



Town of Charlotte

ESTABLISHED 1762

Town Administrator's Staff Report March 23, 2026 Selectboard Meeting 7:00 PM

Approval of Consent Agenda: Please make a motion to approve the consent agenda.

- a. Meeting Minutes for March 9, 2026
- b. Warrants
- c. Readopt Selectboard Rules of Procedure (last updated 2025) A clean copy of the correct procedures is in the packets, along with a track changes version showing 25 & 26 Changes.
- d. Readopt regular meeting time schedule (7:00 PM on 2nd and 4th Monday of each month). See schedule in the packet for the next 12 months, with one conflict on Memorial Day pushing the SB meeting to a Tuesday.
- e. Recreation Event – UVM April Road Race This is an annual event requiring SB approval for use of the public road. See request from Gary and in an email a map of where the race will be held.

Public Comment:

Selectboard and Interim Town Administrator Updates: TA to provide a few brief updates.

1. Next step in Town Admin Search process: The 1st round of interviews is scheduled for 3/25 to be held by subcommittee, then SB to hold interviews in early April.
2. The SB plans to make board and committee appointments at their April 13 SB meeting.
3. The town is required to have an Animal Control Officer and currently there isn't one; the SB Chair is by default the ACO for the moment but that isn't best practice. I'd recommend we put an ad out to hire an ACO; the budget for this position is \$3,000. Please consider authorizing an ad to post this critical position. I've found retired law enforcement officers to be good ACO's; please let me know if you know any retired officers. This position requires a bit of head hunting.
4. Assistant Town Administrator. The position was funded for FY27, and there was support to hire early (using funds from a source I can't recall today). Please review the existing job description which I found on the server, and bring suggested edits to the meeting. We should advertise the position to get this rolling as well and get consensus on the timeline from the SB.

Charlotte Library Way Finding Sign Request:

The Library would like to place a sign on Ferry Road on the same post for the EV Charger at the entrance to Town Hall/ Library. Please see example of the sign in the packet and email that Jr. said it could go on the same post. Please make a motion to authorize the sign placement assuming the Library will pay for the sign.

Selectboard Work Plan 2026:

A copy of the previous SB Work plan is in the packet. I suggest an extra SB meeting in November to kick off the budget, and a Community Budget Meeting in mid-January to allow the public to ask budget questions before the budget is finalized at the end of January. On page 2, the existing pend list was copied from 2025 pend list; and the pend items for 2024 were included for historical context. The other change is in May, a suggested capital program is being considered. Please review and be prepared to approve it moving forward.

Selectboard Liaison:

Each Selectboard member is assigned an area/ department to act as a liaison between the SB and various volunteers. It is recommended to have the chair of each group come to a SB meeting quarterly in the coming year instead of the recent practice of having SB members attend their meetings. Please discuss and reach a consensus on the SB's preference. A chart is included in the packet labeled "SB Liaison Assignment."

Energy Modernization Project: Scope of Work Change and Contract for CVFRS

The scope of the project is being revised. The electrician is proposing the AC units for Town Hall can be removed and it may save the town money. I will get clarity from the energy committee soon. Exec Session: The SB also needs to have a discussion in executive session about the status of the agreement with CVFRS and the Town in advance of getting the Bond. Have the details of the proposed contract been finalized and have they been discussed with CVFRS?

Other Business: This is on all agenda's and allows the SB to add other things to its Agenda.

Executive Session: per 1 V.S.A. § 313(a)(3):

Draft motion: "I move to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) for the purpose of discussing personnel (and legal issues) where premature public disclosure of the subject matter may put the town at a substantial risk. I further invite Carrie Johnson into this session."

Energy Modernization: CVFRS Contract with Town

Interim Town Administrator Contract Amendment: Please find proposed extension as the current contract expires 3/31/26.

Adjourn