



Town of Charlotte

ESTABLISHED 1762

Town Administrator's Staff Report December 8, 2025 Selectboard Meeting

Approval of Consent Agenda:

- a. Meeting Minutes for November 24, 2025 & December 1, 2025 (cont'd from 11/24).
 1. Please review and make a motion to approve both sets of Selectboard minutes.

Selectboard and Interim Town Administrator Updates:

1. This should be brief, I have no misc. updates to report.

Request for Bids: Please open, review and potentially authorize moving forward

- a. Auditing Services Bid
- b. Thompson's Point Seasonal Operator
- c. Town's Wastewater disposal system maintenance
- d. Energy Modernization Project (Solar Array & Heat Pumps)

Contract Requests:

- a. Snow Plowing Contract for Town Hall area parking lot. Fortins proposes the same rate as last year \$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 I propose a two year contract. **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.**

Committee Appointments:

- a. DRB Appointment to a term ending 2028: Doug Patton is requesting reappointment. His term expired 12/14/25. I found no approved policy. Most appointments are done in the spring, I would recommend changing to align DRB appointments with annual spring appointments since December is busy EVERY year for the Selectboard. **Please consider making a motion to appoint Doug Patton to a term ending April 29.**
- b. State of Vermont Ethics Liaison: Former TA was this person, **please consider appointing and making a motion for the Charlotte Town Administrator to be the Town Representative for this state position.**

Land Use Regulations (LUR) & Town Plan Hearing Date Requested:

- a. Please find a memo drafted from Lindsay, Town Planner requesting confirmation of hearing dates for the LUR's and Town Plan. LUR: 2/9/26; Town Plan 2/9/26 & 2/23/26. Due to warning requirements, we need to send warnings in mid-December. A link to both plans are in her memo's detailing proposed changes. Please make a motion to hold the hearings on these respective dates. I would also recommend revising the approval process and eliminating the requirement for town meeting day voter approval of either of these documents. Public participation is encouraged and provided thru the current legally approved process.

FY 27 Budget Review, & Discussion

a. Please review the budget, it is expected the SB will review it by section and relay any questions or concerns to me this evening. I would appreciate comments on any missing information. The salary information will be in a new draft I'll have to create Monday. A second review of the budget is planned for 12/22, with departments, boards and commissions coming in January to answer questions.

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: Clarification requested on non-union administration: holiday time off where contract and personnel policy differ, benefits (Health, Dental and Vision), wage adjustments, public building closure policy.
- Legal: SJW Docks, LLC court filings, no action requested.