

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
May 22, 2018**

MEMBERS PRESENT: Jerry Storey (Chair); Colleen Parker [arrived 7:03 PM], Mary Kehoe [arrived 7:07 PM], Josh Dein [via telephone], Jaime Heins.

ADMINISTRATION: Lee Krohn, Interim Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning & Zoning Director; Chris Robinson, Water Quality Superintendent; Ann Janda, Administration Director; Jerry Ouimet, Fire Chief.

OTHERS PRESENT: Al Barber, Tracey Beaudin, Barbara Neal, Pete Gadue, Tom and Susan Tomkins, Roger Preis, Brad Clark, Dean Gilmore, Alan Meyer, Craig Wooster, Patricia Vincent, John Goodrich, Randy Stearns, Bill Demag, Jane and Tom Zenaty, Doris Sage.

1. CALL TO ORDER

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

2. APPROVE AGENDA

Jerry Storey suggested the CBC appointment policy be deferred to the June 12, 2018 meeting.

MOTION by Jaime Heins, SECOND by Josh Dein, to approve the agenda as amended. VOTING: unanimous (3-0)[Colleen Parker and Mary Kehoe not present for vote]; motion carried.

3. APPROVE MINUTES

May 8, 2018

MOTION by Jaime Heins, SECOND by Josh Dein, to approve the minutes of 5/8/18 as written. VOTING: unanimous (3-0)[Colleen Parker and Mary Kehoe not present for vote]; motion carried.

4. CITIZEN PARTICIPATION & PUBLIC COMMENT

None.

5. SELECTBOARD COMMENTS

- Jerry Storey announced the Colleen Haag Award will be presented to former Police Chief, Jim Warden, at 2 PM on 6/2/18 at the Palmer Sugarhouse. All are invited to attend.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- Thanks are extended to staff for documenting storm damage from the storm on May 4th for possible FEMA disaster declaration.

- Staff is working on a list of projects including the Spear Street water capacity issue with South Burlington.
- The town received a VLCT PACIF grant for LED warning lights at the firehouse.

7. UPDATE ON E-911 DISPATCH ISSUES

Barbara Neal, Executive Director of the Vermont E-911 Board, spoke of the consolidation to the Chittenden Regional Dispatch Center (18-24 months before operational) and the two call-taking seats in Shelburne. There was discussion of the distribution of seats. There are extra seats for all PSAPs. Call volume is one factor in determining how the seats are distributed. Rollover calls are part of the call volume. There was also discussion of dispatcher perspective on consolidation and training E-911 call takers. It was noted Shelburne will lose components of E-911 at the PSAP and will lose \$76,000 in revenue which impacts being able to maintain personnel levels.

Positive comment was made by members of Shelburne Fire Department and EMS on the efficiency and effectiveness of the E-911 dispatchers at Shelburne PSAP because the dispatchers are knowledgeable about the information needed on each call which saves time and lives. Concern was expressed for time lapse and delayed response if there is a change from Shelburne PSAP to the regional center. Barbara Neal said impact on 911 callers is taken into consideration. There was a question as to whether there would be an addition to Shelburne's capacity to increase the service area because the outlying towns do not have money for the technology to link into the regional center. Barbara Neal said the volume of calls at Shelburne PSAP must increase to justify additional call-taking seats.

Charlie Baker, Chittenden County Regional Planning Commission, said information on the E-911 Board, meeting agendas and minutes are posted on the webpage. Regional Planning is willing to help in any way. The interest is to have the best system in place for the area.

8. CBC APPOINTMENT POLICY

Deferred to the June 12, 2018 Selectboard meeting.

9. TOWN MANAGER SEARCH COMMITTEE REQUEST

Roger Preis with the Town Manager Search Committee explained the request for funding to retain an executive search firm to find a new town manager for Shelburne. Estimated cost for the search process would be up to \$20,000 plus travel expenses for the finalists. There was discussion of the town paying some amount of relocation cost for the finalist and the salary range.

MOTION by Jerry Storey, SECOND by Mary Kehoe, to approve the following:

- **Approve and issue the RFQ as presented which delegates contract selection, negotiation, and administration to the search committee as proposed.**
- **Set and approve a not-to-exceed contract cost and authorize expenditure of up to \$20,000 from FY2018-2019 funds.**
- **Establish a Town Manager salary range of \$90,000 - \$115,000.**

- Express willingness to consider paying relocation expenses in some modest amount.
- Provide for contractor services to the Selectboard if so desired in the town manager search process in collaboration with the search committee.

DISCUSSION:

- Lee Krohn stressed he has not been involved in any conversations or activities with the search committee.

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

10. ETHICS COMMITTEE REPORT ON ETHICS ORDINANCE UPDATE

Lee Suskin, Chair of the Ethics Committee, explained the update of the Ethics Ordinance is to make the ordinance more concise and understandable. The work done by the committee and others who have been involved with the update was commended.

There was discussion of the following:

- Keep aspirational content out of the ordinance.
- Be more definitive and reflect traditional conflict of interest concerns.
- Have mandatory review of the ordinance to better educate and lower the number of incidents.
- Do public outreach and education on the ordinance.
- Have an ombudsman to help with filing complaints.
- Have an investigator to field complaints.
- Provide a budget for the Ethics Committee in support of actions taken by the committee.

11. VILLAGE CENTER TRANSPORTATION ISSUES

There was discussion of hiring a facilitator to lead discussion on prioritizing the recommendations from the village center transportation studies that have been done to date. It was stressed momentum should not be lost. There are some items that can be implemented in the short term. Recommendations that increase safety on the roads should be implemented. Following further discussion the consensus of the Selectboard is to abandon the initiative with Regional Planning and draft ideas for the June 12, 2018 Selectboard meeting for useful next steps.

12. DRAFT FY2018-19 WASTE WATER BUDGET

Peter Frankenburg and Chris Robinson presented the draft FY2018-19 Waste Water Budget which shows an increase in expenses of 0.9% for total expenses of \$1.91 million. Volume billed is 134.5 million gallons. There is no anticipated increase in the rate of \$13.15/1,000 gallons. Expenses include debt service on the plant upgrade in the 1990s and bond projects, salary & benefits for five employees, capital and operations/maintenance. Increases in costs include chemicals, insurance, benefits, and sludge disposal. Decreases in costs include plant maintenance, project engineering for plant consolidation, and debt service. Capital projects in FY2018-19 include Bay Colony pump station and bond payments on \$1.8 million of the \$3 million bond approved by the voters for various projects. Usage at the plants is hard to predict, but the trend has been a decrease in usage.

Peter Frankenburg briefly explained how the cost of the Water Quality Superintendent salary is covered by ratepayers and the General Fund budget.

13. CONTRACT WITH SULLIVAN & POWERS AUDIT FIRM

Peter Frankenburg explained the request to modify the scope of work to allow extending the contract with Sullivan & Powers for two years after the 2018 audit is complete at the prices quoted should the town want to do this.

MOTION by Colleen Parker, SECOND by Jaime Heins, to approve a one year contract with Sullivan & Powers for the 2017-2018 audit with the option to extend the contract for two years at the prices quoted in the contract. VOTING: unanimous (5-0); motion carried.

14. APPOINTMENT(S)

Chittenden County Regional Planning Commission

MOTION by Colleen Parker, SECOND by Jaime Heins, to (re)appoint John Zicconi and George Schiavone to two year terms on the CCRPC Board beginning immediately and ending June 30, 2020. VOTING: unanimous (5-0); motion carried.

Library Building Steering Committee

MOTION by Colleen Parker, SECOND by Mary Kehoe, to appoint Jerry Storey to the Shelburne Library and Town Center Steering Committee for a term beginning immediately through the conclusion of hiring a new town manager. VOTING: 4 ayes, one abstention (Jerry Storey); motion carried.

15. ADOPT 2018 LEOP

MOTION by Colleen Parker, SECOND by Mary Kehoe, to adopt the 2018 Local Emergency Operation Plan with correction of the contact information. VOTING: unanimous (5-0); motion carried.

16. EXECUTIVE SESSION and/or ADJOURNMENT

Labor Relations

MOTION by Colleen Parker, SECOND by Jamie Heins, 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 Colleen Parker, SECOND by Jaime Heins, to go into Executive Session under the provisions of 1VSA313.1.B to discuss labor 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 10:31 PM.