

CHARLOTTE SELECTBOARD MEETING
October 7, 2024
Charlotte Town Hall and via teleconference

SELECTBOARD MEMBERS: James Faulkner, Chair; Frank Tenney, Vice Chair; Lewis Mudge (Absent); Kelly Devine; Natalie Kanner

ADMINISTRATION: Nathaniel Bareham

OTHERS: Scooter MacMillan, Matt Bijur, Moe Harvey, Mary Mead, Tanna Kelton, Bill Stuono, Michelin Carroll, Jack Pilla, Nina Regan

AGENDA ITEMS

6:30 PM Adjustments to the Agenda

- 6:31 PM Approve Warrants to Pay Bills

- 6:35 PM Selectboard and Town Administrator Updates

1. Jim Faulkner – Update on Spear Street repairs, and Senior Center crosswalk

2. Kelly Devine – Update on the union negotiation

3. Nathaniel Bareham – Update on the status of well agreement

- 6:45 PM Public Comment

1 6:50 PM Update on the FY25 Budget Actuals with the Town’s Treasurer, Mary Mead

2 7:00 PM Discussion, and possible action, on an Advertisement for Bids for the Spear Street Culvert Replacement

3 7:15 PM Discussion, and possible action, on a request for snow plowing bids for Charlotte Town Hall, Library and Park & Wildlife Refuge

4 7:20 PM Selectboard interview, and possible appointment, of applicants to the Inclusivity Working Group – Possible executive session per 1 V.S.A. § 313(3)

5 7:40 PM Liquor Control Board:

1. DLL Application 48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc.

- 7:45 PM Discussion, and possible action, on Halloween in the Charlotte West Village

6 7:50 PM Discussion, and possible action, on a Charlotte Public Library request to install information signs at the Library’s gardens

7 8:10 PM Committee request for unbudgeted expenditures:

1. Trails Committee – Request to spend \$2,000.00 from the Trails Reserve Fund for repairs to the Town Link Trail

8 8:20 PM Discussion, and possible action, on reducing the number of members on the Planning Commission from Seven to Five

9 8:30 PM Discussion, and possible action, on a Letter of Resignation from the Town’s Planner, and future hiring plan – Possible executive session per 1 V.S.A. § 313(a)(3)

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

- 9:00 PM Adjournment

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

Adjustments to the Agenda

None.

Approve Warrants to Pay Bills

Selectboard and Town Administrator Updates

1. Jim Faulkner – Update on Spear Street repairs, and Senior Center crosswalk

The crosswalk is completed at no cost to the Town.

The Spear Street culvert replacement plan is completed. The RFP is completed. If approved it will be sent to contractors and advertised. There are six contractors interested. This project needs to be completed by April 7th. This will be no cost to the taxpayer, Jim said.

2. Kelly Devine – Update on the union negotiation

A date has not been set for negotiations to begin. This will happen within 90 days of certification. Library employee governance is treated separately as they report to the library board of trustees. Other Town employees report to the selectboard. Either the selectboard will negotiate on behalf of the library board of trustees or they will send representatives.

3. Nathaniel Bareham – Update on the status of well agreement

The well agreement from September 23rd is still being reviewed.

Public Comment

Scooter MacMillan asked about the 9 to 1 vote to unionize and wanted clarification that employees cannot opt out. Kelly Devine replied, “exactly.” He asked for clarification that two library board of trustees were asked to represent the library in the union negotiations. Kelly responded that they had just met on Tuesday and they hadn’t come forward with a decision.

Update on the FY25 Budget Actuals with the Town’s Treasurer, Mary Mead

Mary Mead asked if there were any questions. Kelly asked about the revenue line items and Mary explained that municipal tax items are all built into one line item at \$17 Million. She explained State pre-bates. From this money, about \$11.5 million will be sent to the school district and about \$2.77 million will be sent to the State of Vermont. Kelly asked about the line items with funds going to the Charlotte Senior Center and Mary explained the water damage at that facility. Insurance payments are due in for that damage, Mary said. The budget at this quarter point it on track except for the legal expenses for the Selectboard regarding union action. FEMA funding will help with the road commissioners budget to recover from the July storm spending.

Discussion, and possible action, on an Advertisement for Bids for the Spear Street Culvert Replacement

Kelly confirmed the goal is to approve and disseminate. Jim said Dave Marshall will answer questions. Kelly said the document is straightforward and consistent. There needs to be A&R approval. Permanent and temporary easements are being worked out with neighbors, Nate said. A&R approval will be received before Oct. 23. This is time sensitive, Kelly said. Bids will be opened on Oct. 23. Since Dave Marshall was not present at the meeting at this time the selectboard moved forward with the agenda.

Discussion, and possible action, on a request for snow plowing bids for Charlotte Town Hall, Library and Park & Wildlife Refuge

The RFP was reviewed. Language about additional salting on an as needed basis without plowing was discussed and changed. Matt Bijur asked about the library contract and how it is split with Town parking. Nate said it is split 50/50 with the Town Hall and library.

MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the request for snow plowing bids for Charlotte Town Hall, Library and Park and Wildlife Refuge for plowing and salting with an amendment to clarify that the bid amount for salting is for additional, as-needed salting outside of the plowing that is provided. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

MOTION by Frank Tenney, seconded by Natalie Kanner, to recess as selectboard and convene as the Liquor Control Board. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Liquor Control Board:

1. **DLL Application 48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc.**

MOTION by Kelly Devine, seconded by Natalie Kanner, to approve DLL Application 48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

MOTION by Frank Tenney, seconded by Natalie Kanner, to adjourn as Liquor Control Board and reconvene as the Selectboard. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Discussion, and possible action, on Halloween in the Charlotte West Village

This year four sections of lighting will be coming as usual with no music or food truck. The road will not be closed. It will be 4 pm to 8 pm on Oct. 31. Natalie will set up a collection point for candy donations at Town Hall.

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

Natalie said there have been applications received that are set to be reviewed for the Inclusivity Working Group. Three community conversations are slated to address the Town Inclusivity Statement prior to Town Meeting Day. The Inclusivity Working Group will decide if the current statement will be presented on the ballot; or they will have no decision; or they will write a new statement, Natalie said. Margaret Woodruff and Bill Stuono were interviewed. Nina Regan, an applicant, was not able to make it to the meeting to be interviewed. Tanna Kelton was interviewed. She opted for Charlotte to create their own Inclusivity Statement. Reading between the lines is needed with the current statement, she said. She also said it is important not make this a burden to the Town. Michelin Carroll was also interviewed. Legal loopholes are her concern. Bill said, appointments should be made when all of the applicants have been interviewed.

MOTION by Kelly Devine, seconded by Natalie Kanner, to appoint Tanna Kelton to the Inclusivity Working Group. VOTE: 3 ayes, 0 nays; 1 abstain (Frank Tenney); 1 absent (Lewis Mudge); Motion Carried.

Kelly asked Frank on what grounds is he abstaining. He said on the grounds that all of the applicants have not been interviewed.

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

MOTION by Kelly Devine, seconded by Natalie Kanner, to recess for five minutes. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

MOTION by Kelly Devine, seconded by Frank Tenney, to reconvene. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Jim celebrated Nate's first year by bringing a cake.

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

Margaret Woodruff said the library received a grant for the gardens. Signs are needed. She is asking permission to order them. This is at no cost to taxpayers. She presented a map. Kelly said the proposal is great. The design of the signs was reviewed. More information to be presented at a later time.

Committee request for unbudgeted expenditures:

1. Trails Committee – Request to spend \$2,000.00 from the Trails Reserve Fund for repairs to the Town Link Trail

Jack Pilla discussed repairs needed and a donation received. Kelly asked for a description of the \$2,000 worth of work to be done. Jack gave a brief verbal description. A presentation in writing is needed to have on record, she said. Frank asked for estimates for stone and gravel. More information is needed to be presented at this time, Frank said. Any use of reserve funds needs to be approved by the selectboard, Kelly said. Photos and an agenda request form were presented. What is needed is a description of work and a list of materials needed to move forward.

Discussion, and possible action, on reducing the number of members on the Planning Commission from Seven to Five

Jim said this request came from the Planning Commission. Frank asked if the Planning Commission was aware of this request. Kelly requested the Selectboard discuss the agenda item as if the Planning Commission discussed the matter and requested their chair to bring it to the Selectboard. There is a resignation to address so now would be a good time to discuss the reduction of commission members, she said. No action will be taken in this meeting. Kelly said seven members are too many for a town of this size. Frank wanted to know why the reduction was being considered. Kelly said Land Use Regulations are significant and getting seven members all on the same page can be cumbersome. And they have had difficulty getting a quorum for their meetings. This would reduce the quorum requirement from 4 to 3. Frank asked that there be a Planning Commission public discussion on the subject of the reduction. Kelly said taking action on this on October 21 would be appropriate and that she will talk to Charlie. More information is needed.

Discussion, and possible action, on an Advertisement for Bids for the Spear Street Culvert Replacement

Dave Marshall did not show up for the meeting. Kelly requested there be a vote because she is not available on the 23rd. A potential time to discuss the bids will be Oct. 22nd at 5:30. Federal funding timelines and requirements were discussed. The advertisement will be issued by Oct. 8, 2024.

MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Advertisement for Bids for the Spear Street Culvert Replacement as amended pending final review by Town Engineer Dave Marshall. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Discussion, and possible action, on a Letter of Resignation from the Town's Planner, and future hiring plan – Possible executive session per 1 V.S.A. § 313(a)(3)

MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per 1 V.S.A. § 313(a)(3) to include Town Administrator. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

MOTION by Kelly Devine, seconded by Jim Faulkner, to exit executive session per 1 V.S.A. § 313(a)(3). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

MOTION by Kelly Devine, seconded by Frank Tenney, to move to accept the letter of resignation from Town Planner Larry Lewack dated September 13, 2024. With this acceptance the position will be vacated December 1, 2024. At this time it is not the Selectboard's intention to enter into a contracting agreement with Mr. Lewack following his date of separation. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Approve Meeting Minutes for September 23, 2024

MOTION by Frank Tenney, seconded by Kelly Devine, to approve the Selectboard Meeting Minutes for September 23, 2024 as amended. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Adjournment

MOTION by Kelly Devine, seconded by Natalie Kanner, to adjourn at 9 pm. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.

Minutes respectfully submitted by Lynn Monty, Minute Taker.