

**Town of Charleston Selectboard
Meeting 7/23/2026**

MINUTES

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING.

The meeting was called to order at 6:00 pm by Chair Pat Austin (PA). Present were Selectpersons Tim Jenness (TJ) and Terry Rollins (TR); Road Foreman Wendell Hastings (WH); Town Clerk & Treasurer Teri Gray (TG); Erik Townsend of NEKCV; and Selectboard Clerk Colleen Kellogg (CK).

The Chair added two items to New Business: a coin-drop permit request from CVFD, and CVFD's request to appear on the August 13 agenda regarding radios.

TJ moved to approve the July 9, 2026 meeting minutes as written. TR seconded; the motion carried. There was no Public Comment.

ROAD REPORT

NEKCV Broadband – Mad Brook, Dolloff Mountain, and Streeter Roads. Site visits with NEKCV, WH, and residents prompted revisions to earlier installation plans. Erik Townsend presented updated sketches for Mad Brook Road. Streeter Road is not suitable for underground installation and requires no Board action at this time. On Mad Brook Road, crossings will be limited to two, cable will be buried 4' under the road, and one section will lie outside the right-of-way to spare a property owner's hedgerow. WH had no concerns provided NEKCV follows the proposed locations, methods, and depths. On Mad Brook Rd, the cable will run more under the field than the ditch; on Dolloff Mountain it will follow the tree line on the left side. TJ moved to approve the work on Mad Brook Road and Dolloff Mountain Road as proposed by NEKCV. TR seconded; the motion carried.

Willis Road Turnaround. WH recommended constructing a turnaround at the end of the town highway, using both sides of the road within the right-of-way. The Board asked that the property owner on the right (DNA Vermont LLC) be contacted about placing the turnaround on his side and put in touch with WH to scope a site. CK will make the connection.

Sand & Gravel. The crew has hauled this winter's sand. Roads are holding up well; WH credits the new roller used with the grader. WH spoke with Simpson DirtWorx and will move into the pit soon to crush this year's 10,000 CY of gravel at \$6.75/CY, to be completed before the end of August.

Echo Lake Culverts. Four culverts (two on East, two on West) are too long to maintain; most no longer outlet within the right-of-way because of landowner modifications. PA recommended that the Town send letters to the landowners notifying them of planned 2027 work and inviting discussion of options. WH and CK will visit the sites, gather details, and prepare the letters.

NEW BUSINESS

90-Day Review – Scott Bowman. TJ moved to enter Executive Session to conduct the personnel review. TR seconded; the motion carried. Executive Session began at 6:15 pm and open session resumed at 6:21 pm. TJ moved to increase Bowman's hourly rate by \$1.00. TR seconded the motion, which carried unanimously.

2026 Property Tax Rates. TG presented the proposed rates: Homestead 1.4461 and Non-Homestead 1.5534 per \$100 of property value. PA asked for a motion to set the rates as proposed. TJ moved; TR seconded; the motion carried.

CVFD Coin Drop. CVFD requested a permit for a coin drop on Hudson Road from 11:00 am to 4:00 pm on Saturday, August 1. TJ moved to grant the permit. TR seconded; the motion carried.

CVFD Radios. The Board agreed to place CVFD's request to discuss radios early on the August 13 agenda. CK will notify CVFD.

OLD BUSINESS

Mead Brothers Farm Drainage (Fontaine Road). The Board was informed that the USDA-assisted drainage work will not occur in the town right-of-way. Earlier concerns about future maintenance therefore no longer apply. PA directed CK to reply confirming: if any work occurs within the ROW, designs must be submitted for Board approval; otherwise, no review is required.

Purchase & Sale Agreement – Land Adjacent to Gravel Pit. TJ moved to enter Executive Session to discuss attorney advice. TR seconded; the motion carried. Executive Session began at 6:31 pm and open session resumed at 6:45 pm. Based on the attorney's communication, all Board members agreed that the PSA contingencies have been satisfied and the process may proceed.

ROAD REPORT (Cont'd)

Annual Gravel-Crushing RFP. PA asked the Board to begin defining requirements for an annual RFP to crush gravel in the town pit (completion date, quantity, crushing only vs. extraction and crushing, possible multi-year term). The goal is to have the RFP ready this winter so all bidders respond to the same specifications, and the Town can budget accurately. PA recommended a Board site visit to the pit and asked that the item be placed on the agenda every other meeting until the first of the year, beginning August 27.

Sand-Pit Tailings. WH asked the Board to consider uses for the tailings produced when screening winter sand at the Ten Mile Square Road pit. Once 2,500–3,000 yards accumulate, options include crushing for spring stone or mixing material suitable for Town Farm Road and other Class 4 roads. PA also recommended a site visit to the sand pit, so the Board understands the layout and materials produced at each pit.

BILLS & ORDERS

Two Selectboard Orders totaling \$4,772.06 and two Road Orders totaling \$11,230.20 were approved and signed by all members.

Seeing no further business, TJ moved to adjourn. TR seconded. The meeting adjourned at 6:51 pm. The next regular meeting will be held at 6:00 pm on August 13, 2026.

Approved this 13th day of August 2026:

Selectboard, Town of Charleston