

Town Administrator's Report February 10th, 2025 Selectboard Meeting

Approval of Consent Agenda:

- a. Minutes for Jan. 6, 2025 & Jan. 23, 2025:
 1. Minutes of the last regular Selectboard meeting.
- b. 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 February 10th, 2025 as (presented/amended)."

Liquor Control Board:

- a. Application 41513 – 2nd Class Liquor License Renewal – Crust & Cork LLC
 1. This is a standard renewal of a 2nd Class License for Stone's Throw Pizza (Crust & Cork LLC). I would recommend the Selectboard approve the application as presented.
- b. **A possible motion would be:** "I move to approve DLL Application 41513 for the renewal of a 2nd Class Liquor License for Crust and Cork LLC."

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 amending this ordinance is as follows:
 1. Formal adoption by the legislative body of the Town.
 - i. Once adopted, notice of the amendment 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, that shall include the following sections (read the ordinance).”
- 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 April 11, 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 March 26, 2025.”

Discussion, and possible action, on amending the Town’s list preferred vendors per Section V of the Town’s purchasing policy.

- a. According to section five of the Town’s purchasing policy, the Selectboard may waive the bid process for purchases by designating a vendor as a preferred source. The Selectboard may designate a vendor as a preferred source for the following reasons:
 1. Project requirements (precision, reliability, service, unique needs/considerations).
 2. A vendor’s historical performance and/or extensive knowledge of the Town’s need.
 3. Concerns about other vendors.
- b. Through the competitive bidding process, the Selectboard has accepted Fortin Lawncare’s bid for the mowing town lands since 2021, and; Adam Dantscher’s bid for both cemetery maintenance and brush-hogging since 2017.
- c. Copies of the purchasing policy, and the proposed language, reasons, etc. are included in your meeting packet.
- d. **A possible motion would be:** “I move to add _____ to the Town of Charlotte’s list of preferred vendors, pursuant to Section V of the Town of Charlotte’s Purchasing Policy, for the following reasons _____.”

Possible discussion, and action, on Requests for Proposals for Mowing, Brush-hogging, and Cemetery Maintenance.

- a. Should the Selectboard decide to include Fortin’s Lawncare, and Adam Dantzcher on the Town’s list of preferred vendors, this agenda item should be withdrawn.
- b. Copies of each draft proposal are included in your meeting packet, as well as the relevant maps for each proposal.
- c. **A possible motion would be:** “I move to approve the request for proposal for _____, dated February 10, 2024, as (presented/amended).”

Discussion, and possible action, the Assistant Town Administrator job description.

- a. Copies of the job description are included in your meeting packet.

Discussion, and possible action, on a letter of support for CCRPC’s FY26 Unified Program Work Project.

- a. The Town annually submits a letter of support along with its application for CCRPC’s Unified Program Work Project work request. This year, the Town is requesting technical assistance in support of the 2026 Town Plan re-write. This assistance has been accounted for in the Selectboard’s proposed FY26 budget.
- b. A copy of the letter is included in your meeting packet.

Discussion, and possible action, on an Open Space Agreement between the Town of Charlotte, and William and Louise Gregoreck.

- a. This open space agreement was submitted by William and Louise Gregoreck as part of the Decision and Order of the Development Review Board’s decision for application DRB-24-160-PRD.
 - a. That Decision and Order required the applicant to “submit a draft Open Space Agreement between it and the Town for review and approval by the Town Attorney and approval by the Selectboard. The Open Space Agreement shall protect 7.37 acres of land designated as Open Space, representing approximately 50% of the property. Upon approval, the signed Open Space Agreement shall be submitted with the final signed plat Mylar for recording in the Town Land Records. The Open Space Agreement shall be referenced in the deeds for both lots.”
- b. This open space agreement has been reviewed by the Town’s attorney, who is comfortable with the language of the agreement and confirmed that this agreement complies with the decision of the DRB.
- c. A copy of the open space agreement is included in your meeting packet.
- d. **A possible motion would be:** “I move to approve the Open Space Agreement between the Town of Charlotte, and William and Louise Gregoreck, for the property located at 351 Swamp Road, as presented.”