

**Town of Charleston**  
**Selectboard Meeting 10/09/2025**

MINUTES

*THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING.*

The meeting was called to order at 6:00 pm by Patrick Austin, Chair. Also attending: Selectpersons Tim Jenness (TJ) and Terry Rollins (TR); Town Clerk & Treasurer Teri Gray (TG); and Selectboard Clerk Colleen Kellogg (CK).

TJ made a motion to approve the September 25th meeting minutes as written. The motion was seconded by TR and approved with no discussion. There was no Public Comment or Road Report.

**OLD BUSINESS**

- Selectboard reviewed aerial images of turn-around locations on several roads, discussing the current truck path as well as obstacles/challenges noted by the road crew. Board members would like the Road Foreman's recommendation about what is needed at each location so landowner site visits can be set up. CK will get this information from the Road crew and inform that board.
- Selectboard reviewed a draft email to USDA NRCS, noting questions and concerns that to address before they give permission to proceed with a ditch project in the ROW on Fontaine Rd. All members confirmed that the draft was fine to send.
- TJ made a motion to enter executive session to review applications for a Highway Truck Driver/Laborer position. The motion was seconded by TR and approved. Executive Session began at 6:13 pm and ended at 6:36 pm. With applications still being received, the board took no action. PA suggested reposting the job on Indeed.com at \$23-\$26 per hour and to continue advertising in the newspapers, and TJ and TR agreed. CK will update Indeed.com and notify newspapers.
- Because more than two years has passed since the Constable wage was set, and both the First and Second Constable have completed law enforcement training in the meantime, the Treasurer asked the Selectboard to review The Constable's wage before paying him for a recent call-out. TJ moved to enter Executive Session to review a town official. The motion was seconded by TR, and Executive Session began at 6:37 pm. Session ended at 6:54 pm with TJ offering a motion to increase the Constable's hourly rate to \$25/hour and the Second Constable to \$20/hr. The motion was seconded by TR and approved.
- When asked about required setbacks at the town's gravel pit in Barton, the Zoning Administrator replied that the Design Review Board is requesting a permit from the Town because the parcel was purchased within the last ten years and never permitted for Earth Resource Extraction. Since the town has owned the pit longer than that, CK will follow-up and see if a permit is still required.

**NEW BUSINESS**

- Newport Mayor Rick Ufford-Chase requests to attend a Selectboard meeting to make an introduction and begin building a stronger working relationship. Board members had no objection and asked CK to see if he can attend the last meeting in October or first meeting in November.

- TG presented a quarterly report of revenue and expenses. The Selectboard department is basically on track, and the highway department has received nearly all FEMA assistance from DR4810. The new grader has been paid for, but she has not yet removed funds from the Equipment Reserve. The Selectboard could decide to cover the downpayment with available cash.
- CK discussed the process for updating the town's Local Hazard Mitigation Plan and noted that the effort will be included in Selectboard Agendas going forward for community input at each step. By the next meeting, the planning team will be set, any community input surveys received will be reviewed, and proposed hazards will be presented—identified based on resident/property owner input, Vermont Hazard Mitigation Plan, and local disaster events.
- PA said Charleston Elementary is planning to mark the 200<sup>th</sup> anniversary of the town's renaming from Navy to Charleston by combing it with their Veterans Day celebration. The traditional daytime event will be repeated in the evening to include the larger community and food will be provided. Since the Selectboard offered support, the town is being asked to pay for food. PA moved to provide financial support up to \$2,000. The motion was seconded by TJ and approved.
- Adoption of a revised Delinquent Tax Collection policy was tabled until the town's Tax Sale Attorney reviews the document.
- CK asked the board for any wishes or suggestions about the 2025 Town Report. There is interest in featuring the renaming anniversary—such as an image of the petition on the cover.
- PA moved to place a \$50 appropriation for GreenUp Day on the 2026 Town Meeting Warning. The motion was seconded by TJ and approved.

Three Selectboard Orders totaling \$8,712.59 and one Road Order totaling \$391,467.84 were approved and signed by all members.

#### ANNOUNCEMENTS

- CK shared an email from NVDA noting that they can conduct traffic studies at no cost for towns.
- PA recommended Rustic Roots Kitchen, a new business in town making very good prepared meals, and encouraged townspeople to support them.

Seeing no other business, TJ made a motion to adjourn, which was seconded by TR, and the meeting adjourned at 7:16 pm. **The next regular meeting has been rescheduled to Tuesday, October 21, 2025, at 6:00 pm.** There will not be a meeting on October 23<sup>rd</sup>.

Approved this 21st day of October 2025:

---

Selectboard, Town of Charleston