Town of Charleston
Selectboard Meeting 11/12/2026
MINUTES

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING.

The meeting was called to order at 6:05 p.m. by Chair Patrick Austin (PA). Also present were Selectpersons Tim Jenness (TJ) and Terry Rollins (TR), Road Foreman Wendell Hastings (WH), Town Clerk & Treasurer Teri Gray (TG), and Selectboard Clerk Colleen Kellogg (CK).

Changes to the Agenda. None.

Approval of Minutes. TJ moved to approve the October 22, 2026 meeting minutes as written. The motion was seconded by TR and approved unanimously with no discussion.

Public Comment. None.

ROAD REPORT

CK reported that one application new was received for the open Highway Truck Driver & Laborer position. PA asked for a motion to enter Executive Session to review the application. The motion was made by TJ, seconded by TR and approved.

Executive Session

Executive Session began at approximately 6:06 p.m. and ended at 6:22 p.m. with no action taken. The applicant will be contacted to schedule an interview.

WH reported that the crew is preparing for winter. He met with the Fire Department regarding problems with their radios. The Fire Department met with the communications company of their choice; the repeater is old, outdated, and not programmable, and needs to be replaced at an estimated cost of $15,000. The Town is interested in funding half the cost for use in town trucks and the school bus. TJ moved to fund half of the repeater replacement. The motion was seconded by TR and approved unanimously.

WH noted that some safety equipment has been purchased. Items include welding covers and safety covers for torches, light assemblies, and addressing trip hazards in the shop. Regarding a new air compressor, PA advised that a tag is needed and monthly inspections should be performed similar to facility inspections, and recommended checking with VLCT regarding any yearly requirements. WH will work with the town office to update MSDS sheets.

OLD BUSINESS

- The bid deadline for the grant-funded guardrail replacement project has been extended to December 10th. One bidder may not have understood the mandatory site visit requirement; another site visit will be offered to maintain fairness.
- Discussion continued on the gravel crushing RFP process. Approximately 10,000 yards are currently on the ground. The Board agreed an RFP should be issued for crushing 10,000 yards (material is available; overburden is off), with completion by September 1, 2027. Bids would be due April 22; questions due by March 31. Details of the process (including any site meetings) will be finalized at the next meeting. The RFP will be advertised publicly.

- The paving contractor for the town yard project mobilized but left because the driveway was wet. They are willing to honor the same price next spring. The Board accepted that the price will be honored. The work will be completed in the spring, and funds remain available.

NEW BUSINESS

- The Board reviewed the 2027 contract for Newport Ambulance Services (total $66,334.82, similar to the prior year). TJ moved to accept the contract. The motion was seconded by PA and approved. The last page of each contract copy was signed.
- The Board reviewed the need for a Title VI Plan and Coordinator, a requirement for federal grants such as FEMA assistance. The plan identifies the contact person for complaints; many towns designate the Town Clerk. Teri is willing to serve. TR moved to approve the plan and appoint Teri Gray. The motion was seconded by TJ and approved.
- VEC requested confirmation of the Town's emergency contacts for storms or downed lines. Duane Moulton remains the Emergency Management Director and provided contact numbers. The Board agreed that the Selectboard Chair will also be listed. CK will notify VEC.
- The Rural Fire Protection Program requested a $200 budget allocation for the dry fire hydrant program. They indicated they are not a social service agency and therefore do not need to petition. The Board discussed past funding and the preference for a consistent process. Options include placing it as a separate article on the Town Meeting warning. The Board will check with the Fire Department on whether the program is valuable to the town before deciding how to proceed.
- Budget planning for 2027 was discussed. Updated reports will be emailed to the Board as numbers change so members can review ahead of meetings. The Thanksgiving meeting is canceled. The December 10th meeting will have a light agenda to allow detailed discussion of budget numbers. The meeting scheduled for December 24th (Christmas Eve) is rescheduled to December 22nd at 6:00 p.m. CK will warn the new date. Final budget decisions are needed by the January 14th meeting.

Bills & Orders. Seven Selectboard orders totaling $2,343,725,25 and seven Road orders totaling $79,228.65 were approved and signed by all Board members.

ANNOUNCEMENTS

- Residents may register at get.nekbroadband.org to receive emails with the latest information about when construction will begin and then when NEK Broadband internet service will be available at their address.
- Planning Commission meeting: 5:30 p.m., December 10, 2026.

Adjourn. TJ moved to adjourn, seconded by TR. The meeting adjourned at 6:59 p.m. The next regular meeting will be held at 6:00 p.m. on December 10, 2026. The meeting originally scheduled for December 24th is rescheduled to 6:00 p.m. on December 22, 2026.

Approved this 10th day of December 2026:

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Selectboard, Town of Charleston