

## Town Administrator's Report March 24<sup>th</sup>, 2025 Selectboard Meeting

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### Approval of Consent Agenda:

- a. Minutes for March 10, 2025:
  1. Minutes of the last regular Selectboard meeting.
- b. Renewal of Town Garage lease to the Road Commissioner:
  1. This is a standard 1-year lease between the Town of Charlotte and the Town's Road Commissioner for the use of the Town Garage, which was approved by the Selectboard last year.
  2. No changes have been made to the terms/conditions of the lease agreement. Only the time of the lease has been modified for 2025/2026.
- c. FY26 Roads and Highways Annual Financial Plan
  1. In order to maintain eligibility for grant funding through VTrans, the Town submits an annual roads and highways financial plan with estimated budgets for Class 1, 2, and 3 Town Highways.
- d. FY26 Certification of Compliance for Town Road and Bridge Standards
  1. This is a standard annual certification that the Town complies with the Town Road and Bridge Standards adopted by the Selectboard on August 26<sup>th</sup>, 2019. A copy of that document is included in your packet.
  2. This document asks the Selectboard to confirm that the Town is currently in compliance with the adopted standards and that we maintain an up-to-date highway network inventory.
  3. The Town is in compliance with these standards, and our Road Commissioner does maintain an up-to-date highway network inventory.
- e. Letter of Support for CCRPC's FY26 Unified Planning Work Program
  1. The Town submitted a CCRPC Unified Planning Work Program ("UPWP") Request for FY26 in January of this year. This request asked for an additional 100 hours of staff support from CCRPC to assist in updating the Town's Plan. The total cost of that support is \$6,120.00.
  2. In January, the Selectboard budgeted a total of \$6,120.00 for Planning Consultants and Town Plan support for the next fiscal year. This amount was approved by voters at Town Meeting Day.
  3. This letter is a confirmation by the Selectboard that they are in support of the application, and that the Town is prepared to match the necessary funding for that support.
- f. **A possible motion would be:** "I move to approve the consent agenda for March 25<sup>th</sup>, 2025 as (presented/amended)."

**Discussion, and possible action, on awarding the Mowing and Land Maintenance Contract – Possible Executive Session per 1 V.S.A. § 313(a)(1)(A)**

- a. A synopsis of reference statements, and a cost comparison for each bidder, is included in your meeting packet.

**Discussion, and possible action, on a Trails Committee request to authorize the use donated funds from the Trails Reserve Fund for maintenance projects**

- a. The Trails Committee has received \$3,135.00 in resident donations for their continued work and maintenance of the Town’s trail network. That money has been placed into the Trails Reserve Fund, and the Committee is requesting access to that funding as they continue to work on small projects during the spring/summer.
- b. **A possible motion would be:** “I move to authorize Trails Committee’s request for the use of \$3,135.00 of donated monies from the Trails Reserve fund for the purpose of building, maintaining, and improving the Town’s trail network.”

**Discussion, and possible action, on a job description and advertisement for an Assistant Senior Center Director**

- a. The Assistant Senior Center Director role is a suggested update to the Volunteer Coordinator position that is currently vacant. This update was conducted after the Town Administrator, Senior Center Director, and Friends of the Senior Center, raised some concerns about staffing/administrative needs now that the MySeniorCenter database has been implemented.
- b. The Friends of the Senior Center have requested the Selectboard review/approve the updated job description, and authorize the Town Administrator to advertise for the role.
- c. A copy of the draft job description is included in your meeting packet.
- d. **A possible motion would be:** “I move to approve the Senior Center Assistant Director job description, prepared in March 2025, as (presented/amended). I further authorize the Town Administrator to work with the Friends of the Senior Center on posting advertisements for the position.”

**Discussion, and possible action, on amending the Selectboard’s Rules of Procedure**

- a. Based on the Selectboard’s discussion from March 10<sup>th</sup>, 2025, I’ve made amendments to Section(s) D & F of the Selectboard’s Rules of Procedure.
- b. I’ve included a clean and redlined version of the amended Rules in your meeting packet. The redlined copy of the amended Rules includes annotations to explain the suggested amendments.

**Discussion, and possible action, on Charlotte’s FY26 Municipal Planning Grant Application**

- a. The Municipal Planning Grant (“MPG”) program is a State program administered by the Department of Housing and Community Development (“DHCD”). Each municipality may submit one application per year. The maximum grant amount is \$30,000 for individual municipalities and \$45,000 for group (consortium) applications.

- b. All applications are required to provide a minimum cash match of 10%, except for applications seeking funding for zoning/subdivision bylaws in municipalities without zoning/subdivision bylaws. MPG funds to promote planning, revitalization, and development activities that maintain Vermont's land use goal of compact settlements separated by rural lands. Funds may be used to:
  1. Underwrite expenses for public meetings and hearings, informational workshops, citizen surveys, outreach, and notification costs.
  2. Support research, data collection, capacity studies, inventories, and mapping.
  3. Pay consultants, interns, regional planning commission staff, or legal fees associated with the project.
  4. Purchase development rights, easements, and titles of properties for housing and conservation purposes identified in the municipal plan.
  5. Purchase materials needed to produce a plan, bylaw, or implement or administer the project -- like writing supplies, maps, and copies.
  6. Conduct other non-prohibited activities.
  7. Pay a Regional Planning Commission with 'agent' status for project management expenses up to 5% of sub-contracted (non-RPC) expenses.
- c. Charlotte's FY26 MPG application focuses on facilitating necessary updates to the Town's Plan for 2026. This includes, but is not necessarily limited to:
  1. Incorporating more substantive updates to the Town Plan's language to ensure compliance with certain statutory provisions (See [24 V.S.A. § 4348a\(a\)\(9\)](#); [24 V.S.A. § 4302\(c\)](#), and [24 V.S.A. § 4382\(a\)](#)).
  2. Organizational updates to the layout and formatting of the Town Plan to make it more user-friendly.
  3. Incorporating information and feedback gathered through the East/West Charlotte Villages Project.
  4. Ensuring all mapping included in the Town Plan incorporates up-to-date data.

**Discussion, and possible action, on delegating the review/approval of Applications for the use of Town Lands to the Town Administrator**

- a. In the spring, the Town historically receives several applications from various organizations and individuals looking to host events on Town property. This time has been set aside for the Selectboard to discuss the option of delegating the review and approval of these event applications to the Town Administrator.
- b. The Selectboard may place certain conditions on this delegation of authority. The Selectboard could consider granting the Town Administrator authority to approve applications for events that:
  1. Have taken place before;
  2. Demonstrated appropriate event management, cleanup, and safety protocols;
  3. Where no problems have occurred before or, if problems did arise, event management addressed pertinent issues to the Town's satisfaction.

### **Discussion of public outreach initiatives:**

- a. Annual Selectboard Retreat:
  1. The Selectboard may choose to host an annual retreat to discuss certain issues with residents and community volunteers outside of a regularly scheduled meeting. Panelists, chairs, or other Town staff may be invited to attend. I've included a draft Selectboard retreat structural outline from Williston in your meeting packet.
- b. Monthly Coffee Hour with Selectboard Members:
  1. Several neighboring municipalities host coffee hours with one or two Selectboard members on a monthly basis. Coffee hours are usually informal ways for residents to provide general feedback, discuss issues, and get to know their Town representatives.
- c. Monthly Meetings with Committee/Commission/Board Chairs:
  1. The Selectboard could consider inviting one Committee/Commission/Board Chair each month to provide a 10-15 minute update on what work their respective group is doing, and if they need any support.

### **Discussion of April Interview and Appointment Schedule for Town Committees, Commissions, and Boards**

- a. This time has been set aside for the Selectboard to discuss how they would like to schedule Committee/Commission/Board interviews and appointments. In December and January, the Selectboard had discussed changing the process for conducting interviews and appointments.
- b. I've outlined two potential options below for the Board to consider.
  1. Schedule interviews and appointments by committee, and have appointments occur directly after interviewing candidates. In other words, the Town Administrator would request all applicants for the Trails Committee, Park and Wildlife Refuge, and Recreation Commission attend the Selectboard's meeting on April 14<sup>th</sup>. The Selectboard would then interview all available applicants, and make appointments that same night.
  2. Schedule interviews by applicant availability, and have all appointments occur at the Selectboard's meeting on April 28<sup>th</sup>. In other words, the Town Administrator would organize interviews based on the availability of applicants, and the Selectboard would appoint all members to the various committees/commissions/boards at that time.

### **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 pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of a town employee. I further invite Town Administrator, Nate Bareham, into this session."