

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
February 14, 2017**

**MEMBERS PRESENT:** Gary von Stange (Chairman); Colleen Parker, Jerry Storey. (John Kerr and Josh Dein were absent.)

**ADMINISTRATION:** Joe Colangelo, Town Manager; Peter Frankenburg, Finance Director.

**OTHERS PRESENT:** Graham Byers, Fred Morgan, Bob Lake, Lee Kohn, Jeff Jackson, John Zicconi, Charlie Baker, Kevin Dorn, Karen Horn, Jessica Brumsted, Debbie Ingram, Kate Webb, Brian Barrett, Brittany DuPrat, Bruce Nunziata, Mark Sammut, Lee Suskin, Judy Raven, Nora von Stange, Joan Lenes, Gail Albert, Don Stevens, Michael Abrams, Heather McKim (Shelburne News).

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**1. CALL TO ORDER**

Chairman Gary von Stange called the meeting to order at 7 PM.

**2. APPROVE AGENDA**

Amendments to the agenda:

- Remove discussion of Vermont Railway litigation in Executive Session.

**MOTION by Colleen Parker, SECOND by Jerry Storey, to approve the agenda as amended. VOTING: unanimous (3-0); motion carried.**

**3. PRESENTATION: Chittenden County Regional Dispatch Initiative**

Joe Colangelo introduced the presentation on results of the study that looked at delivery of dispatch services presently and potentially forming a partnership with other Chittenden County towns for a regional emergency dispatch service. The request of the Selectboard is to approve setup of a joint survey committee to explore establishing a union municipal district for the regional service.

Charlie Baker, CCRPC, review the results of the study and the issues that included:

- Staffing – consolidation of dispatch could have a positive impact on staffing (fewer dispatchers working as a team will serve the region well).
- Mutual Aid – the regional service would be able to see the closest resources available to respond.
- Fire/EMS – there will be enough staffing to allow the dispatcher to stay with the emergency call.
- Call Taking Process – with a regional service there will be one answering point eliminating the need to transfer calls.

Potential start up is July 2018 beginning with Burlington and adding communities over time for completion by the end of 2019. An executive board appointed by the

municipalities will oversee operations and determine assessments. There will be an advisory committee with public safety chiefs and an Executive Director of the dispatch center. There will be a training professional, IT professional, and five cross-trained dispatchers. The recommended governance model is a union municipal district. The joint survey committee once established will research the issues and draft the charter, bylaws, and budget for approval by the towns. The union municipal district will have an Executive Director and advisory committee with public safety chiefs and support from CCRPC staff.

There was mention of cost savings (not certain there will be cost savings), regionalization of fire departments and police departments (only animal control services, detectives, CUSI services have been discussed), location of the regional center (to be determined), the regional service adding predictability to the annual budget investment and relieving uncertainty with what the state will do with dispatch, and providing opportunity for dispatchers to share their experience and have career advancement.

**MOTION by Colleen Parker, SECOND by Jerry Storey, to appoint Joe Colangelo, Shelburne Town Manager, to the Joint Survey Committee for Chittenden County Public Safety Services as the initial first formal step in evaluating the creation of a regional public safety dispatch service as a union municipal district subject to municipal votes as early as March 2018. VOTING: unanimous (3-0); motion carried.**

#### **4. APPROVE MINUTES**

*January 24, 2017*

Postponed.

*February 3, 2017*

**MOTION by Jerry Storey, SECOND by Colleen Parker, to approve the minutes of February 3, 2017 as written. VOTING: unanimous (3-0); motion carried.**

#### **5. CITIZEN PARTICIPATION & PUBLIC COMMENT**

None.

#### **6. SELECTBOARD COMMENTS**

- Jerry Storey commended the work during the recent snow storm by Public Works and EMS. The town is grateful for their service. Colleen Parker echoed the comments.

#### **7. TOWN MANAGER'S REPORT**

Joe Colangelo highlighted the following from the manager's report posted online:

- Shelburne received a Public Space Award from the state for the Veterans Memorial which was one of six projects to be recognized in the state.
- The suspension footbridge is being designed by an engineer who will certify/stamp the plans. The town will review and approve the design. The bridge will be built by volunteers using private funding.

- Police Officer, Mike Thomas, is back on light duty following treatment for leukemia.

## **8. ANNUAL LEGISLATIVE PREVIEW**

Sen. Ginny Lyons, Sen. Jessica Brumsted, Sen. Debbie Ingram, Rep. Kate Webb, and Karen Horn with VLCT gave the following legislative preview:

- Education Committee is helping to implement Act 46 in areas not yet implemented and taking field trips to see how Act 46 is working.
- Property tax portion of school spending is being reviewed.
- Government Ops Committee is working on a vital records bill to automate and tighten controls.
- Police regulation bill is being considered.
- Public safety reapportionment is being considered.
- Appointment of clerks and treasurers is being reviewed.
- Cemetery funds are being discussed.
- Ethics are being discussed.
- Mechanism to measure what is getting done in state government is being discussed.
- Education paid by property taxes is being discussed to see if this is the best mechanism.
- Health & Welfare Committee is looking at the healthcare system, opiate crisis, and impact of adverse childhood experiences.
- Finance Committee is looking at the education level funding proposal by the Governor to understand the implications.
- Property value assessment bill has been introduced (the bill will eliminate the penalty towns may have to pay if an assessment is challenged).
- TIF districts are under discussion.
- TMDL work continues.
- VLCT is following 97 bills that affect local government and working with the House Commerce Committee and Rural Caucus on economic development issues. VLCT is also following funding for the Clean Water Act (estimated \$2.3 billion or more to clean up the lakes and waterways in the state), Public Service Board process for permitting telecommunications and renewable energy facilities (H.50 extends the deadline again for the PSB to be making decisions on these permits; the House has a new committee looking at telecom and renewable energy facilities), and municipal self-governance to streamline non-controversial bills.

There was further discussion of the Public Service Board process. Gary von Stange noted Shelburne adopted a telecom ordinance and solar siting ordinance, and would like the town plan strongly considered in applications before the PSB. Sen. Lyons said Senate bill S.52 is intended to make the process friendlier and has recommendations to increase the ease of citizen participation. The PSB is serious about improving its relationship with municipalities. Jerry Storey said it was disappointing to have the solar siting proposal by the town that was done with substantial investment of time gutted at the state level. Karen Horn noted House bill H.87 says the PSB presumes municipal and regional plans are

valid and the burden of persuasion is on someone who wants to overcome this. There is concern with towns going to the lengthy planning process and then being stopped at the PSB. It is hoped substantial deference plays out.

There was discussion of towns being saddled with more burden from the state for lake clean up and storm water as well as investigation into various funding mechanisms by the state. There was also discussion of conflict of interest and ethics ordinances at the state level.

A gentleman in the audience requested the state legislators consider with the vital statistics legislation allowing birth certificates to be filed with the town and at the Vermont Veterans Department of Affairs.

#### **9. APPOINTMENTS TO COMMISSIONS, BOARDS, COMMITTEES**

The Selectboard interviewed Graham Byers for a position as student member on the Planning Commission and Fred Morgan for a position on the Natural Resources Committee. Both candidates explained their interest in serving on their respective committee and serving the town.

##### *Planning Commission Student Member*

**MOTION by Colleen Parker, SECOND by Jerry Storey, to appoint Graham Byers as a student member to the Planning Commission for a term beginning 2/14/17 and ending 4/1/18. VOTING: unanimous (3-0); motion carried.**

##### *Shelburne Natural Resources Committee*

**MOTION by Colleen Parker, SECOND by Jerry Storey, to appoint Fred Morgan to the Shelburne Natural Resources Committee for a term beginning 2/14/17 and ending 4/1/19. VOTING: unanimous (3-0); motion carried.**

#### **10. TOWN MANAGER CONTRACT**

Joe Colangelo recused himself from the discussion and left the meeting room.

Jerry Storey noted the following:

- The Town Manager contract term is three years with salary in the first year being \$105,000, in the second year being \$110,000, and in the third year being \$112,500. The contract includes performance evaluation throughout the contract term based on goals, objectives, standards and measures.
- A multi-year contract benefits the town and provides continuity and flexibility of performance to address goals for the longer term.
- Once the goals and performance objectives are established (there will be opportunity for public input on the goals and objectives) then the standards and measures will be set.
- Joe Colangelo has served as Shelburne Town Manager for the past three years, supervises 51 people and manages a budget of \$12 million. Joe Colangelo has demonstrated outstanding performance in his job with a great deal of accomplishment.

- The contract is an expression of confidence and trust in the Town Manager.

Gary von Stange noted the provision for one year severance in case of termination was eliminated from the contract. Per state law and the contract the Town Manager can be released for cause.

Colleen Parker spoke in support of the three year contract which allows development of goals and standards and evaluation.

There was further discussion of the outstanding job done by Joe Colangelo in the last three years and the positive changes that have occurred in town government under his management.

**MOTION by Gary von Stange, SECOND by Jerry Storey, to amend and restate the agreed upon terms from the previous Selectboard meeting to comply with the document that was provided by the Town Attorney, dated 2/14/17, with the terms summarized as follows: contract term is three years, salary in Year 1 is \$105,000, in Year 2 is \$110,000, and in Year 3 is \$112,500, and performance evaluation occurs throughout the term of the contract.**

**DISCUSSION: The following comments were made:**

- **Bruce Nunziata stated based on his experiences working with Mr. Colangelo and the comments Mr. Colangelo made that Mr. Colangelo does not deserve the job nor has the temperament for the job.**
- **Colleen Parker recognized all personalities do not mesh, but she has not personally seen a negative side of Mr. Colangelo in all the hours working together.**
- **A woman in the audience questioned how the contract compares to other town managers.**
- **Jerry Storey said comparison to grand list size, full time employees, and budget was made with other towns and a balance was found between compensation for the individual's worth and not burdening the taxpayers with unnecessary cost. Towns reviewed included Middlebury, Stowe, and Milton.**
- **Joan Lenes spoke in support of having the goals and measurable accommodations to see what the employee is achieving. Also, having input from the Selectboard, employees and the public is good. There is concern about the significant increase in percentage for compensation compared to other staff. The Public Works Director does take some of the workload off the Town Manager.**
- **Jerry Storey said there are four goals that are multi-year. Performance objectives need to be identified to attain those goals and then the standards can be devised and measurement applied. One of the goals relates to involvement of community in its governance. The performance evaluation will be on response/reaction to citizen complaint/input. The salary figure (\$110,000) has been under discussion by the Selectboard for quite some time.**

- Gary von Stange stated the original salary was too low and needed to be increased to recognize the outstanding Town Manager now in place and to provide incentive to stay. The salary amount is within the bounds of what other communities are paying. South Burlington pays their manager \$120,000. Other contracts have five year terms or no term at all. Three year term is the professional standard in the country.
- Colleen Parker noted the Selectboard has been increasing employee salaries over the past years to bring them up to what other towns are paying. The salary for the Town Manager reflects the outstanding job done by Joe Colangelo in the three years he has been in the position.
- Joan Lenes asked if feedback was received from constituents.
- Gary von Stange confirmed comments were received from staff, residents, business owners, people serving on town boards/committees. The comments were mainly positive, but did include some recommendations for improvement.

There were no further comments.

**VOTING: unanimous (3-0); motion carried.**

Joe Colangelo returned to the meeting.

#### **11. SEWER BILL REIMBURSEMENT**

Staff will try to contact Jessica and Rob Barrett for the next meeting.

#### **12. SPEAR STREET WATER LINE LOAN DOCUMENTS**

**MOTION by Jerry Storey, SECOND by Colleen Parke, to approve and sign the necessary loan document(s) in the amount of \$360,000 for the Spear Street water line project. VOTING: unanimous (3-0); motion carried.**

#### **13. 2<sup>nd</sup> QUARTER FY2017 REPORT**

Finance Director, Peter Frankenburg, reported:

- Revenues are on track mainly. There were few property tax appeals (\$3,000 decrease) and revenues are over budget for recording fees and passports in the Clerk's Office.
- On the expense side legal expenses are over budget by \$67,000 through the month of December, IT costs are at 100% of budget now, renewal for property/casualty insurance is over budget, and Highway salt budget is impacted by the storms this winter.
- Staff will be searching for areas to save costs in the budget between now and the end of the fiscal year on June 30<sup>th</sup>.
- Per the FY16 audit the town ended the year with a fund balance of \$530,000.

#### **14. SCHEDULE FOR FY2018 WASTEWATER BUDGET**

**MOTION by Jerry Storey, SECOND by Colleen Parker, to adopt the FY2018 Wastewater Budget schedule as presented. VOTING: unanimous (3-0); motion carried.**

**15. WASTE WATER ALLOCATION: 33 Webster Road**  
**MOTION** by Jerry Storey, **SECOND** by Colleen Parker, to approve waste water allocation of 210 gpd for 33 Webster Road. **VOTING: unanimous (3-0); motion carried.**

**16. EXECUTIVE SESSION and/or ADJOURNMENT**  
**MOTION** by Jerry Storey, **SECOND** by Colleen Parker, to go into Executive Session under the provisions of 1VSA313 to discuss the Colleen Haag Public Service Award and to invite the Town Manager to attend. **VOTING: unanimous (3-0); motion carried.**

Executive Session was convened at 9:24 PM.

*RecScty: MERiordan*