

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
March 13, 2018**

MEMBERS PRESENT: Jerry Storey, Colleen Parker, Josh Dein, Jaime Heins, Mary Kehoe.
ADMINISTRATION: Joe Colangelo, Town Manager; Peter Frankenburg, Finance Director.
OTHERS PRESENT: Steven Metz, David and Susan McClellan, Tracey Beaudin, Linda Riell, Sean Moran, Sara Tompkins, Tom Tompkins, Luce Hillman, David Hillman, Tim Pudvar, Catherine Collette, Doris Sage, Colleen Haag, Lori Bogert, Joan Lenes, Jim Brangan.

1. CALL TO ORDER

The meeting was called to order at 7 PM.

2. ORGANIZATIONAL MEETING

Election of Selectboard Chair

MOTION by Colleen Parker, SECOND by Mary Kehoe, to nominate Jerry Storey as Chair of the Shelburne Selectboard. There were no other nominations. **VOTING: 4 ayes, one abstention (Jerry Storey); motion carried.**

Jerry Storey is Chair of the Shelburne Selectboard and facilitated the meeting.

Election of Selectboard Vice Chair

MOTION by Colleen Parker, SECOND by Mary Kehoe, to nominate Jaime Heins as Vice Chair of the Shelburne Selectboard. There were no other nominations. **VOTING: 4 ayes, one abstention (Jaime Heins); motion carried.**

Jaime Heins is Vice Chair of the Shelburne Selectboard.

Designate Accounts Payable and Payroll Warrants for Selectboard

MOTION by Mary Kehoe, SECNOD by Colleen Parker, to approve the Accounts Payable and Payroll Warrants list of Selectboard members and alternates as presented. VOTING: unanimous (5-0); motion carried.

Adopt Rules of Procedure

Josh Dein submitted an enhanced version of the rules that broadened some rules and better aligned the rules with VLCT rules. Changes are shown in italics. One significant change is Rule #16 that allows adopting the rules at the annual organizational meeting.

MOTION by Josh Dein, SECOND by Jaime Heins, to approve the draft version of the Selectboard Rules of Procedure with the changes in italics as presented on 3/13/18 and with the addition to Rule #16 of “as soon as practicable” after “at other times”.

DISCUSSION:

- There was discussion of changes pertaining to posting of meetings. Josh Dein said the rules for posting meetings and having minutes available follow the Open Meeting Law.
- There was discussion of Rule #16 and agreement the rule should state that the Rules of Procedure may be amended by majority vote of the Selectboard at any time and that the rules must be re-adopted annually at the organizational meeting.

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

Mary Kehoe suggested the Selectboard discuss the proposed revisions to the Rules of Procedure submitted by Josh Dein at the Selectboard retreat.

Joe Colangelo said the list of rules will be posted on the town website.

COMMENTS

Dr. Metz, resident, asked if comments from the public will be solicited on the rules prior to the retreat. Josh Dein said that it is hoped the procedure for items before the Selectboard will be to have public review and comment.

Adopt Local Emergency Operation Plan (LEOP)

Joe Colangelo noted minor updates are being done to the plan and suggested the Selectboard take action at the next meeting. The Selectboard concurred.

Confirm Selectboard Regular Meeting Dates, Times, Location(s)

MOTION by Colleen Parker, SECOND by Jaime Heins, to confirm the Selectboard meetings for the second and fourth Tuesday of each month to be held in Meeting Room #1 at the Town Office beginning at 7 PM.

DISCUSSION:

- Jerry Storey mentioned on occasion holding meetings at other venues, specifically Wake Robin, to maximize attendance.
- Joe Colangelo said the Selectboard is not prevented from scheduling a special meeting at any time and at any location.
- Colleen Parker pointed out Wake Robin is not the only population the Selectboard wants to reach.
- Chris Boyd, resident, stressed making sure the facility where the meeting is held is accessible to the general public.

There were no further comments.

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

3. APPROVE AGENDA

MOTION by Jaime Heins, SECOND by Colleen Parker, to approve the agenda.

DISCUSSION:

- Joe Colangelo mentioned the public records request just received from Shelburne News and that all but one document have been released. The document not released was correspondence between the

Town Attorney and the Selectboard on 2/15/18 and the Selectboard should determine if the document should be released.

- **There was discussion of holding Executive Session to discuss the nature of the communication before make the document public.**
- **Josh Dein urged limiting use of Executive Session and conducting as much business as possible in open session.**

AMENDMENT by Jerry Storey, SECOND by Colleen Parker, to approve the agenda with the following amendments:

- **Move Selectboard comments, Town Manager Report, and Public Comment to the start of the meeting.**
- **Allow the Chair to have discretion to allow public comment later in the meeting if warranted.**
- **Hold an Executive Session at the end of the regular business to discuss correspondence between the Town Attorney and Selectboard with a possible decision item following Executive Session**

VOTING ON MOTION AS AMENDED: unanimous (5-0); motion carried.

4. APPROVE MINUTES

February 27, 2018

MOTION by Josh Dein, SECOND by Colleen Parker, to approve the minutes of 2/27/18 as written. VOTING: 3 ayes, 2 abstentions (Jaime Heins, Mary Kehoe); motion carried.

5. CITIZEN PARTICIPATION & PUBLIC COMMENT

Sean Moran, resident, thanked the new board and new members for running a clean election. The hope is that comments will be undramatic going forward.

There were no further public comments at this time.

6. SELECTBOARD COMMENTS

- Mary Kehoe said she is looking forward to serving on the Selectboard and working collaboratively with members. Thanks to those who supported her election to the Selectboard. The town is lucky to have wonderful people willing to work hard for a common goal to make sure Shelburne remains a vibrant and wonderful place to live.
- Josh Dein read a tribute to Dorothy Sawyer, small business owner and Shelburne resident for 60 years, who recently passed away, noting Ms. Sawyer advocated for issues she felt would improve the well-being of Shelburne residents. It is hoped to honor her legacy of community commitment.
- Colleen Parker welcomed Mary Kehoe to the Selectboard.
- Jaime Heins said he is excited to serve and work with everyone on the board. There is a good vibe to collaborate and be productive and get much done. There is a powerhouse of skills and dedication on the board.

7. TOWN MANAGER REPORT

No report.

8. REAPPOINTMENTS TO CBCs

Josh Dein suggested the heads of the committees be asked for confirmation of reappointments. Joe Colangelo said the committee Chairs have been involved.

Planning Commission

MOTION by Jaime Heins, SECOND by Colleen Parker, to reappoint Andrew Everett and Asim Zia to the Planning Commission for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

DRB

MOTION by Mary Kehoe, SECOND by Josh Dein, to reappoint Norm Blais and Jeff McBride as alternates on the DRB for a one year term. VOTING: unanimous (5-0); motion carried.

Recreation Committee

MOTION by Colleen Parker, SECOND by Jaime Heins, to reappoint Kathleen Pudvar, Bruce Whitbeck, and Renee Davitt to the Recreation Committee for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Water Commission

MOTION by Mary Kehoe, SECOND by Colleen Parker, to reappoint Steve Smith for a term beginning April 1, 2018 and ending March 31, 2021, and Mike Abrams to finish the last year of his existing term. VOTING: unanimous (5-0); motion carried.

Pierson Library Board of Trustees

MOTION by Colleen Parker, SECOND by Mary Kehoe, to reappoint Ruth Hagerman and Cathy Townsend to the Pierson Library Board of Trustees for a three year term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Cemetery Commission

MOTION by Colleen Parker, SECOND by Mary Kehoe, to reappoint Ron Gagnon to the Cemetery Commission for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Shelburne Historic Preservation & Design Review Committee

MOTION by Jaime Heins, SECOND by Josh Dein, to reappoint Dorothy Penar and Marc Vincent to the Shelburne Historic Preservation & Design Review Committee for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Tree Advisory Committee

MOTION by Colleen Parker, SECOND by Mary Kehoe, to reappoint Gail Henderson-King and David Hall to the Tree Advisory Committee for a term

beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Storm Water Advisory Committee

The terms of members are undefined. The committee will disband upon submission of the storm water report.

Shelburne Natural Resources & Conservation Commission

MOTION by Colleen Parker, SECOND by Mary Kehoe, to reappoint Gail Albert and Don Rendall to the Shelburne Natural Resources & Conservation Commission for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Bike/Ped Committee

MOTION by Josh Dein, SECOND by Jaime Heins, to reappoint Kevin Boehmcke to the Bike/Ped Committee for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

Ethics Committee

MOTION by Colleen Parker, SECOND by Josh Dein, to reappoint Pete Gadue as alternate on the Ethics Committee for a one year term. VOTING: unanimous (5-0); motion carried.

Regional Planning Commission

MOTION by Colleen Parker, SECOND by Jaime Heins, to reappoint John Zicconi as the Shelburne representative on the Regional Planning Commission, and George Schiavone as alternate for a two year term. VOTING: unanimous (5-0); motion carried.

Dog Park Committee

MOTION by Mary Kehoe, SECOND by Colleen Parker, to reappoint Erica Eulau to the Dog Park Committee for a term beginning April 1, 2018 and ending March 31, 2021. VOTING: unanimous (5-0); motion carried.

9. DONATION TO LENNY BISSONNETTE SCHOLARSHIP FUND

There was discussion of making a donation in recognition of the service of a former Selectboard member to the Lenny Bissonnette Scholarship Fund in support of youth baseball and softball scholarships using money from the Selectboard Discretionary Fund. There is approximately \$8,000 in the Selectboard Discretionary Fund. The money is typically used for conferences attended by Selectboard members. The Bissonnette Fund contains about \$700 presently. The fund is heavily used during the year for need based scholarships to children who want to play sports.

Mary Kehoe suggested the donation be done with private funds. The Selectboard or a group of citizens could organize a fund raiser for the donation. Colleen Parker pointed out the former board member volunteered for nine years and has given much to the town.

The donation will be giving to the children in town in a meaningful way. Josh Dein said the process needs to be separated from the person. Public service is good and there have been many community members working many years as volunteers for the town. There have been past Selectboard members who served for 15 years. There should be a policy on how to do these donations. Private funds should be used. A committee could be formed to raise the funds.

Peter Frankenburg, Finance Director, reported there is \$5,000 in the Selectboard Discretionary Fund line item in the budget. The money is used for miscellaneous expenses that were not budgeted, but the Selectboard feels are appropriate, such as AV improvements in the meeting room, for example. The Bissonnette Fund has a current balance of \$787 with \$180 committed for scholarships this baseball season.

Jerry Storey noted the Selectboard has a history of using public funds for scholarships in town, for example, Shelburne Craft School summer camps and the town rec program summer camps so there is precedent.

Jaime Heins spoke in support of starting the practice of making a donation with the discretionary funds now in an amount that is appropriate.

COMMENTS

Tim Pudvar, Woodbine Road, said no child will be turned away from Shelburne Little League regardless of the balance in the Bissonnette Fund for a scholarship. The Bissonnette Fund was established about 20 years ago. It is a slippery slope to use the Selectboard Discretionary Fund to recognize former public officials. Private funds should be used.

Chris Boyd, resident, spoke in support of using private funds, noting there are past volunteers who put in thousands of hours helping the town who were not recognized. The town even stopped purchasing each employee a turkey at Thanksgiving.

Luce Hillman, Country Lane, said there is a difference in a scholarship from the Social Services Committee to the Rec Committee to serve boys and girls in town equally. Public funds should not be used for the donation. Shelburne has many people who volunteer and give their time.

Mark Sammut, resident, mentioned there are at least six people who served on town boards, one for 21 years, who were never recognized by the town, and some of the people served on both the Planning Commission and DRB at the same time for a while, attending meetings every week for months on end. If a donation is to be made using the Selectboard Discretionary Fund the donation should be in the name of those who have served, past and present.

Susan McClellan, Falls Road, asked what happens to the unused funds in the Discretionary Fund line item if the amount is not rolled over each year. Jerry Storey said the funds are re-budgeted in next year's budget.

Joan Lenes, resident, asked if baseball scholarships are funded anywhere else. Joe Colangelo said the scholarships rely on donations.

Dr. Metz recalled two requests to use money from the Selectboard Discretionary Fund that were denied, one being a settlement for people who had sewage in their houses and the other being a request from the Ethics Committee to hire independent counsel. Joe Colangelo noted the homeowners received funds from the Sewer Fund to address the sewage in their houses, and the Ethics Committee received authorization from the Town Manager to move forward with independent counsel if needed.

Jerry Storey mentioned the announcement was made at town meeting to discuss the donation at the next Selectboard meeting and that is what the Selectboard is doing. Josh Dein suggested deferring action on the donation to develop a policy.

MOTION by Colleen Parker, SECOND by Jaime Heins, to use \$500 from the Selectboard Discretionary Fund and donate to the Shelburne Food Shelf in recognition of public officials who have served the town.

DISCUSSION:

- **Josh Dein said the item on the agenda and the item to be voted are not the same.**
- **Mary Kehoe said there are great causes that people give to privately. It may not be wise as a governance issue to use public funds for the donation.**

There were no further comments.

VOTING: 3 ayes, 2 nays (Josh Dein, Mary Kehoe); motion carried.

10. COLLEEN HAAG PUBLIC SERVICE AWARD

There was discussion of the Selectboard appointing a committee with the authority to determine the matrix for decision making and awarding the Colleen Haag Public Service Award on behalf of the town, Selectboard, and Town Manager. Mary Kehoe asked why past procedure is not being followed with choosing a nominee for the award. Colleen Parker explained the award was discussed in Executive Session and there was a level of uncomfortableness with the criteria being ambiguous. There were also members of the community who felt the award was owed to the former Police Chief and this may put the Selectboard in a precarious situation. The criteria from the year before required the individual to be a volunteer. The Selectboard at the time decided to table the matter until written criteria could be drafted. Last year the nominees were discussed in Executive Session and the recipient was unanimously supported. Mary Kehoe pointed out an announcement went out and people followed the rules so from a governance point of view it is not good policy to set up a change in procedure not consistent with what was announced. It is critical the Selectboard do what was said would be done or credibility as a governing body will be lost. Colleen Parker explained there was disagreement about the nature of the award. It is the fault of the Selectboard for not having unanimity or common understanding of what the award is supposed to be, not the fault of the public. The Selectboard must deal with the situation that was created and follow through with

expectations set for the public. Josh Dein said the Open Meeting Law will not allow how the award was determined last year. If a committee is formed any deliberations cannot be in a private meeting. If the award is taken out of the governmental process and is a private award that is different.

COMMENTS

Linda Riell, Falls Road, said there are two issues (forming a committee and choosing a recipient from the candidates nominated using the existing guidelines) and each should be addressed separately. Ms. Riell said of all the nominees there was not one letter saying the town “owed” the award to a certain person. The nominations were heartfelt and why the person was deserving of the award.

Dr. Metz stressed the criteria or framework for the award has still not been made available to the public. Nominees must fall within the framework.

Jim Brangan, Tracy Lane, said he is humbled to be the inaugural recipient of the Colleen Haag Public Service Award because there are so many deserving people in the community. Mr. Brangan volunteered to serve on a committee with Colleen Haag to develop guidelines and a candidate for the award for review by the Selectboard. The award should be about public service and not a popularity contest. The criteria should be as objective as possible. The award could be presented on Shelburne Day.

Colleen Haag, resident, said the person chosen last year, Jim Brangan, was very deserving. There are many deserving people in town, one being Jim Warden for his service above and beyond Police Chief. Colleen Haag agreed to serve on a committee to set up guidelines for the award.

John Saar, resident, suggested giving the award to the person who deserves it and who should receive it in the view of most townspeople even in absentia if necessary.

Tom Tomkins, Falls Road, suggested putting the names of the nominees in a hat and pulling out the recipient.

Sean Moran, resident, said there were two letters to the Selectboard via the Town Manager that were “ugly” and had nothing to do with nominating a person, but with tearing apart someone who was nominated and trying to influence the Selectboard. The situation was appalling.

There was further discussion of forming a committee. The Open Meeting Law will not allow the award to be a surprise. Mary Kehoe reiterated the Selectboard is changing the rules for the award. Colleen Parker clarified the Selectboard is modifying the rules in recognition that the original approach was flawed.

MOTION by Colleen Parker, SECOND by Jerry Storey, to establish a committee known as the “Colleen Haag Public Service Award Committee” comprised of Colleen Haag and Jim Brangan along with three other members to be named and to

charge the committee with establishing a list of criteria henceforth to be used to choose a recipient of the Colleen Haag Public Service Award, and this year the award will be presented on Memorial Day [later corrected to Shelburne Day].

DISCUSSION:

- Josh Dein asked who will decide the additional committee members.
- Mary Kehoe asked what happens if the potential candidates already nominated do not meet the criteria established by the committee. Ms. Kehoe expressed concern about changing the process midstream.
- Colleen Haag said Memorial Day may be too soon for the committee to complete the charge. Shelburne Day which is the third Saturday in August would be a better day. Colleen Parker concurred.
- Jim Brangan agreed with Shelburne Day as the award day. Mr. Brangan said the committee can discuss the current list of nominees and criteria, and draft criteria for how the committee should be structured as well as guidelines for the 2019 award and the committee going forward.
- Dave Hillman asked why the Selectboard cannot make the decision on the award as was done last year rather than relying on a committee. Jerry Storey explained there was a division of opinion so it was felt best to defer the decision to a later date. Also, there were no specific criteria, only broad guidelines. Having a committee with people who have a broader and deeper understanding of the community was thought to be beneficial.
- There was further discussion of determining the recipient for 2018 and forming a committee to draft criteria for the award. There was consensus the committee will develop criteria to apply to the nominations with the announcement of the award on Shelburne Day in August, 2018.

RESTATING OF MOTION by Colleen Parker, **SECOND** by Jerry Storey, to create the Colleen Haag Public Service Award Committee which will be comprised of Colleen Haag and Jim Brangan who will establish criteria and decide the recipient of the 2018 Colleen Haag Award and going forward.

- **FRIENDLY AMENDMENT** by Mary Kehoe that the decision for the 2018 recipient of the Colleen Haag Public Service Award shall be made from the existing nominees.

VOTING ON RESTATED MOTION WITH FRIENDLY AMENDMENT: 3 ayes, 2 nays (Josh Dein, Mary Kehoe); motion carried.

[Note: The comment by John Saar noted below was made at the end of the meeting, but reflected here in the minutes.]

John Saar, resident, said the Selectboard made an error with the Colleen Haag Award in delegating responsibility to Colleen Haag and Jim Brangan by choosing someone with a known bias against the former Police Chief. Mr. Brangan wrote a very unfriendly letter to the Selectboard about Chief Warden being an inappropriate candidate. Mr. Brangan personally confirmed his bias against Chief Warden. The Selectboard is urged to set the error of the committee right. Jerry Storey said he will contact Jim Brangan and if there is

reason to reconsider the committee then the matter will be added to the next Selectboard meeting agenda for further discussion.

11. WAIVE PROPERTY TAX PENALTIES PER SELECTBOARD POLICY AND LATE HOMESTEAD DECLARATION REQUEST

Property Tax Penalty

MOTION by Jaime Heins, SECOND by Colleen Parker, to waive the late property tax payment penalty in the amount of \$99.91 for Mical Caldwell, 415 Longmeadow Drive, per Selectboard Policy #2 (unplanned relocation). VOTING: 4 ayes, one nay (Mary Kehoe); motion carried.

MOTION by Mary Kehoe, SECOND by Colleen Parker, to waive the late property tax payment penalty in the amount of \$127.06 for David Parmelee, 39 Heather Lane, per Selectboard Policy #3 (serious medical condition). VOTING: unanimous (5-0); motion carried.

MOTION by Mary Kehoe, SECOND by Colleen Parker, to waive the late property tax payment penalty in the amount of \$267.07 for Tom Rutz, 263 Frogs End, per Selectboard Policy #3 (serious medical condition).

DISCUSSION:

- **Jaime Heins disclosed Tom Rutz is a former colleague, but he can still be fair and impartial to make a decision in the best interest of the town.**

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

Late Homestead Declaration

Peter Frankenburg explained the homeowner said he mailed his tax documents to the state by the deadline and assumed the Homestead Declaration was included, but the state indicated the declaration was not received and charged a penalty of 3% of the school tax for filing after the due date.

MOTION by Mary Kehoe, SECOND by Josh Dein, to waive the late fee for late filing of the Homestead Declaration with the state based on proof submitted by the homeowner, Richard Galbraith, 1061 Pheasant Hill Road.

DISCUSSION:

- **Jaime Heins said there are no clear criteria upon which to base a decision.**
- **Richard Galbraith, Pheasant Hill Road, explained the contact person at the state tax department indicated a machine opens the mail and makes a PDF of the documents. If a PDF is not created the state's position is the document was not received. Two pieces of paper sticking together could cause the machine not to make a PDF and the state assume the document was not received. The state could not prove the document was not received because all the paperwork is shredded after going through the machine. Mr. Galbraith said his**

taxes were prepared by a professional and have been paid on time without problems for the past 22 years.

- Mary Kehoe noted the case is similar to Selectboard Policy #6 (delay due to mail or institution beyond taxpayer control).
- Josh Dein suggested deferring action to discuss amending the policy. Mary Kehoe suggested adding “Homestead Declaration” to the rule and readopting.

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

12. LIQUOR LICENSE RENEWAL REQUESTS

The Board of Liquor Control was called to order. There were no announcements of conflict of interest.

MOTION by Colleen Parker, SECOND by Jaime Heins, to approve the First Class Liquor License renewals for the following establishments:

- Heart of the Village Inn
- Cucina Antica

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

MOTION by Colleen Parker, SECOND by Josh Dein, to approve the Outside Consumption renewal for Heart of the Village Inn. VOTING: unanimous (5-0); motion carried.

MOTION by Colleen Parker, SECOND by Jaime Heins, to approve the Second Class Liquor License renewal for Mayfield d/b/a Shelburne Country Store.

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

13. SELECTBOARD RETREAT

Staff will do a doodle poll to identify an acceptable meeting date for the retreat in the first two weeks of April. The Selectboard will discuss the agenda for the retreat at the next Selectboard meeting. Each Selectboard member will draft a list of priorities. Josh Dein urged discussing strategic and long term planning at the retreat. Comments/ideas for discussion items should be forwarded to the Town Manager.

14. SUBMIT COMMENTS ON CHANGES TO STATE WETLANDS RULES

There was discussion of the impact on the Bay Road Bridge replacement with the reclassification of wetlands. Josh Dein said a different bridge design may be required, but there were no issues of great significance with the reclassification. Jerry Storey said the wetlands are a great resource and the ‘ground proofing’ work done by state staff is appreciated, but the town does not want to be subject to double jeopardy on permitting a Bay Road Bridge improvement. Following further discussion the Selectboard agreed to support reclassification of the wetlands with the exception of addressing bridge improvements. Mary Kehoe suggested Shelburne Natural Resources Committee comment on the matter as well.

MOTION by Colleen Parker, **SECOND** by Jaime Heins, to authorize the Town Manager to finalize and submit comments on behalf of the Selectboard with the sense of the Selectboard comments and with input from Shelburne Natural Resources Committee regarding the public comment notice for proposed changes to the Vermont Wetlands Rules reclassifying the LaPlatte River Marsh to Class 1 wetlands. **VOTING: unanimous (5-0); motion carried.**

**15. DRUG AND ALCOHOL POLICY FOR TOWN OF SHELBURNE
COMMERCIAL VEHICLE DRIVERS**

MOTION by Mary Kehoe, **SECOND** by Colleen Parker to adopt the Drug and Alcohol Policy for Commercial Motor Vehicle Drivers for the Town of Shelburne.

DISCUSSION:

- Josh Dein asked if the policy differs from the VLCT policy. Joe Colangelo explained the policy is part of the Personnel Policies. The town's insurance carrier advised updating the town's policy. Staff will forward differences between the town policy and the VLCT policy.
- Jaime Heins noted minor grammatical edits are needed in the document.

VOTING: 2 ayes, 3 nays (Jerry Storey, Jaime Heins, Josh Dein); motion did not carry.

The Selectboard will discuss the policy at the 3/27/18 meeting.

16. PAVING GRANT APPLICATION

MOTION by Colleen Parker, **SECOND** by Mary Kehoe, to approve the Town of Shelburne Class 2 paving grant application to the State of Vermont. **VOTING: unanimous (5-0); motion carried.**

17. ZONING BYLAW AMENDMENTS

MOTION by Colleen Parker, **SECOND** by Jaime Heins, to accept the proposed zoning bylaw amendments from the Planning Commission and schedule a public hearing on April 10, 2018. **VOTING: unanimous (5-0); motion carried.**

18. EXECUTIVE SESSION

MOTION by Colleen Parker, **SECOND** by Jaime Heins, pursuant to 1VSA313.6 to go into Executive Session for consideration of records or documents exempt from access to the public records provision (the Selectboard will review the documents and determine whether to release them to the public). **VOTING: 3 ayes, 2 nays (Josh Dein, Mary Kehoe); motion carried.**

Executive Session was convened at 10:29 PM.

MOTION by Mary Kehoe, **SECOND** by Colleen Parker, to adjourn Executive Session and reconvene the regular meeting. **VOTING: unanimous (5-0); motion carried.**

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by Colleen Parker, **SECOND** by Jaime Heins, to release the email from the Town Attorney to the Selectboard, dated 2/15/18, per the public records request by Mike Donoghue with *Shelburne News*.

DISCUSSION:

- Josh Dein said the discussion could have taken place in open session without releasing any information in the document(s).
- Jerry Storey disagreed due to a technical matter not related to content

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

19. ADJOURNMENT

MOTION by Colleen Parker, **SECOND** by Mary Kehoe, to adjourn the meeting.

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

The meeting was adjourned at 10:50 PM.

RecScty: MERiordan