limit which she feels is
217 extremely dangerous. On three other occasions she has had motorists honk at her, put on their
218 lights and tail gait her vehicle. She is in favor or changing the speed limit to 35 mph. She
219 provided the Selectboard with a petition signed by 20 residents that couldn't be at the meeting
220 this evening.

221 Charles Russell stated that he has only seen 3 pedestrians since the speed limit was reduced to 25
222 mph. There are plans to get a path off the side of the road to make it safer for pedestrians to
223 access the trail head. When the speed limit was reduced to 25 mph on Greenbush Rd he was the
224 Chair of the Selectboard and there was continued issues following this with motorists going to
225 fast. He went on to state that the difference between the safety of passing a pedestrian at 25 mph
226 or 35 mph may not make any difference in safety. Calming measures need to be executed, signs
227 alone aren't enough. He has also experienced the unsafe passing of motorists while traveling at
228 25 mph along this stretch of roadway. Charles Russell shared a study that was done in Montana

229 that showed lowering the speed limit 10 mph below the engineered study lowered the number of
230 accidents but increased the number of fatalities.

231 Kim Jones stated that she lives at the end of Ferry Road and she has traveled the stretch of road
232 set at 25 mph. When traveling down the road in her large SUV she down shifts to third gear and
233 despite this she's at 31 mph at the bottom of the hill. She has done this in second gear and at the
234 bottom of the hill her speed is 20 mph. She went on to state that she has also experienced
235 motorist pass her as she travels at 30 mph coming down the hill on Ferry Road. This is causing
236 motorist to detour onto Lake Rd which will cause speeding issues there and as motorist comes
237 down past the 25 mph zone on Ferry Road they are frustrated and then travel faster from the 40
238 mph to 50 mph area than they would have as they are trying to gain time to catch the ferry. Kim
239 Jones stated that Ferry Road should have been assessed completely down to the Ferry as there is
240 an unsafe blind crest at the crest coming up from Ferry Rd to Waynes Point. The speed limit
241 should be set at 40 mph from the railroad tracks all the way to the Ferry. The stretch of Ferry
242 Road that has the newly set speed limit of 25 mph is not sustainable and there is going to be
243 more accidents due to the unsafe passing and motorists not getting up the hill at 25 mph in the
244 winter time.

245 Lauren Akselrod stated that all the conversation this evening whether it be for leaving the speed
246 limit at 25 mph or increasing the speed limit the rational is all about safety. Following what a
247 speed study recommends is the advice given in the guide that the state of Vermont has put out for
248 towns when setting speed limits. The biggest issue is that the roadways don't have shoulders for
249 pedestrians to walk on and that's where the attention, energy and money should be going. She
250 went on to state that she lives on Church Hill Rd and a speed study was done and they
251 recommended 45 mph in the study without the consideration of pedestrians and followed up with
252 recommending 40 mph as the lowest it should be set at with pedestrians in mind. Despite this
253 change, she and her family don't use their road to walk or bike on because the road is too narrow
254 and too unsafe to walk on as all the rural roads are and this is the issue that should be looked at.

255 Tanna Kelton concurred with the already stated concern of Hugh Lewis Jr. not being able to
256 make it up the hill on Ferry Road at 25 mph with his plow truck in the winter months.

257 John Green stated that he has had bicyclists pass him as he's descending down the hill on Ferry
258 Road obeying the posted speed limit of 25 mph.

259 Alexa Lewis stated that she is in support of setting the speed limit at 35 mph along the stretch of
260 Ferry Road being discussed this evening. At the same time, she asked the Selectboard to also
261 consider ways to improve pedestrian access to the village. Village planning is taking place right
262 now and there are grants available to widen the road or to put a trail in. She went on to state that
263 it's important to consider this now as funding becomes available.

264 Mike Dorsey stated that he lives at the bottom of the hill on Ferry Road and he has been very
265 happy with the decreased speed limit to 25 mph since it has slowed the traffic down. He has
266 three children but he would remain satisfied even if the speed limit were raised to 35 mph. He
267 went on to state that he doesn't want to see Hugh Lewis Jr. or the school bus struggle to get up
268 the hill in the winter months. With that being said it would seem inappropriate to cater to the
269 commercial trucking company at the bottom of the hill over the safety of the community. It's
270 important to prioritize the neighbors inputs on safety. Mike Dorsey went on to state that he is in
271 favor of the 25 mph speed limit before Lynrick Acres Road.

272 Frank Tenney stated that as an experienced bus driver there is a danger on the hill on Ferry Rd in
273 the winter months with going up the hill but also down the hill.

274 Kelly Devine stated that it would be appropriate not to make a decision on this matter this
275 evening. This was voted on and there was an appeal period of which there was no submitted
276 appeal. She would like more time to decide how she would like to move forward.
277 Frank Tenney stated that other than the opinions of the town residents there doesn't seem to be
278 any facts that have changed.
279 Natalie Kanner stated that the Selectboard didn't have Hugh Lewis Jr's professional opinion as
280 the Road Commissioner of the town when the decision was made to lower the speed limit to 25
281 mph.
282 Frank Tenney stated that he shared the same information that Hugh Lewis Jr. shared this evening
283 regarding commercial vehicles during the discussions prior to the vote. Therefore, there is not a
284 lot of difference in his opinion as to what was known at the time of the vote and what is known
285 this evening.
286 Andrew Thurber stated that he has also been passed while going down the hill at the posted 25
287 mph speed limit. Having the posted speed change twice on a stretch of roadway is confusing to
288 drivers and he feels it would be best to have it set at 45 mph until it changes to the village speed
289 limit.
290 Rachel Daley stated that being passed on the left is not a new thing. This commonly happened
291 before the speed limit was decreased to the 25 mph.
292 James Faulkner stated that he would like the Selectboard to take time to do a bit more research
293 and discuss this again at another meeting.
294 Discussion was had regarding many important items on the upcoming Selectboard meeting
295 agendas and that there is no rush to make a decision on this matter.
296 Lauren Akselrod stated that she would like to understand where this change in speed limit was
297 posted as the state law states that it should be posted in five conspicuous locations within the
298 municipality.
299 Nathaniel Bareham stated that it was posted in the Citizen newspaper, Tenny's Snack Bar and
300 Bottle Redemption, Spear's Corner Store, the Senior Center, the Old Brick Store and the town
301 post office.
302 Damaris Herlihy stated that she wanted to point out that there are lower speed limits in Charlotte
303 on hills such as the 10 mph speed limit on Carpenter Road going down the hill to the bridge and
304 back up.
305 Hugh Lewis Jr. stated that everyone feels the speed limit needed to be lowered from the 40 mph
306 on this stretch of road but lowering it 15 mph is too much.
307 Jack Pilla stated that there are many other speed calming measures that haven't yet taken place
308 no matter what the speed limit is to make the area safer for all.
309 James Faulkner stated that the Selectboard will review this and will put it on a future agenda
310 when able.

311 312 **Preliminary Budget Presentations**

313 314 **Charlotte Senior Center**

315 Carol Herzog gave a presentation on the Senior Center budget for the FY25-26 which is included
316 in tonight's meeting packet. He stated that he's grateful for the crosswalk that was put in place
317 at the Senior Center. The good news is the budget is a flat budget. They have raised the
318 program revenue by \$2,000. The building rental is projected to bring in \$2,000 more than last
319 fiscal year. The Social Services Grant is also anticipated for revenue and that is \$3,000. The

320 Friends of the Senior Center line item is blank as it's not part of the operating budget, it is
321 something that is to enhance the Senior Center. The total revenue for the FY25-26 is projected
322 to be \$52,000.

323 Carol Herzog went on to review the expense side of the budget which comes to a total of
324 \$161,210. Maintenance and Snow Plowing amounts are estimates. Custodial Services is
325 contracted and set at \$10,300. Telecommunications is a budget item that is fairly high due to
326 going through Comcast. The town could decide to switch to Waitsfield Champlain Valley
327 Telecom for the town buildings since they're less expensive and they have just put in fiberoptic
328 cables. He went on to state that the line items Technology, Supplies and Trash are set numbers.
329 There may be an opportunity to save money on the Energy line item. It's increased due to an
330 anticipated higher oil price. Half of this budget line amount is for electricity and with the solar
331 panels on the Town Garage there is sure to be some savings for all the town buildings.
332 Therefore, this line item is likely to decrease from the \$9,000. Carol Herzog stated that the
333 Director position line item is the same but it is there hopes that that Coordinator position could
334 be changed to Assistant Director and therefore the amount for this budget item reflects \$21/hour
335 for 25 hours/week and a total of \$27,300 which is an increase from \$18,278.

336 James Faulkner confirmed that the Selectboard will be discussing this in the coming months.
337 Carol Herzog stated that they have some money in the Capital Improvement fund for the roof
338 replacement which is a bit low but the Friends of the Senior Center stated that they will
339 contribute to this expense when the time comes. The range is as old as the building and it is
340 anticipated that this will need to be replaced at some point and will also come from the Capital
341 Improvement funds.

342 Kelly Devine stated that there is an expected 22% cost increase in the cost in benefits and that
343 should also be reflected in the budget for the Senior Center as well as all of the town building
344 budgets.

345 Nathaniel Bareham stated that he will communicate with Mary Mead regarding this being
346 included in all budgets and the need for this information.

347 Kelly Devine stated that she feels that those that utilize the Senior Center that are not town
348 residents should pay a higher fee than town residents for the programs.

349 Lewis Mudge stated that the charter for the Senior Center is of a wider community than just the
350 town of Charlotte.

351 James Faulkner stated that he would like to see the document.

352 Carol Herzog stated that Senior Center's programs really rely on the income generated by the
353 people that participate from outside of the town of Charlotte.

354

355 **Charlotte Planning & Zoning**

356 Nathaniel Bareham stated that he will be doing the presentation for the Charlotte Planning and
357 Zoning. He went over the included detailed document in tonight's packet entitled, Planning &
358 Zoning FY 26 Budget Line Item narrative along with the P&Z Dept. Proposed FY26 Budget
359 document. The total expenses for the P & Z department comes to \$204,047 and the total revenue
360 comes to \$76,000.

361 Kelly Devine asked how the telephone budget line item is broken out since this would be good
362 for figuring out other budgets.

363 Nathaniel Bareham stated that he will look into this and report back.

364 Lewis Mudge received confirmation that Larry Lewack is currently working on the \$20,000+
365 state planning grant to revise & update the Town Plan.

366 Nathaniel Bareham stated that if it's not finished by Larry Lewack before his last day which is
367 December 1, it will be completed by the new Town Planner.

368 Kelly Devine and Lewis Mudge concurred that the roles of an intern and a stipend will likely
369 come up in the Union negotiations with it in the budget.

370 Lewis Mudge stated that this wouldn't be a Union position but it would be a "paid position".

371 Kelly Devine stated that in addition to P & Z employee salaries the benefits expense needs to be
372 included in the budget.

373 All concurred.

374 Nathaniel Bareham stated that this is information that will be gathered from the Town Clerk's
375 office but at this time with the 2024 Presidential election being tomorrow, it's a busy time to
376 request a gathering of that information.

377 Kelly Devine stated that it needs to be possible to make clear to the tax payer what they are
378 paying for and with this P & Z budget there is a substantial amount that they are paying for even
379 following the revenue. She went on to state that adjustments could be made by increasing the
380 fees or the general tax payer simply pays for effective enforcement and oversight of regulations.

381 Frank Tenney stated that part of this budget is for the Planning Commission and they're being
382 paid to create and update the Town Plan and the regulations.

383 Scooter MacMillan stated part of it is developing a tax base.

384 Kelly Devine stated that tax base would be reflected in the permit activity.

385

386 **Opening, and possible action, on snowplowing bids for the Town Hall, Library, and Park**
387 **& Wildlife Refuge**

388 James Faulkner stated that this was removed from tonight's agenda for the stated reasons during
389 the Adjustment to the Agenda.

390

391 **Update on the filling the Town Planner vacancy starting December 1, 2024 – Possible**
392 **Executive session per 1 V.S.A. § 313(a)(1)(A)**

393

394 **MOTION by Kelly Devine, seconded by Lewis Mudge, to find that premature general**
395 **public knowledge of the terms for contracting out planning services would place the public**
396 **body at a substantial disadvantage. VOTE: 5 ayes, 0 nays; Motion Carried.**

397

398 **MOTION by Kelly Devine, seconded by Lewis Mudge, to enter into executive session**
399 **pursuant to 1 V.S.A. § 313(a)(1)(A) for the discussion of contract terms for planning**
400 **services. I further invite Town Administrator, Nathaniel Bareham, into this session.**
401 **VOTE: 5 ayes, 0 nays; Motion Carried.**

402

403 **MOTION by Lewis Mudge, seconded by Kelly Devine, to exit out of executive session.**
404 **VOTE: 5 ayes, 0 nays; Motion Carried.**

405

406 Kelly Devine stated that no action was taken during the executive session. The Selectboard has
407 asked the Town Administrator to explore a shared services agreement with the town of
408 Shelburne for the town's planning services and he is going to begin work on that. A public
409 proposal will be presented sometime in the next 30 days.

410 Scooter MacMillan asked why the discussion had to be done in an executive session.

411 Kelly Devine stated that it has to do with specifics of a contract with another municipality,

412 including things like costs and conditions that's under negotiation.

413

414 **Charlotte Tree Warden update and evaluation – Possible executive session per 1 V.S.A. §**
415 **313(a)(3)**

416 Discussion was had regarding the letter of resignation by the town Tree Warden, Matt Krasnow
417 and the need to have a motion to accept this letter.

418 Kelly Devine stated that the letter of resignation is a matter of public record and it's included in
419 tonight's packet.

420

421 **MOTION by Frank Tenney, seconded by Kelly Devine, to accept the Town Tree Warden,**
422 **Matt Krasnow's letter of resignation, dated Monday, November 4, 2024. VOTE: 5 ayes, 0**
423 **nays; Motion Carried.**

424

425 **Discussion and possible action of appointing a Deputy Tree Warden as the Tree Warden**

426 James Faulkner stated that the Deputy Tree Warden has an interest in taking on the role as Tree
427 Warden for the town. He is semi-retired giving him the time to do this role and he has
428 experience of being a Tree Warden for another town in his past.

429 Kelly Devine stated that she doesn't feel that there is a need to interview Clifton Mix for the role
430 as Tree Warden since his credentials were looked into when he initially applied and he was given
431 rave reviews from the folks in Ferrisburgh where he served as Tree Warden in the past.

432

433 **MOTION by Kelly Devine, seconded by Frank Tenney, to appoint the current Deputy Tree**
434 **Warden, Clifton Mix, to the position of Tree Warden to the town of Charlotte for a term**
435 **beginning November 5, 2024, and ending April 30, 2025. VOTE: 5 ayes, 0 nays; Motion**
436 **Carried.**

437

438 **Discussion of Town Meeting location for 2024**

439 Nathaniel Bareham stated that CCS is available for the location of the Charlotte Town Meeting
440 on the Saturday before the first Tuesday of March, which would be March 1, 2025. The
441 Champlain Valley School District will charge \$35/hr for use of the event space, and \$25/hr for
442 the custodian's time for the event, plus, ½ hour before and after the event, and for set-up the
443 evening before. This would come to approximately six hours which translates to \$360.00. He
444 went on to state that last year the town budgeted for \$400 for the meeting. This \$360 will
445 include the use of their sound system. In the past the town meetings were budgeted for
446 approximately \$2,000. There is the option of having Media Factory cover Town Meeting and
447 this would be an unbudgeted expense.

448 Discussion was had regarding other town buildings that could work for Town Meeting.

449 James Faulkner stated that the Town Garage wouldn't work due to the parking being inadequate
450 for a potential 150-200 people and the cost of the chairs alone would be expensive.

451 Lewis Mudge stated that having a Town Meeting in person is a must this year.

452 Tanna Kelton stated that it would make sense to consider the Old Lantern since it supports a
453 town resident and there is plenty of parking.

454 Lisa Gaujac, the owner of the Old Lantern stated that she is willing to host the Charlotte Town
455 Meeting. The cost will be \$40 for set up and \$250 for her cleanup crew plus heat. She is willing
456 to offer The Old Lantern at a flat rate of \$500. The Old Lantern has heat, restrooms, chairs and a
457 sound system that requires only that the town has its own mixture. There are speakers all around

458 the room. She went on to state that there is a stage at the Old Lantern and wireless internet so
459 Zoom is an option there. In addition, The Old Lantern is licensed for 750 people in the building
460 if it's not a sit down dinner. There is seating for up to 600 and that doesn't include the benches
461 around the room.

462 James Faulkner stated that this decision will not be made this evening but the Selectboard will
463 look further into the idea of having the Town Meeting at the Old Lantern.

464

465 **Discussion, and possible action, on implementing a consent agenda for future Selectboard**
466 **meetings**

467 James Faulkner stated that the consent agenda will include items that are taken care of by the
468 Town Administrator or other individual members of the Selectboard and during the Selectboard
469 meetings they can be voted on for approval in a group without any necessary discussion in order
470 to streamline things and to make the meetings more efficient.

471 Lewis Mudge stated that in the Town Administrator's Report there is a list for the consent
472 agenda. 1. Routine contract renewal for a facility maintenance already included in the Town's
473 approved budget. 2. Meeting minutes. 3. Event applications. 4. Liquor licenses. 5. Highway
474 access permits

475 Kelly Devine stated that the Selectboard does have to convene as the Liquor Control Board so
476 Liquor licenses would have to be on a consent agenda for the Liquor Control Board.

477 Lewis Mudge concurred that that would be removed from the Selectboard consent agenda.

478

479 **MOTION by Lewis Mudge, seconded by Kelly Devine, to implement a consent agenda with**
480 **the following consent agenda items that will require formal approval by the board yet it is**
481 **felt that it can be put into a consent agenda. 1. Routine contract renewal for a facility**
482 **maintenance already included in the Town's approved budget. 2. Meeting minutes. 3.**
483 **Event applications. 4. Highway access permits on an as needed basis.**

484

485 Nathaniel Bareham stated that the Selectboard will want to amend the Selectboard Rules and
486 Procedures prior to make a motion to implement a consent agenda. He will draft this motion for
487 the next meeting.

488

489 Lewis Mudge and Kelly Devine withdrew the motion.

490

491 **Approve Meeting Minutes for October 23, 2024**

492 All concurred that the meeting minutes weren't in the packet for October 23, 2024, and that there
493 were multiple Special Selectboard meetings at the end of October. This agenda item will
494 consequently be postponed until the next Selectboard meeting.

495

496 **Adjournment**

497

498 **MOTION by Kelly Devine, seconded by Natalie Kanner, to adjourn. VOTE: 5 ayes, 0**
499 **nays; Motion Carried.**

500

501 The meeting was adjourned at 9:05 p.m.

502

503 Minutes respectfully submitted by Brooke Milo, Minute Taker.

504 Edits by Nathaniel Bareham.

DRAFT