

CHARLOTTE SELECTBOARD MEETING
Monday, September 23, 2024
Charlotte Town Hall 159 Ferry Road and via teleconference

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

ADMINISTRATION: Nathaniel Bareham Town Administrator

OTHERS:

In person: Dana Hanley, Moe Harvey, Mary Mead, Dexter Mahaffey, Tim Harger, Charles Russell, Carrie Spear, Terra Heilebach, Charlie Baker, Scooter MacMillan

Remote: Dave Marshall, Alexa Lewis, Deirdre Holmes, Jim Donovan, Hugh Lewis Jr., Lauren Akselrod, Lewis Mudge, Nancy Faulkner, Paul Plante, Darren Schibler, Sarah Thompson, JD Herlihy

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
- 6:40 PM Public Comment
- 6:45 PM Annual Update with the Chittenden County Regional Planning Commission
Executive Director, Charlie Baker
- 7:05 PM Board of Sewage Disposal Commissioners:
 - 1. Discussion, and possible action, on adopting a Policy Concerning Wastewater Billing Procedures
 - 2. Discussion, and possible action, on adopting a Policy on Customer Inquiries
 - 3. Discussion, and possible action on, determining annual sewer use rates and charges per 24 V.S.A. Chapter 101
- 7:40 PM Discussion, and possible action, on a Tractor Parade in the Charlotte East Village:
 - 1. Appoint Oversight Committee
 - 2. Review & Approve Traffic Plan
 - 3. Designate Parade a Town Event
- 8:00 PM Discussion, and possible action, on Vermont Common School's notice for a large event
- 8:15PM Discussion, and possible action, on an Open Space Agreement with Roland & Lisa Guajac
- 8:20 PM Discussion, and possible action, on a Shared Well Agreement between the Town of Charlotte, Wygmans, and Guajac
- 8:35 PM Discussion, and possible action, on the Recreation Commission's request to reduce the number of voting members from nine to seven
- 8:40 PM Discussion, and possible action, on the renewal of the Library's HVAC Service Contract with New England Air Systems
- 8:45 PM Discussion, and possible action, on authorizing a crosswalk between the Charlotte Senior Center and the Charlotte Post Office

8:50 PM Discussion, and possible action, on amending the motion made September 9, 2024, for the purchase of four “Welcome to Charlotte” signs
8:55 PM Approve Meeting Minutes for July 22, 2024, and September 9, 2024
9:00 PM Adjournment

Call to Order

James Faulkner called the meeting to order at 6:32 p.m.

Adjustments to the Agenda

None.

Approve Warrants to Pay Bills

Warrants were signed.

Selectboard and Town Administrator Updates

James Faulkner stated that there has been a lot of public input regarding the reduction of the speed limit to 25mph along a section on Spear Street. This topic isn't going to be discussed at this time, there has been a lot of research on this and many opportunities for public comment. However, the topic may be brought back up during a future Selectboard meeting.

Public Comment

Moe Harvey stated that he feels strongly that the Senior Center crosswalk should be approved by the Selectboard and completed sooner than later. He has done a lot of research and was able to get M T Line Stripping to agree to complete the job at no cost to the town.

Annual Update with the Chittenden County Regional Planning Commission Executive Director, Charlie Baker

Charlie Baker, Executive Director of the CCRPC gave a presentation of the FY24 Annual Report for the town of Charlotte, which is included in tonight's meeting packet.

Kelly Devine received confirmation that the Geographic Information Systems that were worked on by CCRPC can be viewed on the website and is available to the public.

Charlie Baker stated that Act 181 moved from a number of units jurisdictional threshold to a location based jurisdiction. This new plan requires that the maps get submitted to the newly appointed Land Use Review Board in January.

Frank Tenney arrived at the meeting in person at 6:45 p.m.

Charlie Baker stated that this decision making process will not have direct impact on local authority. The town of Charlotte will still have its own Town Plan and its own zoning according to the Town Plan. The hopes are that this will be a mutually reinforcing relationship so that CCRPC is supporting in their map what the town of Charlotte is trying to do in its map. CCRPC wants to support all municipalities. He went on to state that Darren Schibler will be the point person as well as Charlie Baker himself if any issues arise with the potential mapping differences between the town and CCRPC in this process.

Natalie Kanner stated that she would like to hear more about the environment and sustainability planning.

Charlie Baker stated that they are trying to find balance so that the state has enough housing and the environment is being protected at the same time. Act 250 has influenced this.

Review of the Engagement Activities & Timeline and its 6 phases took place during Charlie Baker's presentation.

Charlie Baker stated that CCRPC is at Phase 2, Inform & Educate about Act 181 & Engagement Process. The goal is to make sure all Selectboards hear about this and in the Town of Charlotte he plans to also educate the Planning Commission about this.

Natalie Kanner stated that it would be important to include the Conservation Commission as well.

Charlie Baker stated CCRPC would also educate the Charlotte Land Trust Board of Directors.

Kelly Devine stated that it would seem that it would be more efficient to have joint meetings vs having members of CCRPC go to multiple board's/committee's meetings.

Charlie Baker stated that CCRPC will be going through these 6 phases over the next nine months give or take. This process is funded by the state.

Natalie Kanner stated that she would like to know what steps the CCRPC is taking to bring in the state to discuss accessing state funds. As long as development is allowed to be made that isn't affordable that is what will end up being built since that is what is most profitable to the builders.

Charlie Baker stated that Building Homes Together campaign has a goal for 20% affordable housing. A lot of what has been happening in Vermont is there have been high end homes being built and a lot of affordable homes being built but nothing has been built in the middle for the middle income range. Part of this regulatory change is to reopen the middle of the market.

Natalie Kanner received confirmation that despite the fact that the incentive plans are in place the middle market building hasn't increased.

Charlie Baker stated that unfortunately the construction industry is made up of roughly 25% of what it once was.

Kelly Devine received confirmation that the incentives are leveraged by developers or state funding and not municipalities.

Board of Sewage Disposal Commissioners:

MOTION by James Faulkner, seconded by Natalie Kanner, to recess as the Selectboard and reconvene as the Board of Sewage Disposal Commissioners. VOTE: 5 ayes, 0 nays; Motion Carried.

Nathaniel Bareham stated as a summary on these issues, in 2022, the Selectboard enacted the Wastewater Sewage Use Ordinance. Part of the ordinance included two policies that outline the processes for billing as well as for general inquiries. Research shows that the Selectboard hasn't approved those policies to date. This is an opportunity to approve the policies if the Selectboard decides to and the second part would be approving an annual fee structure. He went on to state that there is no fee structure to date and the Town Treasurer, Mary Mead suggested that the town begin collecting quarterly fees for this expense. Dave Marshall is available to talk about the fee structure and how it was developed to help with a decision on whether or not the Selectboard wants to implement it going forward. Nathaniel Bareham stated that it's essentially a fixed quarterly fee that will be determined based on the town's expenses for shared equipment in the wastewater fee. This would include the pump station that serves the five buildings connected to

the system. In addition, this fee schedule relies on a property's approved gallons per day of design flow, which is approved by the Selectboard on a per-application basis.

Discussion, and possible action on, determining annual sewer use rates and charges per 24 V.S.A. Chapter 101

Mary Mead stated that the Selectboard should know that in the action of approving and signing the Sewer Use Ordinance that will translate to an annual quarterly fee but also a usage fee. Both things that the Selectboard will need to set. She went on to state that it would be an appropriate goal to have these fees determined and known so that as of the first of January this quarterly billing could begin as well as the reading of meters.

Mary Mead stated that looking at the Charlotte Wastewater Connection & Usage Fees document/spreadsheet under the Quarterly Usage Fee the annual system inspection has a cost of \$4,000 listed. The town needs to put a request for bids out for inspection. The last time there was a contract with the town for this was in 2019. There are five connections to the system so the \$220 Cost Per Connection Quarterly Administrative Fee is fine. Last year there was \$10,000 in maintenance costs and hopefully Dave Marshall can assist with figuring out where this expense can be entered into the calculations. She went on to state that the Annual Cost of (BPL), Burns Property Usage/Lease figuring on this document is consistent for all cases with the exception of the varying approved GPD of design flow for each property.

Dave Marshall stated that he is present this evening as the Chair of the town of Charlotte's Wastewater Committee. It's his hopes that he can help all better understand the cost recovery spreadsheet. He reviewed the Charlotte Wastewater Connection & Usage Fees document/spreadsheet. The first portion of the document covers the cost that the town has incurred with regard to the construction of the system. He went on to state that from there the cost per gallon of capacity was developed. The system is currently permitted for 6,499 gallons per day. This document/spreadsheet gives a guesstimate of somebody using 100 gallons per day. The cost comes out to \$45.85 for existing cost recovery. The varying approved GPD of design flow for each property would be substituted in for the 100 gallons in this figuring.

Dave Marshall stated that the Quarterly Usage Fee is one option for looking at how we can recover costs for these more miscellaneous costs to the operating system. The annual inspection, this will provide guidance as to how future costs can be allocated to the system from an operational stand point. There are line items for costs of creating the billing. There are currently five users so dividing that into the \$4,400 came out to \$880 per user to deal with those particular operational components. He went on to state that what is missing are the miscellaneous costs. Sinking Funds will be identified for large cost items that should be planned for such as pump failure. Another line item is envisioned to be added that would represent the smaller operational costs of which Mary Mead had mentioned early with the \$10,000 figure. This will help to capture the true cost of operating the system and then this can be divided by the number of users of the system. Dave Marshall stated that the benefit to adding users is that ultimately the costs will be decreased per user. One thing that is different for the first time with this particular system is that rather than all the operational fees coming out of the general fund of the town, it now needs to be divided equally amongst the users of the system. There are currently five users between the town offices, the town Library, the Senior Center, the Fire Department and the fifth user is the first new non public user to use the municipal system.

Dave Marshall stated that as you go further down the Charlotte Wastewater Connection & Usage Fees document/spreadsheets you can see (BPL) Annual Cost of Burns Property Usage/Lease which identifies a leasing cost. Those people that are using this system are utilizing a portion of the Burns Park. This figuring makes it possible to assign a per gallon cost of \$53 per gallon of private benefit on the public lands. This will vary dependent on the approved GPD of design flow for property.

Dave Marshall stated that the Contribution Sinking Fund category on the Charlotte Wastewater Connection & Usage Fees document/spreadsheets is as he stated earlier a component that is very important to deal with large cost items that ultimately will come due. Such as the pump station electrical system which has a design life of 10 years. The disposal field renovation has an estimated 30 years. When all the items are added up and compared over a 30 year period the number came out to .63 cents per gallon per day of disposal. Capacity divided by 4 quarters comes to .16 cents per gallon per day which was then multiplied by the hypothetical 100 gallons per day user. This comes to \$15.84 per quarter to go towards the Sinking Fund.

Dave Marshall stated that at the bottom of the Charlotte Wastewater Connection & Usage Fees document/spreadsheets there is a summary of all three categories and collectively it comes to \$274 per quarter or \$1,096 per year for each of the five users.

Mary Mead stated that she would like to know if Dave Marshall could help clarify how the Selectboard is going to come up with a usage rate.

Dave Marshall stated that on the Charlotte Wastewater Connection & Usage Fees document/spreadsheets under the Quarterly Usage Fee an item line needs to be added for small operational costs of \$10,000 which would change the sum of \$4,400 to \$14,400 divided by 5 and that would be cost distributed to all users. That number divided by 4 gives the quarterly cost. He went on to state that the Charlotte's Wastewater Committee suggested to the Selectboard that it be put in the town's Sewer Use Ordinance that all new users of the municipalities wastewater system have meters so an accurate reading of usage can be obtained. It would be ideal if all the town buildings had this as well in order for this to be equal. This would add an additional administrative fee with the need to go out and collect this data from the meters quarterly.

Lewis Mudge arrived at the meeting in person at 7:31 p.m.

Mary Mead stated that the \$10,000 is expenses that have come up over the past year representing a maintenance amount.

Kelly Devine stated that this translates to \$2,000 per user.

Mary Mead, Dave Marshall and Frank Tenney all concurred.

Mary Mead stated that the town ordinance says that there will be a quarterly base fee which is the Charlotte Wastewater Connection & Usage Fees document as well as billing a usage fee. There needs to be an equation that is used for coming up with that usage fee so that it can be explained how the amount was calculated.

Discussion was had regarding the fact that the Charlotte Wastewater Connection & Usage Fees document/spreadsheets was created back in 2020 and it wasn't used since that time because there was never any additional hook ups to this system outside of the town buildings.

Further discussion was had regarding how to come to an agreement on the usage fee.

Mary Mead stated that she would like a simple base fee along with a usage fee. This would allow for a certain amount of money to be set aside each year to go into the Sinking Fund. Due to the way the town ordinance has been written she's unsure of how to come up with a usage fee.

Dave Marshall stated that the committee was looking to create an invoicing that is similar to an electric bill. This gives a base fee that is a sum figured regardless of how much you use to keep the infrastructure in place. A separate user fee is to capture the fact that the more the system is used the faster it's going to fail. He went on to state that this is the first time that the town is having to go through this but it's like any other budgeting where past expenses are used to project and budget on future expenses in order to come up with that base fee. With the information at hand, he feels that there is an opportunity to do a draft invoice that would provide an understanding of what the base fee is and how the individual user is consuming the capacity and the design of this system. In time, the metering idea is the fairest way to distribute those user costs but until everyone has a meter it's not fair to do one versus the other.

Natalie Kanner stated that perhaps a comparison of the cost per gallon with other municipalities cost per gallon would be helpful.

James Faulkner stated that that could be done but what is of most importance is looking at what the expenses are for the town of Charlotte. Other municipalities may have varying expenses and therefore the comparison isn't useful.

Mary Mead stated that she would like to see a draft invoice from Dave Marshall and then from there she could understand the missing pieces needed if any at all in order to move forward.

James Faulkner concurred that having a draft invoice is the way to proceed forward to be presented at the next Selectboard meeting.

Discussion was had regarding the Quarterly Cost Summary.

Dave Marshall agreed to assist with a draft invoice and plan going forward.

Discussion, and possible action, on adopting a Policy Concerning Wastewater Billing Procedures

James Faulkner stated there are a couple documents that need to be signed. Unfortunately, they needed to be signed in 2019 and they weren't. One of the documents is to agree on billing procedures which is still being worked on.

Discussion, and possible action, on adopting a Policy on Customer Inquiries

James Faulkner stated that the other document that needs to be reviewed and signed is the Customer Inquiry Policy. This policy covers what is to take place in the event of a user not paying or if a disconnect is necessary.

James Faulkner stated that he would like the Selectboard members to review these policies further so that at the next meeting they can be signed. The town has never had anybody join the municipal water system until just recently and there are two other people that are waiting to join in the next couple of months.

Lewis Mudge stated that this topic should be enlarged on a future agenda to decide what the process will be for those requesting to hook up since at some point capacity will be reached.

James Faulkner concurred with Lewis Mudge that process needs to be decided on regarding potentially allowing businesses over dwellings.

Lewis Mudge received confirmation that the system is already at half its capacity if not more than half.

Frank Tenney stated that this is an in ground system so it will need to be repaired. It's lifespan is around forty years and other components are around ten years. A projected cost on repairs and replacement thirty years down the road needs to be estimated with inflation in mind.

MOTION by Frank Tenney, seconded by Kelly Devine, to adjourn as the Sewage Disposal Commissioners and reconvene as the Selectboard. VOTE: 5 ayes, 0 nays; Motion Carried.

**Discussion, and possible action, on a Tractor Parade in the Charlotte East Village:
Review & Approve Traffic Plan**

Carrie Spear stated that the Tractor Parade is planned to take place on October 13, 2024. The parade route as seen in the application in the meeting packet has been done this way two different years, 2020 and 2021. The parade didn't take place the past two years.

Carrie Spear stated that there will be a luncheon for the participants of the parade. What's open to the public is the field of fun and the barnyard.

Carrie Spear and Terra Heilebach stated that the East Charlotte Tractor Parade will begin at the Green Mountain Hay location on Spear Street and from there the tractors will turn right onto Charlotte Hinesburg Road, followed by another right onto Bean Road, and then a right onto Prindle Rd and then finally a right back onto Spear Street and ending back at the Green Mountain Hay location.

Carrie Spear stated that she would like to close Spear Street for 30 minutes. The rationale for this is that if the tractors are let out and they get to the four corners and head to Bean Road there are always people that leave immediately after the tractors have left and this would get the vehicles off the tower lot.

Frank Tenney received confirmation that the tractor parade has been doing this longer route for two years.

Carrie Spear stated that this route has gone really well in the past with all right turns with the exception of those that want to end their participation in the parade at Prindle Road.

Discussion was had regarding the necessity to cancel the past two parades due to wet fields and consequently lack of parking area.

Terra Heilebach stated that there will be parking for the handicap right along the route.

Kelly Devine received confirmation that the Waste Management listed on the application for the event is Armando Machado, of the company Wasted, which is the port-a-potty company.

Terra Heilebach stated that the section of Spear Street to be closed, from Baptist four corner south to Prindle Road, would be from 1 p.m. to 1:30 p.m.

Discussion was had regarding the logistics of closing the road.

Carrie Spear stated that the tractor parade can happen without closing the road. It will consist of traffic control instead of road closure.

Kelly Devine received confirmation that public outreach will take place to notify the public about the event and this will include letting people of surrounding towns know that Spear Street traffic flow will be interrupted during the time of the parade.

Designate Parade a Town Event

Discussion was had regarding the history of this event being a town event. All concurred that a past decision was made to make it a town event due to multiple reasons and one in particular being insurance purposes.

Appoint Oversight Committee

Frank Tenney stated that the other area of need for discussion is whether or not there needs to be a town committee to organize the event with a point person considering it's a town event. That

point person would either be Carrie Spear or Terra Heilebach and the event could be something the Recreation Commission looks at.

Carrie Spear stated that this is something that she has been advised to look into doing.

Frank Tenney stated that this isn't something that needs to be rushed into for this year and possibly not even next year but it's something that should be looked into.

Terra Heilebach stated that it would make sense in order to give the planning more structure and could help with the sustainability of the event.

MOTION by Kelly Devine, seconded by James Faulkner, to approve the application for the use of town facilities by the East Charlotte Tractor Parade, with the amendment of removing the request to close the road.

Discussion was had regarding the motion needing to include language that it's a town event. All concurred a motion that approves the event as a town event should be made rather than approving the application.

Kelly Devine withdrew the motion.

MOTION by Kelly Devine, seconded by Frank Tenney, to approve the East Charlotte Tractor Parade set for October 13, 2024, with specifics as outlined in an application for the use of town facilities as a town event with the directive that the town will form a committee to work on the ability of this event going forward as a town event. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on Vermont Common School's notice for a large event

Tim Harger, stated that he is the Dean of Students at Vermont Common School.

James Faulkner stated that the reason that Dexter Mahaffey, Head of School at Vermont Common School is back and on the agenda for this evening is because the DRB designated in Section 5 C that events larger than 50 people must notify the adjacent neighbors and seek approval from the Selectboard or as the Selectboard chooses to delegate. He went on to state that the hopes of the Selectboard is that going forward requests like this can go to the Town Administrator and not the Selectboard unless there is something significantly different from the previous year's event.

Sarah Thompson stated that she would like clarification of the timing as a neighbor since it's not stated on the application.

Dexter Mahaffey stated that it would take place on October 4, 2024, in the late afternoon and would end by sun down and certainly no later than 8 p.m.

Sarah Thompson stated that the Charlotte Fire and Rescue hadn't been notified according to the application and she wonders if this something that could be done since the fire at this event will likely be larger than a residents backyard fire.

Dexter Mahaffey stated that that wasn't something that they were made aware of as a necessity but it's something that he is willing to do if the Selectboard would like that to be done.

James Faulkner stated that that would be good to have that done.

Nathaniel Bareham stated that this particular application isn't specific to what is required by the DRB, rather this recreation application was something that came up at the last meeting as a way

of having the information of the event on paper. The DRB hasn't specified a requirement that the Charlotte Fire and Rescue be notified.

Sarah Thompson stated she would like clarification on how questions regarding the event could be answered in the future if the Town Administrator is delegated to approve this event.

Kelly Devine stated that it is still a requirement of the clause that neighbors be notified and any questions would be amongst the two private property owners.

Natalie Kanner stated that she will have to recuse herself from this vote since she has a conflict of interest.

MOTION by Lewis Mudge, seconded by Kelly Devine, to approve the application for a large event from the Vermont Commons school, Fall Family Campfire for October 4, 2024, as submitted. VOTE: 4 ayes, 0 nays, 1 abstention (Kanner); Motion Carried.

MOTION by Kelly Devine, seconded by Lewis Mudge, based on the town of Charlotte Zoning Board of Adjustment decision ZBA-21-256-CU Section 5 clause C Selectboard exercises it's right to choose a delegate to approve events and is going to designate the Town Administrator. VOTE: 4 ayes, 0 nays, 1 abstention (Kanner); Motion Carried.

Discussion, and possible action, on an Open Space Agreement with Roland & Lisa Guajac
James Faulkner stated that this has already been through legal review. Tonight, if all are in agreement all that needs to be done is to move forward by approving it.

Nathaniel Bareham stated that this is a subdivision that happened back in 2023 that was approved. The proposed Open Space Agreement that is in tonight's packet has some minor adjustments from the town attorney relative to the actual size of the parcel that is being set aside for the Open Space Agreement.

MOTION by James Faulkner, seconded by Kelly Devine, to approve the Open Space Agreement made between Roland and Lisa Guajac and the Town of Charlotte, for the properties located at 3250 & 3260 Greenbush Road, as presented. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on a Shared Well Agreement between the Town of Charlotte, Wygmans, and Guajac

James Faulkner stated that this it to make sure that the billing is correct. There is a document that was worked on with the town attorney.

Nathaniel Bareham stated that at this time the Guajac's have reviewed the document and the Wygmans are being provided a copy and we are waiting on their final authorization of it. This approval would therefore be an approval conditioned on final review from the town attorney.

Frank Tenney stated that if the Inn gets sold in the future it would still have the water rights to that well making this agreement between three different owners rather than just the two that are involved currently.

JD Herlihy stated that the subdivision was approved for the Inn. There is another well on site but he's unsure of the specifics and cautioned the Selectboard to make sure that this is done correctly.

Frank Tenney stated that the Inn was going to be on the well that exists at the event facility but in case that well didn't have enough water the Inn could be and likely will be hooked to the town well and will use it for excess if necessary.

James Faulkner stated that there are meters that were part of the arrangement. There is also going to be a meter at the source to make sure there isn't a faulty meter.

Nathaniel Bareham stated that the agreement will delegate out the responsibility for the maintenance of the system between the parties that are listed here, which does include the Inn. So, if the Inn is sold the agreement does run with the land. The new owner would have equal share in the maintenance expenses for the repair of the system. There is a clause within that agreement that discusses emergency repairs in the event that there is some form of emergency repair that needs to happen, that would be done by the party who first recognizes the need and then that party would be reimbursed by the other parties in order to share the cost. In addition to that section of the agreement there is also a provision that requires the largest user of the system to be the administrator of maintenance and expenses for that system. In the future if the Old Lantern is going to be the principal user than they would be responsible for the maintenance of the system.

Scooter MacMillan stated he would like to know the address of this well.

Frank Flynn stated that the address for the well is Greenbush at the Town Garage but it's not the new well at the Town Garage it's an existing well that supplied water to the Old Lantern and to the Earl Burns residence which is now owned by the Wygman's.

Scooter MacMillan received confirmation that the Guajac are the owners of the Old Lantern and the Inn.

MOTION by Kelly Devine, seconded by Lewis Mudge, to approve the Shared Water System Agreement made by the Town of Charlotte, Roland and Lisa Guajac, and Justin and Maura Wygman for the shared use of a well located at the Former Burns Property, conditioned on final review by the Town's attorney and approval by all parties. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on the Recreation Commission's request to reduce the number of voting members from nine to seven

Discussion was had regarding having the specific number of voting members for boards and commissions in the handbook that is being drafted.

Lewis Mudge stated that this was done for the Energy Committee in the past and therefore precedence has been set.

All concurred that this is something that can be done this evening for the Recreation Commission.

MOTION by Kelly Devine, seconded by Natalie Kanner, that the Selectboard agrees that its intention is to appoint seven voting members to the Recreation Commission as needed when terms expire. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on the renewal of the Library's HVAC Service Contract with New England Air Systems

James Faulkner stated that the agreement begins on October 1, 2024. There is an increase in the cost for this service of \$50.00.

MOTION by Lewis Mudge, seconded by Natalie Kanner, to approve the maintenance agreement provided in the packet by New England Air Systems for maintenance of the Charlotte Library's HVAC equipment, from October 1, 2024, to September 30, 2025, and to include two inspections, with a not to exceed amount of \$1,795. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on authorizing a crosswalk between the Charlotte Senior Center and the Charlotte Post Office

James Faulkner stated that he spoke to the attorney of the property owner describing the plan that there will be a landing on the west end of the small roadside parking area and will come out three feet from the curb and a painted line will lead to the walkway into the post office. He went on to state that he received verbal consent but he asked for this agreement to be in writing. In order to move forward tonight a motion will need to be made with a condition of the approval of that document.

Kelly Devine stated that a map and scope is needed with more detail than the current map presented in her opinion.

James Faulkner stated that Hugh Lewis Jr has the signs and the Senior Center has the posts from a previous project. Steve Mack is willing to paint the crosswalk for free and as early as tomorrow.

MOTION by Frank Tenney, seconded by Lewis Mudge, to approve the installation of a crosswalk between the Charlotte Senior Center and the Post Office as presented with the condition that the documentation is provided from the post office landowner and her attorney. VOTE: 5 ayes, 0 nays; Motion Carried.

Discussion, and possible action, on amending the motion made September 9, 2024, for the purchase of four "Welcome to Charlotte" signs

MOTION by Kelly Devine, seconded by Natalie Kanner, to amend the motion made on September 9, 2024, authorizing an unbudgeted expense from the emergency repair fund, I amend the motion to reallocate \$5,550 from the town's Improvement and Repair Fund for the purpose of purchasing and installing four Charlotte welcome signs, \$3,000 will be appropriated from the line for the replacement of the town beach septic, and \$2,550 will be appropriated from the line for the repair of the Senior Center Roof. VOTE: 4 ayes, 1 nay (Tenney); Motion Carried.

MOTION by Kelly Devine, seconded by Natalie Kanner, to amend the motion made on September 9, 2024, for the purchase and installation of four "Welcome to Charlotte" signs. I amend the motion to authorize the \$5,500 to be spent out of the Improvement and Repair Fund for the purchase of Installation of four Charlotte welcome signs by Design Signs based on their estimate #1645, dated 8/27/24. VOTE: 4 ayes, 1 nay (Tenney); Motion Carried.

Approve Meeting Minutes for July 22, 2024, and September 9, 2024

MOTION by Lewis Mudge, seconded by Kelly Devine, to approve the Selectboard meeting minutes for July 22, 2024. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Lewis Mudge, seconded by Frank Tenney, to approve the Selectboard meeting minutes for September 9, 2024. VOTE: 5 ayes, 0 nays; Motion Carried.

MOTION by Kelly Devine, seconded by Natalie Kanner, to amend the motion made on September 23, 2024, to approve the minutes of September 9, 2024, to reflect an amended minutes on line 196 that the crosswalk would fall in the town right of way. VOTE: 5 ayes, 0 nays; Motion Carried.

Adjournment

MOTION by Lewis Mudge, seconded by Kelly Devine, to adjourn. VOTE: 5 ayes, 0 nays; Motion Carried.

The meeting was adjourned at 9:18 p.m.

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