



Town of Charlotte

ESTABLISHED 1762

Town Administrator's Staff Report December 22, 2025 Selectboard Meeting

Approval of Consent Agenda:

- a. Meeting Minutes for December 8, 2025 & December 11, 2025 (Energy Project).
 1. Please review and make a motion to approve both sets of Selectboard minutes.

Selectboard and Interim Town Administrator Updates:

1. TA: no motions requested, see LUR and Town Plan "Notice of Public Hearing."

FY 27 Budget Review, & Discussion

- a. Please review the Draft 4 (12/17/25) of the master budget, the SB, Mary and TA will review it by section. The salary information was loaded at 5% for all for discussion purposes. The benefits section will be updated after employees provide us with their FY26 choices. A January 12th review of the budget is planned for departments, boards and commissions discussion/ questions.

Committee Appointment: DRB One member may need reappointment, ZA is checking.

Request for Bids: Please open, review and potentially authorize moving forward
For Bids A, B and C this is the second meeting and a motion to move forward is requested.

- a. Auditing Services Bid See bid summary sheet
- b. Thompson's Point Seasonal Operator One bid rec'd.
- c. Town's Wastewater disposal system maintenance Once bid rec'd.
- d. Executive Search Consultant Open bid(s), review and award.

Contract Requests:

- a. Snow Plowing Contract for Town Hall area parking lot. Fortin's proposes the rate of \$150 a plow, with a more robust salting plan which will cost \$150 a trip. I included a copy of last winter's contract and a proposed new draft. Note to propose a two year contract. The rescue/ senior center contract has a higher not to exceed number which allows the plow service to keep it clean and safe; A standard recommended for town hall/ library. Not to exceed \$7,200 per season without prior authorization is proposed. **Please consider making a motion to approve and authorize TA to execute it.**
- b. Cemetery Mowing. **Please consider making a motion to approve and authorize TA to execute it.**
- c. Parcel Mapping: See enclosed proposal

Committee Appointments:

- a. DRB Appointment to a term ending 2028: Please consider making a motion to reappoint _____, to the Charlotte Development Review Board for a term ending ____/ April 2028.

Warrants:

- a. Please review the warrants at the SB table, make a motion to approve and sign them. This is an attempt to formalize the process which has resulted in inconsistent signing and approval of the warrants.

Discussion on Town Personnel – **Executive Session** Likely 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.”

- Personnel: SB to clarify how communication should be executed with employees. 12/17 an email was sent to employees, both Union and Non-Union eligible with open enrollment deadline now 1/5/26 at 4 PM.
- Wage adjustments for FY27 non-union employee’s, discussion.