

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
May 8, 2018**

MEMBERS PRESENT: Jerry Storey (Chair); Colleen Parker, Mary Kehoe, Josh Dein, Jaime Heins.

ADMINISTRATION: Lee Krohn, Interim Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning & Zoning Director; Chris Robinson, Water Quality Superintendent.

OTHERS PRESENT: Sara & Tom Tompkins, Hazel Civalier, John Reilly, Mike Schramm, Tracey Beaudin, Roz Graham, Susan & David McLellan, Kevin Boehncke, Linda Riell, Vivian Jordan, Wendy Saville, Tim Loucks, Sarah Reeves, Lee Suskin, Gail Henderson-King, Gail Albert, Ken Albert, Jane Zenaty, Tom Zenaty.

1. CALL TO ORDER

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

2. APPROVE AGENDA

Jerry Storey corrected the title of the agenda item on the search for an interim town manager (change “selection” to “search”) and added approval of the expenditure for a going away gift to the agenda. Josh Dein suggested the Selectboard discuss the 911 PSAP issue at some point.

MOTION by Jaime Heins, SECOND by Colleen Parker, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. APPROVE MINUTES

April 24, 2018

MOTION by Colleen Parker, SECOND by Jerry Storey, to approve the minutes of 4/24/18 as written. VOTING: 3 ayes, 2 abstentions (Jaime Heins, Josh Dein); motion carried.

4. CITIZEN PARTICIPATION & PUBLIC COMMENT

Linda Riell, Falls Road, noted the positive impact of the barrels at the pedestrian crossing on Falls Road, and commended Paul Goodrich and the town crew for their clean up work after the recent storm damage.

Gail Henderson-King gave an update on the Arbor Day award the town received and the tree planting celebration that was held. The plaque for display in town hall, certificate of recognition, Tree City USA flag and signs were shown. The signs will be installed on Route 7 at the town boundaries.

5. SELECTBOARD COMMENTS

- The Selectboard thanked the town departments for the storm cleanup. Shelburne has exceptional workers and volunteers. The resiliency and spirit of the community was mentioned. Events were held as planned thanks to the community working together despite the storm.
- Vermont Gives Day on May 17, 2018 is an opportunity to raise funds for the Pierson Library project. If the town raises \$500,000 an anonymous donor has pledged to match that amount.
- Lee Krohn was welcomed as interim town manager.

6. TOWN MANAGER REPORT

Lee Krohn thanked everyone for the welcome and said he has been meeting with staff and volunteers in town to listen and learn. Other items of interest include:

- Town crews are recognized for their hard work following the storm. Much can be accomplished by the community working together.
- The South Burlington water tank issue is under discussion.
- There is no push for Shelburne's PSAP (Public Safety Answering Program) to be part of the Regional Center PSAP if one is formed, nor are any staffing changes contemplated anytime soon. Barbara Neal, Executive Director of the Vermont E-911 Board, will be asked to a future Selectboard for further explanation.
- Request was made to advance the June 12, 2018 Selectboard meeting to June 5, 2018; consensus was to keep the June 12 meeting date.
- Krohn suggested a wide-ranging communications strategy to keep the community informed about the array of significant construction projects to take place this summer. [Selectboard concurred with the suggestion.]
- Krohn suggested an alternate approach to the annual CBC reports to the Selectboard – rather than more lengthy, individual reports given over the course of time, consider having all CBCs give five minute “lightning talks” in one single meeting. Advantages would be brevity, focusing on key issues, and greater opportunity for shared learning and interaction between CBCs. [Selectboard concurred with the suggestion.]

7. APPOINTMENT(S)

Bike/Ped Paths Committee – student member

The Selectboard interviewed Hazel Civalier, CVU freshman, who explained her interest in serving on the Bike/Ped Committee as a student member.

MOTION by Colleen Parker, SECOND by Jaime Heins, to appoint Hazel Civalier as a student member to the Bike/Ped Paths Committee for a one year term beginning immediately and expiring June 15, 2019. VOTING: unanimous (5-0); motion carried.

Selectboard Liaison to Ethics Committee

Lee Suskin, Chair of the Ethics Committee, noted revisions to the Ethics Ordinance will be discussed with the Selectboard at an upcoming meeting.

MOTION by Colleen Parker, SECOND by Josh Dein, to appoint Mary Kehoe and Jaime Heins as liaisons to the Ethics Committee. VOTING: 3 ayes, 2 abstentions (Mary Kehoe, Jaime Heins); motion carried.

Town Representative to Pierson Library Building Steering Committee

It was noted that Lee Krohn will be involved with the library project on behalf of the town as the interim town manager, but not as a member of the steering committee. Several nominees were mentioned including Ann Janda. The Selectboard will make an appointment at the 5/22/18 meeting.

CSWD

MOTION by Colleen Parker, SECOND by Mary Kehoe, to reappoint Tim Loucks to the CSWD Board as the Shelburne representative for a two year term ending June 30, 2020. VOTING: unanimous (5-0); motion carried.

MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint Lee Krohn as the alternate representative to the CSWD Board for as long as Mr. Krohn is Shelburne's interim town manager. VOTING: unanimous (5-0); motion carried.

Regional Planning TAC

MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint Dean Pierce to the Transportation Advisory Committee (TAC) for a two year term ending June 30, 2020. VOTING: unanimous (5-0); motion carried.

MOTION by Mary Kehoe, SECOND by Colleen Parker, to appoint Lee Krohn as the alternate to the TAC for as long as Mr. Krohn is Shelburne's interim town manager. VOTING: unanimous (5-0); motion carried.

CWAC

MOTION by Colleen Parker, SECOND by Jaime Heins, to appoint Chris Robinson to the Clean Water Advisory Committee (CWAC) for a two year term ending June 30, 2020 and Dean Pierce as the alternate. VOTING: unanimous (5-0); motion carried.

The Selectboard will make remaining appointments at a future meeting.

8. APPOINT MEMBER TO TOWN MANAGER SEARCH COMMITTEE

MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint Chris Huestis to the Town Manager Search Committee. VOTING: unanimous (5-0); motion carried.

9. ROAD NAME REQUEST

Finance Director, Peter Frankenburg, explained the need for a new road to be named before approval from the DRB can be issued for a development with three or more housing units. Sterling Construction is building three duplex units off Irish Hill Road. The name for the new private road serving the development is suggested to be "Mill River Lane".

MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve the name “Mill River Lane” for the private road off Irish Hill Road to serve the Sterling Homes building project. VOTING: unanimous (5-0); motion carried.

10. FUNDING FOR VILLAGE CENTER TRANSPORTATION STUDY

Dean Pierce explained there is a ‘matching funds’ line item in the Planning & Zoning budget for planning grants received by the town. The money in the line item has not been used. Staff is suggesting updating the village center transportation study so people can understand the recommendations and synthesize priorities.

There was discussion of different ways to use the funds including hiring a consultant to synthesize recommendations and draft priorities, implementing the recommended improvements, having the Planning Commission review the study and develop priorities, hiring a facilitator for a work session with existing town committees and the public to identify priorities.

COMMENTS

Jane Zenaty, Village Safety Group, spoke in support of synthesizing the work that has been done to date and having a strategy to take action in a “big picture way”.

Susan McLellan noted many town committees are requesting funds. The Village Safety Committee is not a town committee and has received town funds. The money in the budget could be used to do many projects.

Wendy Saville, Paths Committee, said the committee will continue to apply for grants and will need matching funds. People feel passionate about their particular area, but the Selectboard needs to be concerned about the entire town. The money should be used for this.

Gail Albert spoke in support of using the money to update the study so decisions on priorities can be made fairly quickly.

Tom Tompkins, Falls Road, spoke in support of forming a town committee or using an existing committee to study the recommendations and identify priorities.

Tom Zenaty suggested a consultant look at themes through the lens of the budget, safety of pedestrians, bike access to services and businesses in the community to help guide decision making and priorities.

Ken Albert spoke in support of having Regional Planning look at the decades of relatively sensible studies that have been done and gathering public input perhaps with a facilitator working with a town committee to present an action plan to the Selectboard.

Lee Krohn observed there is clear consensus that much background work that has been done, and that a strategy is needed to synthesize that work into a coherent set of priorities.

The town has the intellectual horsepower with existing staff and boards to construct an outreach program and accomplish this goal. Groups such as Rotary, the business community, conservation commission, planning commission, bike/ped committee can be brought together perhaps with a facilitator for a work session to draft a strategic approach to constructing priorities. Staff will prepare a proposed plan for the 5/22/18 Selectboard meeting.

11. FUNDING FOR GRAPHIC DESIGN WORK ON TOWN PLAN

Dean Pierce asked if funds budgeted but not spent as the local match for a State municipal planning grant could be used instead for professional graphic design assistance for the new Town Plan, in a manner similar to that done for the Town of Essex in recent years.

(MOTION by Mary Kehoe, SECOND by Colleen Parker, to reallocate \$5,000 in funds originally budgeted as local match for municipal planning grants for the purpose of securing professional graphic design assistance for the updated town plan. VOTING: unanimous (5-0); motion carried.

12. WWTP CONSOLIDATION PLAN PHASE 1 PRESENTATION

John Reilly and Mike Schramm with Hoyle Tanner Associates gave a presentation on consolidation of the waste water treatment plants in Shelburne. Both plants are approaching their 20 year service life. Last upgrades to the plants were done in Year 2000. Three alternatives were identified to meet waste water treatment needs through Year 2047 including Alternative 1 (keeping both plants), Alternative 2 (enlarging Plant 2 to treat the full sewer service area), or Alternative 3 (enlarging Plant 1 to treat the full sewer service area). The cost of Alternatives 2 and 3 is approximately 24% less than Alternative 1. There are good benefits with consolidation of the plants relative to required infrastructure and realized efficiencies. Alternative 2 & 3 offer equivalent economic value, but non-monetary values favor Alternative 3. Next steps include the town continuing to explore ways to reduce infiltration into the system and advancing the alternative to direct flow from the Town of Shelburne to the South Burlington treatment plan on Bartlett Bay Road (Alternative 4). A presentation on Alternative 4 will be given to the Selectboard in June.

Lee Krohn asked about the threshold of capacity at the plants. Chris Robinson said the plants at this time are well below capacity. Lee Krohn asked if other towns have two treatment plants. Mike Schramm said it is an unusual situation for a town the size of Shelburne to have two treatment plants.

Josh Dein observed that any of the alternatives will have an impact on the sewer rate.

Colleen Parker asked the impact if the sewer service area changes over time. Mike Schramm said where growth occurs in town must be considered in the preliminary engineering of any consolidation plan.

Peter Frankenburg asked about the operating cost of a consolidated plant. Mike Schramm said a cost savings is realized with consolidation of roughly \$300,000 per year for O&M with one plant.

13. CSWD FY2019 BUDGET

Sarah Reeves, CSWD General Manager, gave an overview of Chittenden Solid Waste District (CSWD) functions and the FY2019 budget. Revenues are proposed at \$11,131,561 and expenditures at \$10,650,000. Capital spending is anticipated to be \$1,755,000 to cover purchase of a new baler and new floor at the MRF and other capital projects. No increases are planned in the solid waste management fee, trash fee, compost fees, or municipal assessment. Tip fees at the MRF were increased to better meet the market rate and cover the loss of revenue from sale of recyclable materials. The fees for biosolids have also increased. There will be a \$5 charge for each recycling “blue bin”.

Lee Krohn commented positively on the cost effectiveness of regionalization of managing solid waste and the great job done by CSWD.

Mary Kehoe asked about composting. Sarah Reeves explained Act 148 goes into effect in Year 2020 at which time all food scraps must be kept out of the waste stream. People can compost themselves or bring the material to the CSWD compost. Commercial establishments must divert all food scraps, but residential is exempt from composting dairy and meat and bones. These materials can go into the trash or to CSWD.

Peter Frankenburg asked about the cost for sludge disposal for Shelburne with two treatment plants. Sarah Reeves said the percentage increase is 3.5% or less than \$3,000 for the entire system.

Tim Loucks, Shelburne representative to the CSWD Board, expressed confidence in the financial management of CSWD. Major changes are anticipated going forward with the DOCs, Green Mountain Compost, and other CSWD programs. The Selectboard will be kept informed.

MOTION by Colleen Parker, SECOND by Mary Kehoe, to accept the CSWD FY2019 budget as presented. VOTING: unanimous (5-0); motion carried.

14. ONE-YEAR EXTENSION OF CONTRACT WITH SULLIVAN & POWERS

Peter Frankenburg explained the recommendation to continue with the audit firm of Sullivan & Powers for another year given the transition of the town manager. Staff will find out the cost of a one year extension for the 5/22/18 Selectboard meeting.

Josh Dein asked best practice on rotating auditors. Peter Frankenburg recommended no more than six years with the same auditor. Sullivan & Powers is one of the more thorough auditors in the state and provided the town with a list of recommendations which the town would like to implement before changing auditors.

15. EXPENDITURE FOR GOING AWAY GIFT

MOTION by Colleen Parker, **SECOND** by Mary Kehoe, to allow expenditure of \$700 toward the cost of two tickets to a Red Sox/Yankees baseball game from the Selectboard Discretionary Fund as a going away gift for the former town manager.

DISCUSSION:

- Josh Dein expressed concern about taking action to purchase the gift without discussion by the full Selectboard and the potential violation of the Open Meeting Law. Jerry Storey explained private funds were used to purchase the tickets so the expenditure is for reimbursement. Colleen Parker was asked to explore ideas for a going away gift for Joe Colangelo. The gift was to be a surprise so there was no discussion at the Selectboard meeting.
- Josh Dein urged developing a policy on expending public funds for gifts.

VOTING: 4 ayes, one nay (Josh Dein); motion carried.

Jerry Storey agreed there should be discussion about developing a policy on expending public funds for gifts.

16. EXECUTIVE SESSION and/or ADJOURNMENT*Labor Relations*

MOTION by Mary Kehoe, **SECOND** by Colleen Parker, to find that premature public knowledge of contract negotiations with members of AFSCME would clearly place the town at a substantial disadvantage. **VOTING:** unanimous (5-0); motion carried.

MOTION by Mary Kehoe, **SECOND** by Colleen Parker, to go into Executive Session under the provisions of 1VSA313.1.B to discuss agreements with employees represented by AFSCME and invite the (interim) town manager to attend.

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

The regular meeting was adjourned and Executive Session convened at 10:14 PM. The Board came out of executive session at 10:45 P.M. and adjourned at that time.

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