

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
March 23, 2021**

***Meeting held via teleconference.**

MEMBERS PRESENT: Jerry Storey (Chair); Mike Ashooh, Kate Lalley, Luce Hillman, Cate Cross.

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Diana Vachon, Town Clerk; Jerry Ouimet, Fire Chief; Jacob Leopold, Rescue Chief; Sgt. Josh Flore.

OTHERS PRESENT: Members of the public participating in the meeting included Marcy Webster (Media Factory), Josh Flore, David and Sally Conrad, Gail Albert, Patricia Fontaine, Tom Tompkins, Yasamin Gordon, Erika Lea, Don Porter, Nicci Micco, Sue Furry-Irish, Roz Graham, Sam Jackson, Jeff Rettew, Jason Grignon, Don Rendall, Devan Major, Clara Flynn, Allyson Myers, Pruitt, Joyce George, Ken Scott, Vermont Police Association.

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 Kate Lalley, **SECOND** by Mike Ashooh, to approve the agenda with the addition of liquor license approvals for the businesses as listed. **VOTING** by rollcall: unanimous (5-0); motion carried.

3. MINUTES

March 9, 2021

MOTION by Mike Ashooh, **SECOND** by Kate Lalley, to approve the minutes of 3/9/21 with correction of the spelling of Sergeant Flore and the name of the Liquor Control Commission. **VOTING** by rollcall: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

➤ Gail Albert asked about renewal of local liquor licenses by the Selectboard. It was explained a liquor license is granted by the state but reviewed annually by the local Selectboard, acting as the local Liquor Control Commission.

5. SELECTBOARD COMMENTS

➤ Cate Cross thanked the volunteers serving on the diversity, equity, & inclusion task force.

➤ Jerry Storey observed sunny days help dispel COVID fatigue.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Mike Ashooh's daughter Lena was chosen to participate in high level activities in Washington, DC.
- Betsy Cieplicki's daughter Kelli helped her basketball team power to victory
- Pet licenses are due.
- Burn permits are needed to burn brush piles.

7. SHELBURNE BUSINESS & PROFESSIONAL ASSOCIATION UPDATE

Roz Graham gave an update on activities of the Shelburne Business & Professional Association to support local businesses and organizations and promote tourism in town. It was announced the Shelburne Farmers Market will return in 2021 and be located in the field next to the Palmer sugarhouse.

8. DRB APPOINTMENT

Allyson Myers who previously served as an alternate member on the DRB explained her interest in being appointed as a full member on the board.

MOTION by Kate Lalley, SECOND by Mike Ashooh, to appoint Allyson Myers to the DRB for a three-year term ending April 1, 2024. VOTING by rollcall: unanimous (5-0); motion carried.

9. SELECTBOARD ORGANIZATIONAL MATTERS

Selectboard Secretary

Following discussion of the position not being required to be filled by charter, the Selectboard agreed not to fill the position at this time as has been the practice in the past.

Schedule for Signing Warrants

MOTION by Kate Lalley, SECOND by Cate Cross, to approve the schedule for signing warrants to review expenditures of the town. VOTING by rollcall: unanimous (5-0); motion carried.

Front Porch Forum as Notice Point

MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the previously approved Selectboard Rules of Procedure to remove the requirement Front Porch Forum be used as a posting site. VOTING by rollcall: unanimous (5-0); motion carried.

Appointment Policy

Jerry Storey read his memo to the Selectboard listing suggested amendments to the appointment policy.

MOTION by Mike Ashooh, SECOND by Luce Hillman, to approve changes to the appointment policy as presented for CBC and subcommittee appointments. VOTING by rollcall: unanimous (5-0); motion carried.

Stormwater Advisory Committee

The Selectboard agreed the stormwater advisory committee (SWAC) should continue.

Fire/Rescue Project Steering Committee

The Selectboard agreed to continue the Fire/Rescue project steering committee and expressed interest in expanding the membership. The charge of the committee will be discussed at the next Selectboard meeting.

AFSCME Appointment

The Selectboard reappointed Mike Ashooh to the contract renewal team.

Advisory Committees

Jerry Storey spoke about establishing a task force or advisory committee to involve local talent wherever possible. Some suggested advisory committees include a Bay Road advisory committee or a capital budget planning advisory committee.

Pro Tem Appointments

MOTION by Mike Ashooh, SECOND by Kate Lalley, to appoint Sam Feitelberg to the Veterans Monument Committee as an emeritus member, and appoint Mary Kehoe to the Police Union contract negotiating team as an emeritus pro tem (continuing her recent, prior involvement as a Selectboard member). VOTING by rollcall: unanimous (5-0); motion carried.

10. SELECTBOARD 2021 WORK PLAN ADJUSTMENTS

Lee Krohn reviewed proposed changes to goals and objectives in the work plan. The changes are mainly for clarification and defining timeframes. Jerry Storey and Lee Krohn will draft a summary of items and needed timeframes for review at the next Selectboard meeting.

MOTION by Kate Lalley, SECOND by Luce Hillman, to approve the changes to the Selectboard 2021 Work Plan as presented, which also include parallel changes to the Town Manager's Goals and Objectives. VOTING by rollcall: unanimous (5-0); motion carried.

11. PROPERTY TAX REVENUE – 3RD INSTALLMENT UPDATE

Peter Frankenburg briefed the Selectboard on the status of the 3rd installment of property tax payments. Overall, 2021 shows a 1.2% delinquency rate compared to 1.6% last year and 1.4% the prior year before. The perspective is encouraging despite the impacts of COVID-19.

Don Porter, Finance Committee, said the Town weathered the storm of COVID better than expected, but the Town needs to continue to be prudent.

The Selectboard will discuss release or reallocation of some of the deferred funds at a future meeting.

12. EQUITY, DIVERSITY & INCLUSION TASK FORCE UPDATE

Definitions of terms shaping the charge of the task force were reviewed and the following recommendations presented:

- Town leaders adopt the vision statement outlined by the task force.
- Include more diverse voices and those representing marginalized groups on the task force.
- Make the task force an official Town committee with participation by Town leadership.

Proposed tasks of the committee include creating goals and applying for grants in order to hire a consultant or full-time position to assist the committee work. Following discussion, the Selectboard supported the recommendations put forth by the task force and seeking a consultant to help meet the goals as outlined. There was agreement the work of the committee is a long-term effort. The task force will provide more information on how to do an audit of what the Town needs to address the issues, expanding diversity and inclusion on the task force, and inclusion on CBCs. Materials presented are available at [Selectboard-Slide-Presentation- \(shelburnevt.org\)](http://shelburnevt.org).

13. COMMUNITY PROJECT FUNDING REQUEST

Lee Krohn reported there is an available federal appropriation for specific shovel-ready projects. Congress will review up to ten projects from Vermont, to be nominated by Congressman Welch. Krohn suggested that we submit an application for \$475,000 to fund Fire/Rescue radio and Dispatch communications upgrades.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to authorize the Town Manager to pursue the funding for a communications system upgrade as presented. VOTING by rollcall: unanimous (5-0); motion carried.

14. LOCAL EMERGENCY OPERATIONS PLAN 2021

MOTION by Mike Ashooh, SECOND by Kate Lalley, to adopt the 2021 local emergency operations plan as presented. VOTING by rollcall: unanimous (5-0); motion carried.

15. WASTEWATER ALLOCATION

MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the wastewater allocation of 210 GPD for 242 Caspian Lane. VOTING by rollcall: unanimous (5-0); motion carried.

16. LIQUOR CONTROL COMMISSION

MOTION by Mike Ashooh, SECOND by Kate Lalley, to convene as the Liquor Control Commission. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve liquor licenses as presented for the following establishments:

- **Himalayan Kitchen & Bar**
- **Cucina Antica**
- **Shelburne Vineyard**
- **Waterfront Yogurt & Sandwich**

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

17. ADJOURNMENT

MOTION by Mike Ashooh, SECOND by Kate Lalley, to adjourn the meeting.

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

The meeting was adjourned at 9:38 PM.

RScty by tape: MERiordan

For the Selectboard

Date