

Town Administrator's Report Selectboard Meeting on March 10, 2025

Selectboard Re-organization:

- Determine board structure and elect leadership.
 - For the past several years, the Selectboard has elected a Chair and Vice Chair.
 - To undertake this process, the Board could either authorize the past Vice-chair to accept nominations and call for a vote, or you can elect an interim Chair to conduct this election.
 - Following election of the Chair, the Chair can accept nominations for Vice Chair.
- Rules of Procedure
 - The Selectboard has adopted (sometimes with amendments) the Charlotte Selectboard Rules of Procedure; the 2024 version is included in the packet. I've included a redlined version of the Rules of Procedure, with several possible edits for the Board to review.
 - **A possible motion would be:** "I move to approve the Selectboard's Rules of Procedure
- Select newspaper(s) of record for warning meetings
 - 17 V.S.A. 2641(b) requires the designation of a newspaper for warning Town Meetings. Notices for Planning Commission and Zoning Board hearings also need to be published.
 - The Charlotte News is published every other week, which can create a problem for holding hearings in a timely manner. Last year, the Selectboard designated the Citizen for warning Town Meeting, and for other public notices. Before that, the Selectboard has selected The Charlotte News for warning Town Meeting, and The Citizen and/or Seven Days as necessary to meet deadlines for other public notices and for legal classifieds.
 - **A possible motion would be:** "I move to designate _____ as the Town of Charlotte's newspaper of record per 17 V.S.A. 2641(b)."
- Approve schedule of regular meetings
 - According to the Selectboard's Rules of Procedure, the Board's regular meetings are schedule for the 2nd and 4th Monday of each month.
 - A draft meeting calendar, with suggested meeting dates, is included in your packet. This year, there is one conflict with Memorial Day falling on Monday, May 26th. I am suggesting that the Selectboard schedule that meeting for Tuesday, May 27th.
- Selectboard liaison assignments
 - The Selectboard has historically appointed liaisons to the Town's various committees/commissions/boards, and other key local partners. While there are no specific requirements outlined for Selectboard liaisons, they are generally responsible for facilitating communication and collaboration between their respective groups and the Board.
 - A draft chart outlining historic liaison positions is included in your meeting packet. Board members can indicate at the meeting which assignments they prefer for the coming year.

Liquor Control Board:

- Application 53745 – This is for the renewal of a first class restaurant/bar license for Backyard Bistro. There is no record of any violations under this license, and I am recommending the Board approve this application as it is presented.
 - **A possible motion would be:** "I move to approve application 53745 as presented."

Opening of Bids submitted for the 2025 Mowing and Land Maintenance RFP

- The Selectboard issued requests for bid for mowing and land maintenance on February 10th, 2025. The deadline listed was for submitting bids was 4:00pm on March 10th, 2025. I will have sealed copies of bids for the Selectboard to open and review.

