

1 **CHARLOTTE SELECTBOARD MEETING**
2 **October 21, 2024**
3 **Charlotte Town Hall and via teleconference**
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*

6
7 **SELECTBOARD MEMBERS:** James Faulkner, Chair; Frank Tenney, Vice Chair; Lewis
8 Mudge; Kelly Devine; Natalie Kanner

9
10 **ADMINISTRATION:** Nathaniel Bareham

11
12 **OTHERS:** Scooter MacMillan, Robert Caldwell, Patrice Machavern, Ed Silva, John Snow,
13 Maura Wygmans, Charlie Pughe, Carrie Spear, Alexa Lewis, Jr Lewis, Nina Regan, Lindsay
14 Smith, JD Herlihy

15
16 **AGENDA ITEMS**

17 6:30 PM Adjustments to the Agenda

18 6:31 PM Approve Warrants to Pay Bills

19 6:35 PM Selectboard and Town Administrator Updates

20 6:40 PM Public Comment

21 1 6:45 PM Selectboard interview, and possible appointment, of applicants to the Inclusivity
22 Working Group – Possible executive session per 1 V.S.A. § 313(3)

23 2 6:50 PM Quarterly Review of CVFRS FY25 Budget Actuals

24 3 7:05 PM Presentation of the Senior Center's proposed FY26 Budget

25 7:20 PM Evaluation of two Town Employees – Possible executive session(s) per 1 V.S.A. §
26 313(a)(3)

27 7:40 PM Discussion of the employment of a Town Employee – Possible executive session per 1
28 V.S.A. § 313(a)(3)

29 4 7:55 PM Discussion of a labor relations agreement with the AFSCME Local 93 – Possible
30 executive session 1 V.S.A. § 313(a)(1)(B)

31 5 8:15 PM Discussion, and possible action, on a Charlotte Public Library request to install
32 information signs at the Library's gardens

33 6 8:30 PM Committee request for unbudgeted expenditures:

34 1. Trails Committee request to allocate \$2,000.00 from the Trails Reserve Fund

35 7 8:35 PM Review of the Chittenden County Regional Planning Commission's Charlotte
36 Villages

37 Planning Project

38 8:50 PM Discussion, and possible action on, waiving a Public Records Act fee

39 8:55 PM Approve Meeting Minutes for September 23, 2024

40 9:00 PM Adjournment

41
42 *James Faulkner Called the meeting to order at 6:30 pm.*

43
44 **Adjustments to the Agenda**

45 Senior Center tree issue added to the agenda at 7:05. This will replace the presentation of the
46 Senior Center's proposed FY26 Budget.

47

48 Approve Warrants to Pay Bills

49

50 Selectboard and Town Administrator Updates

51 Jim Faulkner said Vermont Bond Bank will be at the Town Garage next Monday at noon with
52 people from the federal government and the USDA to celebrate Charlotte's fossil free, solar, and
53 geothermal beta testing. Charlotte will now serve as a model for other towns nationwide.

54

55 Nathaniel Bareham said the Energy Committee requested to give two members of the
56 Selectboard a presentation on their energy savings plan. Jim asked for more information before
57 the two members are delegated.

58

59 Kelly Devine commended the organizers of the Tractor Parade.

60

61 Public Comment

62 Alexa Lewis asked about tree planting. Nate said he will call her in the morning with
63 information.

64

65 Jr Lewis asked about Ferry Road speeds. He asked to revisit the issue. Jim said he will get it on
66 the agenda in the next meeting.

67

**68 Selectboard interview, and possible appointment, of applicants to the Inclusivity
69 Working Group – Possible executive session per 1 V.S.A. § 313(3)**

70 Nina Regan was interviewed. The group will consist of four community members and one
71 selectboard member. Natalie Kanner is serving in this capacity. Nina raised concerned about
72 bias. Natalie said that would be an appropriate question to ask in the first meeting of the group
73 after it is formed. There have been very few applicants. Natalie asked if the Selectboard wanted
74 to reconsider Bill Stuono and Margaret Woodruff. Jim said seeking applicants who do not
75 already have positions in Town governance was still the goal.

76

77 **MOTION by Kelly Devine, seconded by Jim Faulkner, to appoint Nina Regan to the**
78 **Inclusivity Working Group . VOTE: 3 ayes, 0 nays; 1 abstain (Frank Tenney); 1 absent**
79 **(Lewis Mudge); Motion Carried.**

80

81 Quarterly Review of CVFRS FY25 Budget Actuals

82 John Snow said the new Director of Emergency Services and Chief of the department is
83 Richmond resident Jamie Valyou. He's was a chief at the Burlington Fire Department for more
84 than 25 years. He starts November 4th. CVFRS Treasurer Robert Coldwell presented the first
85 quarter financials. John explained the only billable activity is hospital transport. Call volume is
86 the number one determinant of patient revenue. This quarter, call volume is light. This explains
87 why revenue is down. The majority of revenue comes from Medicare and Medicaid. There are an
88 average of 600 calls per year. With staffing problems, not all calls are able to be covered.
89 CVFRS has mutual aid agreements with neighboring services. These agreements are an integral
90 part of how emergency services operate in Vermont. More staff on duty in the station means
91 more calls covered, creating more revenue. Natalie asked for an assessment of other town's
92 services. She said she wanted to know if what CVFRS asks of the town is comparable to what

93 others ask. Jim said comparisons have been done and that CVFRS asks for, and offers, more than
94 other towns. Patrice Machavern clarified that Charlotte, Vergennes, and Shelburne all offer one
95 ambulance and two emergency personnel 24/7. Six paramedics work for CVFRS. Charlotte was
96 the only paramedic service in the area until last year. Shelburne now offers a paramedic service.
97 Historically Charlotte has had paid staff whereas Vergennes and Shelburne were able to operate
98 with volunteers. As the volunteer pool diminishes across the state, more emergency services
99 operate with a paid staff and it is highly competitive since there are a low number of certified
100 EMS workers available, John said.

101

Senior Center Tree Removal

102 Estimates submitted by Lane Morrison were reviewed.

103

104
105 **MOTION by Frank Tenney, seconded by Natalie Kanner, to award the Senior Center Tree**
106 **Removal work to Bartlet Tree Experts for no more than \$1,850 as presented on 10/11/2024.**
107 **VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

108

109 **Discussion of the employment of a Town Employee – Possible executive session per 1**
110 **V.S.A. § 313(a)(3)**

111

112 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per**
113 **1 V.S.A. §313(a)(3) for the evaluation of a town employee with the understanding any**
114 **decision made will be during open session and to invite Nate Bareham into the session.**
115 **VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

116

117 **MOTION by Frank Tenney, seconded by Natalie Kanner, to exit executive sessions per 1**
118 **V.S.A. §313(a)(3). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

119

120 **No action was taken during executive session.**

121

122 **MOTION by Kelly Devine, seconded by Frank Tenney, to proceed with an annual review**
123 **of Town Administrator Nate Bareham and the two members appointed to represent the**
124 **selectboard in that process will be Natalie Kanner and Jim Faulkner. VOTE: 4 ayes, 0**
125 **nays; 1 absent (Lewis Mudge); Motion Carried.**

126

127 **Evaluation of two Town Employees – Possible executive session(s) per 1 V.S.A. §**
128 **313(a)(3)**

129

130 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per**
131 **1 V.S.A. §313(a)(3) for the evaluation of a town employee with the understanding any**
132 **decision made will be during open session and to invite Nate Bareham into the session.**
133 **VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

134

135 **MOTION by Frank Tenney, seconded by Natalie Kanner, to exit executive sessions per 1**
136 **V.S.A. §313(a)(3). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

137

138 **No action was taken during executive session.**

139

140 **MOTION by Kelly Devine, seconded by Natalie Kanner, to accept the letter of resignation**
141 **received October 20th from Tracy Brown who is presently serving as Senior Center**
142 **Coordinator stating her intention to leave the position and acknowledge that the letter**
143 **included an extensive narrative that could rise to the level of personnel issues. Nate**
144 **Bareham will investigate further. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion**
145 **Carried.**

146

147

148 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per**
149 **1 V.S.A. §313(a)(3) for the evaluation of a town employee with the understanding any**
150 **decision made will be during open session and to invite Nate Bareham and Charlie Pughe**
151 **into the session. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

152

153 **MOTION by Frank Tenney, seconded by Jim Faulkner, to exit executive sessions per 1**
154 **V.S.A. §313(a)(3). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

155

156 **No action was taken during executive session.**

157

158 Kelly said a plan will be presented at an upcoming Planning Commission meeting in the first
159 week in November regarding how the Selectboard will proceed to meet the immediate planning
160 needs following the departure of Larry Lewack the current Town Planner.

161

162 **Discussion of a labor relations agreement with the AFSCME Local 93 – Possible**
163 **executive session 1 V.S.A. § 313(a)(1)(B)**

164

165 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per**
166 **1 V.S.A. § 313(a)(1)(B) for a discussion of a labor relations agreement with the**
167 **understanding any decision made will be during open session. VOTE: 4 ayes, 0 nays; 1**
168 **absent (Lewis Mudge); Motion Carried.**

169

170 **MOTION by Frank Tenney, seconded by Natalie Kanner, to exit executive sessions per 1**
171 **V.S.A. § 313(a)(1)(B). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

172

173 **No action taken.**

174

175 Kelly Devine said the letter received from the union representing the employees, she would like
176 to make a motion.

177

178 **MOTION by Kelly Devine, seconded by Frank Tenney, to designate Dina Atwood of Stitsel**
179 **Page and Fletcher, as the designated legal representation in negotiations with the AFSCME**
180 **Local 93 Union to include Selectboard members Lewis Mudge and Kelly Devine, with**
181 **support from Town Administrator, Nate Bareham, to represent Town employees; to**
182 **include that the Selectboard has yet to hear a decision from the library board as to whether**
183 **they would like to have their employees represented by a member of their board at those**

184 **negotiations or if they are asking the Selectboard to assume that responsibility on their**
185 **behalf. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**
186

187 Lindsay Smith from the Library Board of Trustees said a response was submitted to the
188 Selectboard last week. Jim said they were aware of the response and that it didn't address the
189 question. Follow up information will be given to the library board, Nate said.
190

191 **Discussion, and possible action, on a Charlotte Public Library request to install**
192 **information signs at the Library's gardens**

193 Rain garden, pollinator garden and food garden signs are slated to be installed. Photos were
194 reviewed. Price and location was reviewed. Margaret Woodruff provided a spreadsheet of
195 information. Volunteers will install the signs.
196

197 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve a Charlotte Public**
198 **Library request to install information signs at the Library's gardens based on the**
199 **information presented. VOTE: 3 ayes, 1 nays (Jim Faulkner); 1 absent (Lewis Mudge);**
200 **Motion Carried.**
201

202 **Committee request for unbudgeted expenditures:**

203 **1. Trails Committee request to allocate \$2,000.00 from the Trails Reserve Fund**

204 Information presented by Nate was reviewed of flood damage, and funds donated by a resident to
205 repair the trails. Kelly asked for written documentation of what will be needed for trail repair.
206 This is not a purchase, it is a reallocation of funds Natalie explained, therefor, purchasing
207 requirements should not be requested for this. A policy for reallocation of funds is not in place at
208 this time, Natalie said. Frank said the Selectboard asked for a description and still hasn't received
209 one for this work. Natalie said the purchases are below the amount required for the purchasing
210 policy to be enforced here, that the \$2,000 is not all one project. Each purchase is under \$1,000.
211 They are repairing multiple trails. She reiterated that this is simply a request for fund
212 reallocation, not a request to purchase. The \$2,000 was a donation specifically for the Trails
213 Reserve Fund. The Trails Committee is simply asking to have access to those funds to repair
214 sections of the Town Link Trail. All donations go through the reserve fund. The committee is
215 spending money out of their own budget to repair damage to the trails that a donation is tagged to
216 fund. They are asking for access to the donation given to them, Natalie said. The Selectboard is
217 being asked to release their donation from the reserve fund. A procedure for releasing donated
218 funds from the reserve fund to be put into budgets is needed. JD Herlihy said members of the
219 Selectboard are overthinking this issue. The donated funds should be put into the budget they
220 were slated for. JD also said the Selectboard needs clear expectations for volunteers and from the
221 boards. A reallocation of funds request form is needed, Natalie said. And a form for unbudgeted
222 expenses, Frank said. Frank inquired about waivers for volunteers.
223

224 **MOTION by Jim Faulkner, seconded by Natalie Kanner, to authorize the Trails**
225 **Committee request to move up to \$2,000.00 from the Trails Reserve Fund for the repair of**
226 **the Town Link Trail. VOTE: 3 ayes, 1 nays (Frank Tenney); 1 absent (Lewis Mudge);**
227 **Motion Carried.**
228

229 **PM Review of the Chittenden County Regional Planning Commission's Charlotte Villages**
230 **Planning Project**

231
232 This item will be taken off the agenda. More information from the planning commission is
233 needed. JD Herlihy asked when this decision was made. Jim said during executive session.
234

235 **Discussion, and possible action on, waiving a Public Records Act fee**

236 The amount is \$20.58. There was an improper motion made in a Selectboard meeting and Maura
237 Wygmans asked for public records to verify this, Natalie said. She refused to pay. Jim said that is
238 incorrect and that the Town attorney was called. Natalie suggested waiving the fee.
239

240 **MOTION by Kelly Devine, seconded by Natalie Kanner, to waive the fee for the Public**
241 **Records request made by Maura Wygmans for \$20.58. VOTE: 4 ayes, 0 nays; 1 absent**
242 **(Lewis Mudge); Motion Carried.**

243
244 **Approve Meeting Minutes for September 23, 2024**

245 No minutes were reviewed.

246
247 Kelly Devine noted that Nate was very ill the previous week and commended him for working
248 through it.

249
250 **Adjournment**

251
252 **MOTION by Jim Faulkner, seconded by Natalie Kanner, to adjourn at 9 pm. VOTE: 4**
253 **ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

254
255 Minutes respectfully submitted by Lynn Monty, Minute Taker.