

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
April 24, 2018**

**MEMBERS PRESENT:** Jerry Storey (Chair); Colleen Parker, Mary Kehoe [via telephone]. (Josh Dein and Jaime Heins were absent.)  
**ADMINISTRATION:** Joe Colangelo, Town Manager; Peter Frankenburg, Finance Director.  
**OTHERS PRESENT:** Sign-in sheet on file.

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**1. CALL TO ORDER**

Chair Jerry Storey called the meeting to order at 7 PM.

**2. APPROVE AGENDA**

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

**3. APPROVE MINUTES**

*April 10, 2018*

**MOTION** by Colleen Parker, **SECOND** by Mary Kehoe, to approve the minutes of 4/10/18 as written. **VOTING: unanimous (3-0); motion carried.**

**4. CITIZEN PARTICIPATION & PUBLIC COMMENT**

None.

**5. SELECTBOARD COMMENTS**

- Jerry Storey called for a moment of silence in honor of Marianne Riordan's sister-in-law who was lost in a tragic plane accident. Condolences were offered to the family.
- Jerry Storey said he attended the initial negotiation on renewal of the AFSCME union contract.
- Recognition of Joe Colangelo who has accepted a town manager position in Hanover, Massachusetts:
  - Colleen Parker expressed gratitude to Joe Colangelo for his service as Town Manager and all the assistance he provided with the library project, storm water plan with South Burlington which saved the town thousands of dollars, and many other town projects.
  - Rep. Jessica Brumsted listed some of the many projects assisted by Joe Colangelo including Bay Road Bridge, lowering the speed limit on Falls Road, dog park and DEC issues, open public meeting and access to public records, economic development using TIFs, work with VTrans on railroad issues.
  - Rick Bessette, poet laureate, gave a personal letter to Joe Colangelo and spoke from the heart to express appreciation for the foresight Joe Colangelo had with the poet laureate program which has made life a little better for all. Poems written by so many young people are pouring into the

library. Mr. Bessette read a farewell message wishing good luck to Joe Colangelo.

- Jerry Storey read words of recognition from Jaime Heins on Joe Colangelo's professionalism and wishing him all the best.
- Mary Kehoe wished Joe Colangelo all the luck in the world. Shelburne's loss is Hanover's gain. Joe Colangelo will always be welcome in Shelburne.
- Jerry Storey recalled the Joplan bridge issue and Joe Colangelo's interview occurring at the same time. Now four years later the bridge is getting the last of the permits and the town again is searching for a Town Manager. Joe Colangelo's professionalism and successful service to the town is noteworthy.

#### **6. TOWN MANAGER REPORT**

Joe Colangelo said he enjoyed working for Shelburne and is leaving with lifelong friends. Thanks are extended to everyone including his wife and children.

#### **7. SHELBURNE ARBOR DAY PROCLAMATION**

Gail Henderson-King on behalf of the Tree Committee thanked Joe Colangelo for supporting the committee. Shelburne is a designated "Tree City USA" town and will receive an award at the official award ceremony on May 3, 2018 at the Vermont College of Fine Arts in Montpelier. There will also be a ceremony on May 5<sup>th</sup> on the Parade Ground where the proclamation will be read and tree seedlings will be given out to people. Five Korean maple trees removed from the war memorial will be replanted on Falls Road. Another upcoming event is the tree identification workshop on May 7<sup>th</sup>. All events are open to the public.

Jerry Storey read the Shelburne Arbor Day proclamation.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to affirm the Shelburne Arbor Day Proclamation. VOTING: unanimous (3-0); motion carried.**

#### **8. INTERIM TOWN MANAGER CONTRACT**

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve the interim Town Manager contract with Mr. Lee Krohn.**

**DISCUSSION:**

- **Joe Colangelo advised making clear the transfer to the interim Town Manager happens at a time and date certain.**

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

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to transfer authority from the previous Town Manager to the respective interim Town Manager, Lee Krohn, on 4/27/18 at 5 PM. VOTING: unanimous (3-0); motion carried.**

#### **9. APPOINTMENTS TO CBCs**

*Town Manager Search Committee*

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to nominate Jessica Brumsted and Diana Vachon to the interview search committee for the Town Manager. VOTING: unanimous (3-0); motion carried.**

Jerry Storey said the remaining vacancy on the search committee will be appointed when all members of the Selectboard are present. The committee will have 15 members (14 voting and one ex officio). The initial meeting of the search committee will be 4/25/18. The meetings are open to the public.

*Water Commission*

The Selectboard interviewed John Day for a position on the Water Commission. Mr. Day said he has more of a background in land use than water management, but can assist with review of technical documents and is happy for the opportunity to serve the town.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint John Day to the Water Commission for a term starting 4/24/18 through 4/1/19. VOTING: unanimous (3-0); motion carried.**

**10. LIQUOR LICENSE RENEWALS**

**MOTION by Mary Kehoe, SECOND by Colleen Parker, to convene the Liquor License Commission. VOTING: unanimous (3-0); motion carried.**

There were no announcements of conflict of interest.

**MOTION by Mary Kehoe, SECOND by Colleen Parker, to approve the First Class Liquor License and Outdoor Consumption Permit for RAN Vermont Investments, LLC at Kwiniaska Golf Course in Shelburne. VOTING: unanimous (3-0); motion carried.**

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve a First Class Liquor License for Peg & Ters in Shelburne. VOTING: unanimous (3-0); motion carried.**

**11. VERMONT MUNICIPAL BOND BANK APPLICATION**

Joe Colangelo explained the strategy to save a substantial amount of money over the life of the bond for the library project by taking out short term financing (line of credit) and long term bonding to repay the line of credit in the same amount. Peter Frankenburg added most major projects are financed through the bond bank with municipal tax exempt bonds. This saves the town having to do a credit rating. The bond bank only goes to market at certain times and the window to apply for financing is now. With the library project by the end of the summer nearly \$2 million will be spent based on the cash flow projections from the contractor so it makes sense to lock into a long term bond at this time. The amount will be revisited with the Selectboard when the application to the bond bank is approved. The town presently has a one year line of credit with Union Bank to pay the day-to-day costs of the project. This line of credit will be rolled into the long term

loan at some point. As the project progresses the town will go back to the bond bank to finance the remainder of the work.

Colleen Parker asked how much the town will save by locking in the long term bond now. Peter Frankenburg said the bond rates are not known so only estimates can be provided. The line of credit is at 1% interest. This line of credit will be paid off and rolled into the long term bond. The bond bank rate is typically 3% over 20 years. Colleen Parker observed by winter the shell of the new library building will be constructed and work will continue inside. The town will save money by not having to winterize the building.

Peter Frankenburg pointed out the town will get the money from the bond bank all at once and whether the town spends it or not payment must be made as amortized. Phasing the bonding minimizes the cost of payment.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve the Town of Shelburne application to the Vermont Municipal Bond Bank for debt service for the library building project in the amount of \$2 million. VOTING: unanimous (3-0); motion carried.**

#### **12. LOAN FOR SEWER SYSTEM COLLECTION IMPROVEMENTS**

Peter Frankenburg said the Selectboard signed documents previously for the design phase of the improvements and this is being rolled into the \$1.8 million bond through ANR and administered by the Vermont bond bank at 2% interest over 20 years.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to execute the documents to the state revolving loan fund for sewer system collection improvements approved as part of the \$3 million bond passed by the voters in 2015 in the amount of \$1,831,153 for work to be completed summer of 2018. VOTING: unanimous (3-0); motion carried.**

#### **13. GRANT APPLICATION TO AARP FOR BENCH IN VILLAGE**

Jane Zenaty with the village pedestrian safety group thanked Joe Colangelo for all the help and support of the committee and the progress made toward improving pedestrian safety and calming traffic. The grant is for a bench in the LaPlatte River Park. The bench is the same style as the bench by the library and on the Parade Ground.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve the grant application to AARP for a bench in the village. VOTING: unanimous (3-0); motion carried.**

#### **14. APPOINT SELECTED TOWN OFFICERS**

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint Jerry Ouimet as the Fire Warden, Bob Lake as the Emergency Management Director, Lee Krohn as the Town Service Officer, and Bob Lake as the Town Health Officer. VOTING: unanimous (3-0); motion carried.**

**15. ANNUAL FINANCIAL REPORT TO VTRANS**

**MOTION by Mary Kehoe, SECOND by Colleen Parker, to approve submission of the annual financial report to VTrans. VOTING: unanimous (3-0); motion carried.**

**16. LOCAL EMERGENCY OPERATIONS PLAN (LEOP)**

Joe Colangelo reported the State 911 Board voted to eliminate funding to Shelburne as a PSAP. The money will be transferred to the Chittenden County entity instead. Shelburne needs to examine doing its own dispatching or consider other options.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to table adoption of the LEOP until the next meeting. VOTING: unanimous (3-0); motion carried.**

**17. ADJOURNMENT**

Lee Krohn thanked the Selectboard and the community for having the confidence to appoint him as interim Town Manager, and pledged to do his best to help the community move forward.

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.**

The meeting was adjourned at 8:09 PM.

*RecScty: MERiordan*