

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE SELECTBOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
January 12, 2021**

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**\*Meeting held via teleconference.**

**MEMBERS PRESENT:** Jerry Storey (Chair); Jaime Heins, Mike Ashooh, Mary Kehoe, Kate Lalley.

**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Chris Robinson, Wastewater Superintendent; Paul Goodrich, Highway Superintendent; Diana Vachon, Town Clerk; Aaron Noble, Police Chief; Lt. Mike Thomas; Jerry Ouimet, Fire Chief; John Goodrich, Deputy Fire Chief; Lt. Devon Major; Jacob Leopold, Rescue Chief; Betsy Cieplicki, Recreation Director.

**OTHERS PRESENT:** Members of the public participating in the meeting included Don Porter, Tom Tompkins, Jessica Brumsted, Gail Albert, BettyJean Bogue, Jim White, Doug Merrill, David Leckey, Sue Furry-Irish, Jan and Lee Nicklas, Jeanne Jensen, Chris Kent, Barbara Marden, Ted Grozier, Joyce George, Ken Scott, Tom and Jane Zenaty, Linda Riell, Marcy Webster/Media Factory.

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**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

**MOTION** by Mike Ashooh, **SECOND** by Kate Lalley, to approve the agenda as presented. **VOTING** by rollcall: unanimous (5-0); motion carried.

**3. MINUTES**

*December 22, 2020*

**MOTION** by Mary Kehoe, **SECOND** by Kate Lalley, to approve the minutes of 12/22/20 as presented. **VOTING** by rollcall: unanimous (5-0); motion carried.

**4. PUBLIC COMMENT**

Town Clerk, Diana Vachon, noted the signed consent form for the seats on the Selectboard are due by 5 PM, January 25, 2021.

Rep. Jessica Brumsted reported H.48 was passed which allows changes around town meeting due to the pandemic and voting by mail. The state has funds available to assist with costs.

Jan and Lee Nicklas, Mt. Philo Road, asked why they were not notified of the recent kerosene spill. Lee Krohn said he had looked into this once he learned of it, and that the State had a contractor on site rapidly to conduct cleanup operations. Wells in the area are being tested; first results were all negative for petroleum-related contaminants.

#### 5. SELECTBOARD COMMENTS

- The Selectboard condemned recent events in D.C. and spoke in support of the continued efforts by Fritz Horton to restore the clock and bell at the Historic Town Hall. A grant was not received, but donations are encouraged and are covering costs.

#### 6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- The kerosene spill on Mt. Philo Road is being addressed.
- Progress continues with collection of property tax revenue.

#### 7. PUBLIC HEARING: FY2022 Municipal and School Budgets

**MOTION by Mary Kehoe, SECOND by Jaime Heins, to open the public hearing on the FY2022 municipal and school budgets. VOTING by rollcall: unanimous (5-0); motion carried.**

The public hearing was opened at 7:21 PM.

#### *School Budget*

Ken Scott, district school board, reviewed the mission of the school district, accomplishments despite the pandemic, costs incurred due to the pandemic, and the budget process and goals. The proposed budget is \$85,285,440. Major contributing factors are salaries, benefits, health insurance, Special Ed. Although other operational categories are essentially level funded, the budget will likely increase by several %.

#### *Town Budget*

Lee Krohn reported the proposed municipal budget is \$9,609,677 with a 0% tax increase. There are decreases in property/casualty insurance, debt service, and GMT service. Increases are proposed for bike/ped traffic safety initiatives (\$20,000 increase to a total of \$50,000), and emerald ash borer management costs per Tree Committee recommendation. In addition to the other bike/ped work, the path project on Irish Hill Road remains ongoing, as it is mostly grant funded, and delaying work or funding could jeopardize this grant. Open Space Fund contribution is proposed for level funding. The Town's reappraisal is paid by state funds. Bargaining agreements with the unions may impact the budget. Separate budget considerations include the required bond vote for the new fire/rescue station, as well as other the Fire Department capital requests - radio upgrade, marine boat replacement, and vehicle replacement (Car 1).

#### *COMMENTS*

Gail Albert spoke in support of increasing the contribution to the Open Space Fund to \$50,000 and having the item be on the ballot.

Ted Grozier spoke in support of the proposed budget.

Linda Riell urged level funding the Social Services budget.

Don Porter thanked the Selectboard for the work on the budget.

Jane Zenaty thanked the Selectboard for supporting the safety initiatives town-wide.

Joyce George thanked the Selectboard and staff for the hard work on the budget.

Fire Chief Ouimet announced donations have been received which with projected resale of the current boat would reduce the cost of the new fire/rescue boat to about \$75,000.

Doug Merrill spoke in support of delaying the purchase of a new marine rescue boat until the bond is done.

The Selectboard discussed and concurred with the following:

- Cost of living adjustment reflected in the budget.
- Administrative Services funding for hardware and cloud backup.
- Having the Open Space Fund contribution shown separately on the ballot. A majority of the Selectboard agreed to funding at \$50,000. Kate Lalley felt the increase should not occur this year in light of the financial impacts of the pandemic. Jerry Storey wanted more information on split funding with taxes and fund raising.
- Traffic safety improvements/sidewalk maintenance being grouped as one item in the budget and funding increased to \$50,000.
- Funding dispatch communications equipment improvements at \$25,000.
- Potential bond issue of \$1.1 million for the new fire/rescue station. Jaime Heins wanted more information from the committee on the anticipated property tax revenue from Healthy Living which will offset some of the bond costs.
- Radio communication equipment upgrades for Fire and Rescue, marine boat replacement, and replacement of Car 1. The Selectboard wanted more information on use of the apparatus reserve fund. Peter Frankenburg said the concern is using reserve funds when tax revenues are not coming in and cash flow is tight as it is through the pandemic.
- Deferring having employees contribute to health plans and discussing the matter in the future. Jaime Heins did not want to defer discussion of the contribution.

**MOTION by Mary Kehoe, SECOND by Jaime Heins, to continue the public hearing on the FY2022 budget to January 19, 2021. VOTING by rollcall: unanimous (5-0); motion carried.**

#### **8. BUDGET DEFERRALS**

**MOTION by Mike Ashooh, SECOND by Jaime Heins, to accept the following three requests for release of funds presented by the Town Manager:**

- \$26,400 for stormwater design work and project management.

- \$1,882.35 for the local match to update the All Hazards Mitigation Plan.
- Application for a \$20,000 “Better Places” grant for use of public space with a \$5,000 local match. Public spaces in Shelburne would include the parade ground, triangle green by the toy store, and the front yard of the town office building.

VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Kate Lalley, SECOND by Mike Ashooh, to continue discussion of the budget deferrals to the second meeting in March, in order to see results from the third property tax installment. VOTING by roll call: Jerry Storey – aye, Jaime Heins – aye, Kate Lalley – aye, Mike Ashooh – aye, Mary Kehoe – nay (4 ayes, one nay); motion carried.

**9. COST SHARING MOU WITH CCRPC AND STATE OF VERMONT**

MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the cost sharing MOU with CCRPC and the State of Vermont for the update to the All Hazards Mitigation Plan, and authorize the Town Manager to sign the document on behalf of the Selectboard. VOTING by rollcall: unanimous (5-0); motion carried.

**10. CLG NATIONAL REGISTER NOMINATION FORM**

MOTION by Jaime Heins, SECOND by Kate Lalley, to accept the CLG National Register Nomination Form and authorize the Town Manager to sign the document. VOTING by rollcall: unanimous (5-0); motion carried.

**11. WASTEWATER ALLOCATION**

MOTION by Mike Ashooh, SECOND by Jaime Heins, to approve a wastewater allocation of 210 gpd for a single-family house at 321 Caspian Lane. VOTING by rollcall: unanimous (5-0); motion carried.

**12. WAIVER OF PENALTIES FOR LATE PAYMENT OF PROPERTY TAX**

MOTION by Mary Kehoe, SECOND by Jaime Heins, to grant the request from Dave Congalton to waive property tax late fees and penalty of \$110.54 and the request from Nick Thant to waive property tax late fees and penalty of \$73.84 provided both individuals go on the automatic payment plan. VOTING by rollcall: unanimous (5-0); motion carried.

**13. TOWN MANAGER GOALS & OBJECTIVES 2021**

MOTION by Mary Kehoe, SECOND by Jaime Heins, to adopt the Town Manager Goals & Objectives for 2021 as presented. VOTING by rollcall: unanimous (5-0); motion carried.

**14. EXECUTIVE SESSION: Town Manager Evaluation**

MOTION by Mary Kehoe, SECOND by Jaime Heins, pursuant to 1VSA313 to enter Executive Session to consider appointment or employment or evaluation of a public officer, and to invite the Town Manager to participate at the appropriate time. VOTING by rollcall: unanimous (5-0); motion carried.

Executive Session was convened at 9:38 PM and adjourned at 10:28 PM.

**15. ADJOURNMENT**

**MOTION by Mike Ashooh, SECOND by Jaime Heins, to adjourn the meeting.**

**VOTING by rollcall: unanimous (4-0) [Jerry Storey not present for vote]; motion carried.**

The meeting was adjourned at 10:30 PM.

*RScty by tape. MERiordan*



For the Selectboard



Date