



Town of Shelburne, Vermont

SELECTBOARD MEETING

ANNOTATED AGENDA

Tuesday, April 28, 2020

Shelburne Town Offices, 5420 Shelburne Road, Shelburne, Vermont

VIRTUAL/REMOTE MEETING LOGIN/CALL IN DETAILS BELOW

Join Zoom Meeting

<https://us02web.zoom.us/j/89802501587?pwd=eTdGYU1TV01SRGpLTnFjc3hLTGdhz09>

Meeting ID: 898 0250 1587

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Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 898 0250 1587

Password: 001217 Find your local number: <https://us02web.zoom.us/u/kt2T3r1uw>

Call to Order/Roll Call	7:00 P.M.
*Approve Agenda	7:00 P.M.
*Approve meeting minutes of April 14, 2020	7:00 P.M.
Public Comments	7:05 P.M.
Selectboard Comments	7:15 P.M.
Town Manager Report/Update	7:20 P.M.
New Business Introduction: Kate Wight, KW Content	7:25 P.M.
*Reappoint representatives to CCRPC Board and Committees	7:30 P.M.

Proposed are reappointments to the following positions, all two-year seats:

Board of Directors: John Zicconi

Transportation Advisory Committee: Dean Pierce; Lee Krohn alternate

Clean Water Advisory Committee: Chris Robinson; Dean Pierce, alternate

Emerald Ash Borer Inventory: Presentation by Tree Committee/UVM Students	7:35 P.M.
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You may recall that we were awarded a grant from the Vermont Urban & Community Forestry program to continue and update our ash tree inventory in certain parts of town, all as further background research and understanding of the challenge we will face with emerald ash borer. This work involved our own Tree Committee, as well as a group of students from UVM, whose project requires a presentation to the legislative body. Due to current circumstances, the original deadline was pushed back to May 1; thus, this evening's presentation to you.

***Pro-Tem Financial Advisory Committee informational update #2**

7:50 P.M.

This committee has been hard at work continuously, and will present its next informational findings.

***FY 2020 Budget Adjustment Recommendations/Selectboard Resolution**

8:10 P.M.

As you know, we have been scouring this year's budget to assess both revenues and expenses; all toward the goal of cutting or deferring expenses where possible to save money toward possible, eventual needs in the next fiscal year. Pursuant to the Charter, and as confirmed with the Town Attorney, transfers of unencumbered appropriations between departments during the last three months of a fiscal year require a resolution of the Selectboard. However, we are not suggesting any transfers of unspent funds between departments; and as you might expect and as also confirmed with the Town Attorney, a budget approved by the voters does not require that all appropriated funds be spent.

While no official action nor resolution is actually needed to decrease spending below appropriated amounts, it's certainly prudent to confer and work collaboratively with department heads and the Selectboard (and also with our new financial advisory committee) to be sure we're all rowing together in the same direction in these matters. That important background work has been done.

With thanks, as always, to Finance Director Peter Frankenburg for his in depth and detailed background analysis and assistance, the attached, separate budget document summarizes anticipated outcomes and recommended changes to this year's budget appropriations.

In briefest summary here, and even with anticipated reductions in revenue, it appears that with savings already accrued through the year and with anticipated spending cutbacks, we can likely save approximately \$136,000 + from this year's budget. The attached cover memo and budget summary provide high level detail by department.

***Set date for new public hearing, proposed Stormwater Ordinance**

8:25 P.M.

As you'll recall, we had made great progress over the past year or so on a revised ordinance, which was presented to you with unanimous support of the Stormwater Advisory Committee. We began holding the final public hearing needed; had recessed it for further consideration; and then had to put it on hold under current circumstances. The suggestion here is to keep the momentum going on this important matter, and warn a new public hearing for June 9, 2020, with changes only to the implementation dates referenced in the proposed ordinance and companion documents to July 1, 2021. The reason to delay implementation is to avoid adding new stormwater fees onto property owners during these current challenging times.

***Wastewater Allocations, Snyder/Kwiniaska Ridge, three single-family homes**

8:25 P.M.

Chris Snyder seeks building permits for three new homes at Kwiniaska Ridge, and requests a wastewater allocation of 210 GPD (gallons per day) for each home, flowing into Plant 1. As always, all technical aspects have been reviewed and approved by Wastewater Superintendent Chris Robinson before bringing these to you.

***Approve a \$100,000 loan for a Highway Department truck purchased in 2019**

8:25 P.M.

This is essentially refinancing to help with cash flow, for a truck and body approved for and purchased earlier in this fiscal year's budget. This loan will be with Union Bank \$100,000 for 5 years 1.95%.

***Adjourn**

8:30 P.M.

* Decision Item

Times allotted to each agenda item are approximate and may vary depending on the discussion.

Reasonable accommodations will be provided upon request to ensure that this meeting is accessible to all individuals

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
April 14, 2020**

[Meeting held via video/teleconference.]

MEMBERS PRESENT: Jerry Storey (Chair); Mike Ashooh, Mary Kehoe, Jaime Heins, Kate Lalley.
ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Britany Aube, DRB Coordinator; Kevin Unrath, Library Director.
OTHERS PRESENT: Members of the public participating in the meeting included Don Porter, Tim Williams, Ken Albert, Gail Albert, Cate Cross, Roz Graham, Rep. Jessica Brumsted, Rebecca Jewett, Lisa Merrill, Alexander Nalbach, Eliza Brooks.

1. CALL TO ORDER

Chair Jerry Storey called the meeting to order at 7 PM, explained the procedure to be followed, and held roll call.

2. APPROVE AGENDA

MOTION by Jaime Heins, SECOND by Mary Kehoe, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.

3. MINUTES

March 27, 2020

MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the minutes of 3/27/20 as presented. VOTING: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

There were no comments from the public at this time.

5. SELECTBOARD COMMENTS

- The Selectboard thanked everyone for their effort during the pandemic.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- Thanks are extended to staff and Town crews for their efforts to keep the town operating and staying safe. We will continue alternate staffing arrangements during the COVID-19 pandemic, and will continue to keep the community informed.
- The Town will start seeing energy credits from solar array projects.

7. APPOINT LIBRARY TRUSTEES

The Selectboard interviewed Rebecca Jewett, Alexander Nalbach, and Cate Cross for positions on the Pierson Library Board of Trustees. Each candidate briefly described their

professional background and interest in bringing their skills and experience to the library board. Eliza Brooks, CVU student, explained her interest in serving on the library board as a student representative.

MOTION by Mary Kehoe, SECOND by Jaime Heins, to appoint the following individuals to the Pierson Library Board of Trustees: Rebecca Jewett for a term ending 2022, Alexander Nalbach for a term ending 2021, Cate Cross for a term ending 2023, and Eliza Brooks as student representative for a one-year term. VOTING: unanimous (5-0); motion carried.

8. APPOINT ASSISTANT ADMINISTRATIVE OFFICER

MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the Town Manager's appointment (pursuant to the Town Charter) of Britany Aube as Assistant Administrative Officer. VOTING: unanimous (5-0); motion carried.

9. PRO TEM FINANCIAL ADVISORY COMMITTEE INFORMATOINAL UPDATE

Don Porter introduced members of the financial advisory committee, reviewed the mission of the committee, and listed work completed to date. Recommendations at this time include completing review of the FY20 budget as soon as possible, reviewing the FY21 budget to prioritize expenditures in light of anticipated revenue reductions, consideration of issuing short term tax anticipation note/revenue anticipation note, and planning for town actions relative to tax reductions/deferrals and revenue and expenditure reductions.

10. WAIVER OF PENALTY FOR LATE PAYMENT OF PROPERTY TAXES

Lee Krohn explained the COVID pandemic is causing impacts. Seventeen taxpayers paid their property taxes up to seven days late. The sum of the penalty for all 17 taxpayers is \$3,119.98.

The Selectboard discussed getting guidance from the financial advisory committee and treating the group of 17 taxpayers as a class in a unique situation with regard to a waiver. Staff will draft a letter to the 17 taxpayers explaining the Selectboard is looking into a waiver due to current circumstances.

11. ADOPT 2020 LOCAL EMERGENCY MANAGEMENT PLAN

MOTION by Jaime Heins, SECOND by Mary Kehoe, to adopt the 2020 Local Emergency Management Plan as presented. VOTING: unanimous (5-0); motion carried.

12. LIQUOR LICENSE RENEWALS

MOTION by Jaime Heins, SECOND by Mary Kehoe, to convene as the Liquor Control Commission. VOTING: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to approve the applications for First Class and Third Class liquor licenses and Outside Consumption permits for Chef Leu’s and La Villa Bistro. VOTING: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, SECOND by Jaime Heins, to adjourn the Liquor Control Commission meeting and reconvene the regular Selectboard meeting. VOTING: unanimous (5-0); motion carried.

13. WASTEWATER ALLOCATION REQUEST: VT Rail

MOTION by Mary Kehoe, SECOND by Kate Lalley, to approve the wastewater allocation request for 1,805 GPD by VT Rail. VOTING: unanimous (5-0); motion carried.

14. ADJOURNMENT

MOTION by Jaime Heins, SECOND by Mary Kehoe, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:43 PM.

RScty by tape: MERiordan

For the Selectboard

Date

To: Shelburne Selectboard

From: Lee Krohn, Peter Frankenburg

Date: 24-Apr-20

Re: Town of Shelburne budget status

As a first step in our analysis of the Town's financial position, we have prepared a projection of how we will end this fiscal year. This is a work in progress and will be updated each week from now through June.

The final installment payment for this year's property tax billing was due March 16. A comparison of past due amounts as of this date compared to last year at the same time is below:

Delinquent Property taxes April 2020 vs April 2019		
	2020	2019
	<u>24-APR-20</u>	<u>24-APR-19</u>
Past Due Amount	\$ 326,376	\$ 209,715
% of Total taxes Billed	1.5%	0.7%
Town Portion	\$ 70,171	\$ 45,089
School Portion	<u>256,205</u>	<u>164,626</u>
Total	\$ 326,376	\$ 209,715

Of the total taxes billed in the current fiscal year, \$326,376 were not paid as of this date. This is 1.5% of the total property taxes (school + town) that were billed. For the same date last year, \$209,715 was past due, which was 0.7% of the total taxes billed. These amounts reflect the principal amounts billed and do not include penalty and interest charges assessed. Delinquent tax notices were mailed this week to those with past due balances. The response to these notices will be an early indication of how many are able to pay the amounts due. We will keep you informed as payments come in.

YEAR END PROJECTION

We attached a one page summary of the town budget for the current fiscal year (July 2019-June 2020) The summary includes the amount budgeted for each major category (as approved at March 2019 Town meeting), actual amounts for the year to date, a projection of revenues and expenditures from now to the end of the fiscal year (June 30, 2020) and a total projected amount at the end of the year. This will be updated each week as actual revenues and expenditures are recorded. At this time we are projecting that we will end the year \$136,000 better than budget.

This will be updated each week from now through June. This initial estimate is conservative, and hopefully actual results will be more favorable.

These are a few comments/clarifications on the variances shown in the table:

1. Tax Revenue: We are projecting property tax revenue to be less than budget by \$330,322. This was based on the current delinquency noted above and some minor corrections made during the fiscal year. We used the total town and school tax shortfall amount since we have to pay the state of Vermont for the total school taxes **billed**, whether we collect them or not. This puts pressure on our cash flow which we wanted to account for in our year-end projection.
2. Town Clerk Office Revenue: This is projected to be less than budget due to less records preservation work, which is funded by recording fees. (Note that the Town Clerk office expenses are projected to be less than budget by \$56,000)
3. Police Department revenues are projected to be less than budget from grant programs and reduced revenue from the School District for the School Resource officer who did not work at the school when it was closed.
4. Parks & Recreation revenues and expenses reflect an assumption that all spring programs will not take place.
5. Police Department expenses are projected to be significantly less than budget. This is based on year to date results. The Department has been at full staff, and combined with close management of scheduling, has significantly reduced overtime expenses.
6. Fire Dept. expenses will be less than budget due to an equipment grant, which was budgeted for was not received. The reduced expense was offset by a corresponding reduction in revenue from what was budgeted.
7. Highway Dept. expenditures are projected to be less than budget by \$101,000 due to delaying road, storm drain and general maintenance work. The paving budget amount was not changed based on Paul Goodrich's concern that reducing this budget would result in higher maintenance costs in the future.
8. Line 40 shows benefit costs exceeding budget by \$154,200. This is not an actual over expenditure. In the past, employee benefits were budgeted as a separate line item. Now they are budgeted for in each department. The amount on line 40 will be re-allocated to departments with the next revision of this report.

**TOWN OF SHELBURNE GENERAL FUND BUDGET
BUDGET VS ACTUAL PROJECTIONS
FY 2019-20**

24-Apr-20

REVENUE CATEGORIES	YEAR TO DATE		ESTIMATED REMAINING	FY 2020	VARIANCE ABOVE BELOW
	FY 2019-20 BUDGET	FY 2019-20 ACTUAL		PROJECTED ACTUAL	
1 Taxes, Penalties & Interest	\$6,997,258	\$6,666,936		\$6,666,936	(\$330,322)
2 Town Clerk's Office	156,720	123,358	3,857	\$127,215	(\$29,505)
3 Highways	221,260	86,051	162,349	\$248,400	\$27,140
4 Police	545,200	276,197	200,013	\$476,210	(\$68,990)
5 Water & Sewer Admin.	95,706	0	95,706	\$95,706	\$0
6 Cemetery	5,400	4,200	0	\$4,200	(\$1,200)
7 Planning & Zoning	80,500	104,963	2,000	\$106,963	\$26,463
8 Recreation	164,380	145,195	(23,747)	\$121,447	(\$42,933)
9 Library	0	3,473	0	\$3,473	\$3,473
10 Investment Interest	500	64	0	\$64	(\$436)
11 Rescue	702,051	1,929	675,121	\$677,050	(\$25,001)
12 Building Use/Lease Income	150,427	25,129	96,000	\$121,129	(\$29,298)
14 Transfer From Other Funds	7,000	0	10,000	10,000	\$3,000
15 Applied Surplus	0				
16 Misc. Other	513,566	283,437	0	283,437	(\$230,129)
TOTAL REVENUES	\$9,639,968	\$7,720,932	\$1,221,299	\$8,942,231	(\$697,737)
EXPENDITURE CATEGORIES					
17 Selectboard	\$27,893	\$22,151	\$615	\$22,766	(\$5,127)
18 Legal	100,000	69,307	27,000	96,307	(\$3,693)
19 Town Manager's Office	263,989	171,274	49,187	220,461	(\$43,528)
20 Administrative Services	118,010	61,408	23,315	84,723	(\$33,287)
21 Elections & BCA	6,800	6,609	0	6,609	(\$191)
22 Finance & Insurance	545,515	597,143	(23,457)	573,687	\$28,172
23 Town Clerk's Office	268,758	146,360	66,078	212,438	(\$56,320)
24 Planning & Zoning	286,248	205,675	53,572	259,247	(\$27,001)
25 Assessing/Reappraisal	84,211	59,687	10,938	70,625	(\$13,586)
26 Buildings & Grounds	372,352	253,946	62,416	316,362	(\$55,990)
27 Police	1,879,310	1,307,094	307,192	1,614,286	(\$265,024)
28 Fire Dept.	552,442	153,706	102,456	256,162	(\$296,280)
29 Public Safety/Dispatch	731,581	582,215	141,550	723,765	(\$7,816)
30 Public Works & Stormwater	206,288	52,868	111,848	164,716	(\$41,572)
31 Harbormaster	50,099	12,963	37,136	50,099	\$0
32 Highway	1,372,710	840,764	430,962	1,271,726	(\$100,984)
33 Health/Social Services	38,777	18,300	19,400	37,700	(\$1,077)
34 Rescue	677,050	529,961	147,089	677,050	\$0
35 Cemetery	53,450	34,036	15,963	49,999	(\$3,451)
36 Recreation	349,936	259,138	80,213	339,351	(\$10,585)
37 Library	441,449	377,800	72,033	449,834	\$8,385
38 Debt Payments	873,772	681,773	127,089	808,862	(\$64,910)
39 Inter-Governmental Transfers	203,598	199,002	173	199,175	(\$4,423)
40 Benefits	85,730	174,928	65,000	239,928	\$154,198
41 Selectbrd Disc/Other Projects	15,000	0	2,000	24,474	\$9,474
42 Property Tax Appeals, Prior Years		0	0	0	\$0
43 Community Improvement	35,000	22,474	35,000	35,000	\$0
TOTAL EXPENDITURES	\$9,639,968	\$6,840,584	\$1,964,768	\$8,805,352	(\$834,616)
REVENUE - EXPENDITURES	0	880,348	(743,469)	136,879	136,879

TOWN MANAGER GOALS/OBJECTIVES for 2020

GOAL 1 - Storm Water Municipal Utility

Theme: The Utility, if approved, will be a complex administrative event and represents a public information challenge. Its successful implementation is a Selectboard 2020 priority.

A. Town Manager will direct preparation, presentation, implementation and administration of the Utility in 2020, organizing and maintaining a regular flow of public information regarding it and regularly reporting its progress and effect.

OBJECTIVES

1. Town Manager will prepare and present NLT February 11, 2020 the proposed Revised Ordinance by which the Utility is established July 1, 2020 if approved, encouraging and facilitating public input, especially from affected institutional users.
2. Town Manager will prepare and present to the Selectboard by March 10, 2020 a management plan, outlining Utility implementation by task and date.
3. Town Manager will direct financial and programmatic execution of Utility provisions, reporting progress monthly to the Selectboard beginning April 1, 2020.
4. Town Manager will originate and maintain a continuous flow of public information in 2020 specific to Utility operations, explaining in non- technical terms why the Utility is needed, how it operates, its user financial advantage, and its positive Storm Water mitigation consequence.
5. Town Manager will devise and prepare a report to the Selectboard by December 31, 2020 on Storm Water mitigation effects of Utility adoption.

GOAL 2 - Economic Development

Theme: Economic Development, memorialized as a 2019 Initiative, is a 2020 Selectboard priority.

- A. Town Manager will provide overall guidance, resources and support of the Economic Development Initiative

OBJECTIVES

1. Town Manager will prepare and present to the Selectboard by April 1, 2020 a management plan identifying the major administrative tasks in implementing the Economic Development Initiative, including proposed use of Budgeted 2020/2021 monies.
2. Town Manager will prepare and propose to the Selectboard feasible organizational alternatives for the Economic Development function by May 1, 2020
 - a. Preparation will include consultation with regional bodies and municipalities regarding their organization of the Economic Development function, and
 - b. Solicitation of input from representation of the Shelburne business community, and
 - c. Recommendations regarding the hiring, full- or part-time of a staff person, together with an outline of the job description and range of compensation for that staff position.
3. Town Manager will prepare and present to the Selectboard by June 1, 2020 a recommended approach to systematically identify and initiate Town regulatory reforms considered essential to improved business attraction and investment in Shelburne.
4. Town Manager will expand and maintain active communication with the Shelburne business community to include periodic public forums, cooperative activities with the SBPA, and alerts to and encouragement of CBC member participation in state, regional, and local conferencing re: Economic Development.

GOAL 3 - Organizational and Other Special Initiatives

Theme: Reorganization of the Planning & Zoning office; staff retention and succession planning; an updated OIP; and, implementation of Auditor recommendations are foci of Organizational Development, a 2020 Selectboard priority.

- A. Town Manager will administer a series of related proposals, studies and activities intended to improve Town Office organization and Town staffing.

OBJECTIVES

1. Town Manager will prepare and propose to the Selectboard alternative structures for the P & Z Office by May 15, 2020 for their review.
2. Town Manager will identify local expertise, mobilize and convene these, and recommend to the Selectboard steps in formalizing a Staff Succession and Retention Plan by August 1, 2020.
 - a. The Plan will contain a section on SVFD and Rescue Squad incentivization

3. Town Manager will submit an updated OIP consistent with and accompanying the 2020 CIP, by September 15, 2020, ensuring its use in 2020/2021 Budget deliberations.
4. Town Manager will prepare and propose to the Selectboard a rationale for a funded staff salary survey by October 1, 2020.
5. Town Manager will prepare and present to the Selectboard a Town Pedestrian and Bicyclist Safety Plan by May 15, 2020.

Theme: Townwide road and sidewalk safety is a 2020 Selectboard priority. The view is that the subject deserves increased attention.

The Plan will include recommended uses of 2020/2021 monies budgeted for sidewalk, line painting, pedestrian and bike safety projects, and such amounts of highway treatment as may be directed toward the safe travel of vehicles, walkers and bikers, integrating these as a program whole

The Plan should be prepared with the advice and direct input of the Bike/Ped Path Committee, the Village Pedestrian Safety Group, local non- profit resources such as Local Motion, and the Highway Superintendent.

The Plan should recommend whether an activity separate from the Highway Department is advisable, perhaps a Safety Office which includes staff safety initiatives and collective Town efforts to reduce property and casualty liability together with safe travel and environmental compliance measures.

6. Town Manager will conclude implementation of FY 2018 and FY 2019 Auditor recommendations in 2020.