

Town Administrator's Report February 24th, 2025 Selectboard Meeting

Approval of Consent Agenda:

- a. Minutes for Jan. 13, 2025 & Feb. 10, 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 24th, 2025 as (presented/amended)."

Liquor Control Board:

1. These applications for the renewal of their current licenses. I would recommend the Liquor Control Board approve these applications as presented.
2. **A possible motion would be:** "I move to approve DLL Application(s) _____, for (Philo Ridge Farm / the Charlotte General Store) as presented."

Review, and possible approval, of two contracts between the Town of Charlotte and Adam Dantzcher for (a) Brush-hogging Services, and; (b) Cemetery Maintenance Services:

- a. On February 10th, 2025, the Selectboard indicated that they are interested in researching out what options are available for entering into a multi-year contract for Brush-hogging and Cemetery Maintenance services. The Vermont League of Cities and Towns indicated that, while the Selectboard may not appropriate money that has not been approved by the voters, this may be done through the inclusion of a non-appropriations clause, or through other means.
- b. Based on my conversations with other Towns, and reviewing Charlotte's historic contracts, I have updated our previous contract to include an "optional renewal provision" under Article 4.
 1. In short this provision outlines what process whereby the Contractor, by written notice, may request the Selectboard to renew the contract for an additional year.
 2. Once written notice is received, the Selectboard would have until the end of the contract's term to decide whether to renew for an additional year.
 3. Should the Contract not provide written request, or the Selectboard not take any action on the request, the contract shall terminate at the end of contract's term.
- c. **A possible motion would be:** "I move to approve the contract between the Town of Charlotte and Adam Dantzcher for (brush-hogging / cemetery maintenance) services for a cost not to exceed _____."

Discussion, and possible action, on a project consultant agreement between the Town of Charlotte and GreenEdge Energy Solutions, LLC.

- a. A copy of the updated consultant agreement made is included in your meeting packet. This agreement has been reviewed by the Town’s attorney, the Energy Committee, and Tim Post.
- b. **A possible motion would be:** “I move to approve the consultant agreement between the Town of Charlotte and GreenEdge Energy Solutions, LLC for a cost not to exceed \$4,000.”

Discussion of Town Meeting process/procedure with the Town Moderator.

- a. This time has been set aside for the Selectboard to discuss with the Town Moderator the procedures that will occur during Town Meeting on March 1st, 2025.

Review of the draft Charlotte Committee/Commission Handbook.

- a. This time has been set aside for the Selectboard to review and offer preliminary feedback on the structure/organization/contents of the draft Charlotte Committee/Commission handbook.
- b. I have included the most recent draft of the Charlotte Committee/Commission handbook. Copies of this draft will also be sent to the chair of each committee/commission/board for additional feedback.

Review of orientation materials for Selectboard members.

- a. This time has been set aside for the Selectboard to give feedback on what, if any, additional materials they would find helpful in conducting the business of the Selectboard.

Selectboard’s March Schedule.

- a. The Selectboard will need to discuss, and set date(s)/time(s) for their upcoming March meetings.

Discussion of personnel, possible Executive Session per 1 V.S.A. § 313(a)(3)

- a. **A possible motion would be:** “I move to enter into executive session for the evaluation of an employee pursuant to 1 V.S.A. § 313(a)(3), with any action taken by the Board to be made in an open meeting.”