

Town Administrator's Report April 14th, 2025

Approval of Consent Agenda:

- a. Minutes for March 24, 2025:
 1. Minutes of the last regular Selectboard meeting.
- b. Applicants for Use of Town Property:
 1. Charlotte Covered Bridge Race – This is a recurring event in Town from 2013-2025. The event manager, Rayne Herzog, has been easy to work with and responsive to questions. There have been no safety issues with this event.
 2. UVM Cycling Home Road Race – This is a recurring event in Town from 2014-2025. The race coordinators Lindsay Grove and Sam Mason have been easy to work with and responsive to questions/requests. There have been no safety issues with this event.
 3. Town Party – This is another recurring event in Town over the past decade. Bill Fraser-Harris is the event manager, and helps coordinate with Town staff and other volunteers to host the party. Again, there have been no safety issues with this event.
 4. Grange on the Green – This is a recurring event sponsored by the Charlotte Library and the Grange from 2020-2025. The event coordinators are aware of the concerns raised about the lawn. There have been no safety issues with this event.
 5. I am recommending the Selectboard approve these four events as presented.
- c. Outlined below is a proposed process for reviewing and approving this consent agenda:
 1. The Selectboard Chair asks if any member wishes to remove an items from the consent agenda for further discussion.
 2. Should a member wishes to discuss an item, it is removed from the consent agenda and placed on the regular agenda for separate consideration.
 3. Once all items that require discussion are removed, the Selectboard Chair motions to approve the consent agenda.
 4. **A possible motion would be:** “I move to approve the consent agenda for April 14th, 2025 as (presented/amended).”

Liquor Control Board:

- a. **A possible motion to recess as the Selectboard and reconvene as the Liquor Control Board would be:** “I move that we recess as the Selectboard and reconvene as the Charlotte Liquor Control Board.”
- b. These four applications are renewals for the following businesses in Town, we have had no issues with their licenses this past year:
 1. App. 55661 is a renewal of a 1st Class Restaurant/Bar License for the Old Lantern.
 2. App. 57255 is a 2nd Class Liquor License renewal for the Old Brick Store
 3. App. 57733 is a 2nd Class Liquor License renewal for the Charlotte Ferry
 4. App. 57892 is a 1st Class Restaurant/Bar License for the Charlotte Village Winery
- c. **A possible motion to approve these applications would be:** “I move to approve these liquor license applications as presented in Selectboard’s agenda for April 14th, 2025.”

- d. **A possible motion to adjourn as the Liquor Control Board and reconvene as the Charlotte Selectboard would be:** “I move to adjourn as the Liquor Control Board and reconvene as the Charlotte Selectboard.”

Discussion, and possible action

Discussion, and possible action, on Selectboard appointments for the following positions:

- a. Appointment of the Tree Warden:
 1. **A possible motion would be:** “I move to appoint _____ as Tree Warden for the Town of Charlotte for a term beginning on May 1st, 2025 and ending on April 30th, 2026.
- b. Appointment of the Deputy Tree Warden(s):
 2. **A possible motion would be:** A possible motion would be: “ I move to appoint _____ & _____ as Tree Warden(s) for the Town of Charlotte for a term beginning on May 1st, 2025 and ending on April 30th, 2026.
- c. Appointment to the Thompson’s Point Wastewater Advisory Committee:
 1. **A possible motion would be:** A possible motion would be: “ I move to appoint _____ to the Thompson’s Point Wastewater Advisory Committee for a term beginning on May 1st, 2025 and ending on April 30th, 2028.

Discussion, and possible action, on a Shared Well Agreement – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)

- a. The Selectboard may wish to discuss the contents of this agreement in executive session. In order to do so, the Selectboard must first find that premature general public knowledge of the agreement would clearly place the public body at a substantial disadvantage. The Selectboard could then move to enter into executive session.
 1. **A possible motion to make a specific finding would be:** “I move to find that these discussions of a shared water system agreement would place the public body at a substantial disadvantage.”
 2. **A possible motion to enter into executive session would be:** “I move to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(A) for the discussion of a shared water system agreement.”
- b. The Town currently owns and maintains a potable water well on the Burns property on Greenbush Road (“the Burns well”). Two abutting landowners, Maura and Justin Wygmans, and Lisa and Roland Gaujac hold deeded right to the use of the well in addition to a nonexclusive easement to access the well’s cap.
- c. Over the past 12-months, the Town has worked with the Wygmans and Gaujacs to spell out specific terms, conditions and rights to the Burns well. The purpose of this agreement is to better clarify each party’s duties and responsibilities for the use of the well, and how costs shall be allocated for any improvements/maintenance/etc.
- d. At this time, all parties have reached a tentative agreement on the terms of this “Shared Well Agreement.” A draft copy of the Agreement, which has been reviewed by the Town’s attorney, is included in your meeting packet.
- e. As there are some non-material items still being discussed by the parties, I am recommending the Selectboard approve the agreement as presented but allow for non-material amendments to be made that are deemed necessary by the parties.

1. **A possible motion would be:** “I move to approve this Shared Water System Agreement as presented, and further authorize _____ to review and approve non-material amendments to the agreement as deemed necessary by the parties. I further authorize _____ to execute the agreement.”

Discussion, and possible action, on Waiving Late Penalties for Homestead Filings

- a. The Town has historically waived late penalties for homestead filings. Included in your meeting packet is a brief narrative from the Town’s Clerk/Treasurer.
- b. **A possible motion would be:** “I move to waive late penalties for homestead filings for the 2025/2026 fiscal year.”

Discussion, and possible action, on adopting a Code of Ethics Investigation and Enforcement Ordinance

- a. On June 10, 2024, the Act 171 was enacted, and established an ethics framework for all municipalities in the State of Vermont. Under this law, the Town is required to:
 1. Adopt a complaint investigation ordinance (in process);
 2. Post a copy of the municipal code of ethics to the Town’s website (completed);
 3. Post a copy of the municipal complaint investigation ordinance on the Town’s website (in process);
 4. Post and display notices of protected employee whistleblower protection in a prominent and accessible location in the workplace (completed);
 5. Appoint an Ethics Liaison to communicate with the State’s Ethics Commission (completed);
 6. Assign a municipal officer or body to be the “designated complaint recipient” to receive complaints alleging violations of the Municipal Code of Ethics (in process).
 7. Require specific, and new, officers to complete the State Ethics Commission approved ethics training on or before September 30, 2025 (in process).
- b. In order to adopt this Ordinance, the Selectboard must abide by the following notice requirements, as outlined in 24 V.S.A. §§ 1971, 1972, 1973. The process for adopting this ordinance is as follows:
 1. Formal adoption by the legislative body of the Town.
 - i. Once adopted, notice of the adoption shall be posted at five conspicuous locations within the municipality and a formal publication of the notice shall occur with a newspaper of general circulation within 14 days following the adoption. See 24 V.S.A. § 1972(a)(1).
 2. A petition for a vote on the question of disapproving the ordinance, signed by 5% of voters, may be presented to the legislative body within 44 days following the date of the adoption. See 24 V.S.A. § 1973(b).
 - i. Should no petition be presented to the legislative body, the ordinance would become effective 60 days following the date of the adoption. See 24 V.S.A. § 1972(a)(2).
 - ii. Should a qualified petition be presented to the legislative body, the qualified voters of the Town will vote on the question at an annual or special meeting duly warned for this purpose. See 24 V.S.A. § 1973(a).

- c. **A possible motion to adopt the Code of Ethics Ordinance would be:** “I move to adopt the Code of Ethics Investigation and Enforcement Ordinance, as a civil ordinance, pursuant to 24 V.S.A. § 1971, as presented.”
- d. **A possible motion to approve the Ordinance Notice would be:** “I move to approve the Notice of Adoption of the Town of Charlotte Code of Ethics Investigation and Enforcement Notice as presented. This Ordinance will become effective on June 13, 2025, unless a petition signed by not less than 5% of the qualified voters of the Town disapproving of the adoption is submitted to the Town Clerk or Selectboard on or before May 29, 2025.”

Discussion of Collective Bargaining with AFSCME Council 93 – Possible Executive Session per 1 V.S.A. § 313(a)(1)(B)

- a. The Selectboard must hold all discussions regarding the collective bargaining unit with AFSCME Council 93 in executive session. In order to do so, the Selectboard must first find that premature general public knowledge of the agreement would clearly place the public body at a substantial disadvantage. The Selectboard could then move to enter into executive session.
 - a. **A possible motion to make a specific finding would be:** “I move to find that these discussions of a collective bargaining unit with AFSCME Council 93 would place the public body at a substantial disadvantage.”
 - b. **A possible motion to enter into executive session would be:** “I move to enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(B) for the discussion of a labor relations agreement with employees.”