

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
May 12, 2020**

**\*Meeting held via teleconference.**

**MEMBERS PRESENT:** Jerry Storey (Chair); Mike Ashooh, Mary Kehoe, Jaime Heins, Kate Lalley.  
**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Chris Robinson, Water Quality Superintendent; Jason Leopold, Rescue Chief.  
**OTHERS PRESENT:** Members of the public participating in the meeting included Don Porter, Ken Albert, Gail Albert, Rep. Jessica Brumsted, David Schenk, Roz Graham, Tom Denenberg, Wayne Elliott.

---

[Note: Minutes reflect the order of the published agenda.]

**1. CALL TO ORDER**

Chair Jerry Storey called the meeting to order at 7 PM, explained the procedure to be followed, and held a roll call.

**2. APPROVE AGENDA**

**MOTION** by Jaime Heins, **SECOND** by Mary Kehoe, to approve the agenda with the addition of wastewater allocation for Lot 7 in the Kwiniaska Ridge development. **VOTING** by roll call: unanimous (5-0); motion carried.

**3. MINUTES**

*April 28, 2020*

**MOTION** by Kate Lalley, **SECOND** by Jaime Heins, to approve the minutes of 4/28/20 with the clarification the terms of CCRPC appointments (Item #8) are two years each and the tax burden in Senate bill S.344 (Item #11) is the education tax burden. **VOTING** by roll call: unanimous (5-0); motion carried.

**4. PUBLIC COMMENT**

David Schenk spoke of his proposed development at 397 Shelburne Road under form based code and asked when the Selectboard will address the Planning Commission's suggested changes to the regulations. Jerry Storey noted the Selectboard will cover the item later in the meeting when discussing other current issues and events.

**5. SELECTBOARD COMMENTS**

- Mike Ashooh said he encouraged Mr. Schenk to give feedback on use of form based code for his development. Also, everyone is urged to continue to use masks and practice social distancing to help return to normal as soon as possible.

- Mary Kehoe said the update from Shelburne Business Association on the current status of things was helpful.
- Kate Lalley commented on how fortunate for residents to have an array of open spaces in town for walking, and it is hoped to find ways to expand on this.
- Jerry Storey expressed appreciation to staff and volunteers for keeping Shelburne safe through the pandemic. Also, Shelburne Historical Society is keeping a record of the pandemic experience in town. People are urged to get involved.

## **6. TOWN MANAGER REPORT**

Deferred to Item 11 – Update on Other Current Issues and Events.

## **7. SHELBURNE RESCUE UPDATE**

Rescue Chief, Jason Leopold, reported on the following:

- How Shelburne Rescue is handling calls during the COVID pandemic
- Supply of PPEs, N95 masks, respirators, and other medical equipment and supplies
- Call volume (down 40% from prior years)
- Transports to hospital (significantly down due to patient aversion to going to the hospital during the pandemic)
- Decrease in revenues from reimbursement of service
- Increase in personnel costs because volunteer squad members are not serving during the pandemic
- Voluntary subscription service (\$35/year to waive the delta between what insurance covers and what the patient pays; no change in fee planned)
- Increase in base billing rates
- Fundraising activities (on hold until the new fire/rescue building complete)

Rep. Brumsted mentioned the legislature is working on COVID funding for emergency services.

## **8. PRO-TEM FINANCIAL ADVISORY COMMITTEE INFORMATOINAL UPDATE**

Don Porter and members of the financial advisory committee participating in the meeting gave an update on the committee's work to date. The following was noted:

- Stakeholder outreach survey responses to date are 54 business and 194 residential.
- One-on-one interviews with business leaders in the community are ongoing. There is a positive, collaborative feeling in town.
- PPP funding has been modestly successful to general economic conditions.
- The financial and fiscal analysis model is performing as intended. A range of scenarios is being reviewed.
- A report from the committee will be provided to the Selectboard at the 5/26/20 meeting.

The Selectboard agreed it is likely the financial advisory committee will continue after the report is complete. The committee is asked to comment on the budget based on the work being done.

## **9. TAKEAWAYS FROM LOCAL BUSINESS ADAPTATIONS TO PANDEMIC RESTRAINTS**

There was discussion of changes to how businesses are operating during the pandemic and facilitating compliance and cooperation to follow COVID recommendations to keep Shelburne vital. Shelburne Museum Director, Tom Denenberg, explained the decision to close the museum for the summer (there will not be staff to maintain the grounds or keep the facility operating under social distancing requirements). Shelburne Vineyard proprietors, Ken and Gail Albert, said the vineyard is doing curbside and online service, but in June will open to the public to allow purchase of wine from the store. Kate Lalley said the pandemic could be opportunity to pull together an image to promote the town online and “spruce up” Route 7 especially by the Shelburne Museum. Jerry Storey said other takeaways include community health consequences of the pandemic, development of economic development initiatives, investment in technology to relieve staff, community inventiveness, and budget ideas based on what has been learned/experienced, regulatory reform, and reset of plans, operations, investments.

## **10. SHELburnE ROAD WASTEWATER CAPACITY ISSUES**

Staff reported wastewater capacity on Shelburne Road in the area between Bay Road and Longmeadow Drive is at its limit and cannot accept new development. There is a moratorium on additional connections.

Consultant, Wayne Elliott, reviewed the analysis that looked at peak flow and average daily flow, and alternatives to address the capacity situation. The recommendation is to redirect the flow from the force main (Alternative #2). Funding options include the state revolving loan program or the municipal bond bank.

Following discussion, the Selectboard concurred Alternative #2 is the best resolution and a necessary investment for an area targeted for growth in the town. Jerry Storey requested a timetable on financing of Alternative #2 in the current situation including a more detailed approach to cost sharing.

## **11. UPDATE ON OTHER CURRENT ISSUES AND EVENTS**

Lee Krohn reported:

- Town parks are open and continue to be used in a safe manner.
- Conversation has started on the new police collective bargaining agreement.
- The town is staffing some offices. Wastewater and Highway crews are working in a safe manner per the guidelines. Town office staff is working with Bob Lake (town health officer) on safe interactions with the public.
- Expenses related to COVID will be submitted to FEMA and the state for reimbursement.
- Thanks are extended to Finance Director, Peter Frankenburg, and Don Porter (Pro-Tem Financial Advisory Committee) for the economic development work.
- The stormwater utility discussion is set for the first Selectboard meeting in June. The fee has not yet been implemented.
- Fire/Rescue/Police are responding with different protocols during the pandemic.

- Training in small groups is to resume.
- Action by the Selectboard on the proposed zoning amendments from the Planning Commission is needed.

Jerry Storey listed the following items to be scheduled:

- Proposed zoning amendments
- Economic development items
- Stormwater utility
- Update from the Social Services Committee

Mike Ashooh suggested doing a six-month snapshot of items.

**12. AMENDMENT OF PURCHASE & SALES AGREEMENT WITH PIZZAGALLI PROPERTIES/HEALTHY LIVING**

Lee Krohn advised it may be prudent to postpone the bond vote on the land purchase and infrastructure with Pizzagalli Properties/Healthy Living from November 2020 to March 2021 Town Meeting in light of current circumstances and delays and to better inform the voters.

**MOTION by Mary Kehoe, SECOND by Kate Lalley, to authorize Jaime Heins to execute the second amendment to the Purchase & Sales Agreement with Pizzagalli Properties/Healthy Living. VOTING by roll call: 4 ayes, one abstention (Jaime Heins); motion carried.**

**13. WASTEWATER ALLOCATION REQUEST: Snyder/Kwiniaska Ridge**  
**MOTION by Mary Kehoe, SECOND by Jaime Heins, to approve the sewer allocation request for 210 gpd for a single family house on Lot 7 in the Snyder/Kwiniaska Ridge development. VOTING by roll call: unanimous (5-0); motion carried.**

**14. ADJOURNMENT**

**MOTION by Mary Kehoe, SECOND by Jaime Heins, to adjourn the meeting. VOTING by roll call: unanimous (5-0); motion carried.**

The meeting was adjourned at 9:25 PM.

*RScty by tape: MERiordan*

---

For the Selectboard

---

Date