

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE SELECTBOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
May 26, 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; Betty Jean Bogue, Finance Administrative Assistant; Diana Vachon, Town Clerk.
OTHERS PRESENT: Members of the public participating in the meeting included Don Porter, Ken Albert, Gail Albert, Rep. Jessica Brumsted, Scott Sivo, Allison Celmer, Georgene Grover, Sue Furry-Irish, Cat Collette, Tim Williams, Roz Graham, Tom Denenberg, Wayne Elliott, Joyce George, Jane Zenaty, Tom Tompkins, Cate Cross, Ken Scott, Sefano, Megan McBride, Anne Bentley.

1. CALL TO ORDER

Chair Jerry Storey called the teleconference 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 Mike Ashooh, to approve the agenda as presented. VOTING by roll call: unanimous (5-0); motion carried.

3. MINUTES

May 12, 2020

MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the minutes of 5/12/20 as presented. VOTING by roll call: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

There were no comments at this time from the public.

5. SELECTBOARD COMMENTS

- Jerry Storey expressed appreciation for the presentations at the Veterans Memorial on Memorial Day, one by Boy Scout Troop 602 and one by Col. Ockert and the Veterans Committee. Thanks to all who served. Thanks also to the staff and volunteers in town for their service and thanks for the superior job by the Town Manager through the pandemic.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- Water and sewer bills are due June 1st. Residents were encouraged to pay by mail or to use the drop off boxes at Town Offices.
- Green Up Day is May 30th. This is the 50th anniversary of Green Up Day in Vermont. Diana Vachon was thanked for helping to organize; bags are available at Town Offices and Shelburne Market, with drop off in the Highway Department truck on Turtle Lane that day.

7. UPDATES: SHELBURNE SOCIAL SERVICES COMMITTEE and SHELBURNE CENTRAL SCHOOL

Social Services Committee

Georgene Grover and Sue Furry-Irish reported:

- The number of people using the Shelburne Food Shelf is increasing. Food insecurity is an issue for people, especially the unemployed.
- Other non-profit organizations (Age Well, VNA, United Way) are also being challenged by the increasing number of people being served and having to purchase their own PPEs. Funding requests are increasing.
- The town is urged to continue funding the Social Services Committee.

Shelburne Central School

Scott Sivo and Allison Celmer, SCS, reported the school is closed, but essential employee childcare service is occurring in the building. The school is also providing meals to over 100 students per day. Summer camps will start. The school administration is waiting for guidance and federal support for operation. If the school does not qualify then the funds must be found elsewhere.

8. PRO-TEM FINANCIAL ADVISORY COMMITTEE REPORT

Don Porter and members of the Financial Advisory Committee presented the report on the work of the committee on community outreach, economic impact assessment, effect of the financial crisis on the town budget, town liquidity considerations, financial relief options, and fiscal/financial recommendations. Areas of concern identified by the community outreach and survey include paying taxes, food insecurity, employment benefits, helping business reopen and survive (buying local, curbside and online service, CARESact), impact on tourist venues, tax revenue shortfall and having a plan in place to address the budget gap between expenditures and revenues. Potential fiscal actions (all have consequences) include tax collection deferral, tax abatement, waiver of penalty & interest on late tax payment, decreasing the tax rate, short term borrowing, creating a revolving fund for financial relief. Recommendations from the committee include:

- Continue searching for decreases in expenses in the FY21 budget
- Have a budget contingency plan to meet revenue shortfalls
- Determine essential services
- Re-prioritize expenditures based on the new economic reality
- Postpone expenditures where possible
- Save cash aggressively and have a balanced budget
- Communicate fiscal intentions and strategy to the community

- Authorize short term borrowing
- Consider short term funding options (line of credit, TAN)
- Continue econometric budget planning and look at the capital investment strategy
- Consider technical accounting procedure changes

If desired, the committee can help to implement the recommendations and monitor the financial recovery of the town.

There were questions/comment on the following

- Liquidity and how quickly the town can adjust to financial impacts – Liquidity means managing available cash and likely decreasing expenditures. The town has a finite amount of fund balance and must prepare to deal with uncertainty and be forward thinking.
- Implementing next steps – The town needs to be prepared and have a borrowing facility on standby. Identify where the budget can be cut or what expenditures can be postponed. Reduce labor costs where possible by not filling positions or having a shorter work week. Make investments consistent with the vision otherwise do not invest. Make development as easy as possible. Create a culture in the business community of working together. Continue the focus on cost containment and fiscal conservatism and communications with the economic community.

The Selectboard agreed the Financial Advisory Committee should continue and will further discuss the committee's recommendations at the next meeting.

9. SHELBURNE ROAD CORRIDOR WASTEWATER CAPACITY ISSUES

Lee Krohn stated Option 1 as outlined by the consultant will provide 14,000 gpd of additional capacity for the cost of \$231,000. Option 2 (longer term approach) will provide 79,000 gpd of additional capacity for the cost of \$314,000. A way to fund the work and create a cost sharing mechanism must be found. Other towns have done cost sharing for wastewater issues. Following discussion, the Selectboard supported Option 2 and requested more examples of the mitigation fee. Staff will provide more detail on Option 2 at the June 9, 2020 Selectboard meeting.

10. PROPOSED ZONING AMENDMENTS

Planning Director, Dean Pierce, summarized the proposed amendments to form based zoning pertaining to stormwater, changes to the regulatory plan (map), further development of already developed sites under form-based zoning, eliminating additional reviews and unnecessary delays. Although no prejudgment can be made, it was acknowledged that one of the form-based amendments has generated concern, and that this one proposed amendment could be separated from the others for future consideration at another time.

MOTION by Jaime Heins, SECOND by Kate Lalley, to warn a public hearing to consider the proposed zoning amendments (two proposals) as presented for June 23, 2020. VOTING by roll call: unanimous (5-0); motion carried.

11. MASK POLICY FOR TOWN FACILITIES

There was discussion of encouraging or mandating mask wearing in public buildings per the Governor's guidelines. Enforcement is an issue. Individual businesses can require masks and the town will support the business.

MOTION by Mary Kehoe, SECOND by Jaime Heins, to adopt the proposed resolution as recommended by the Town Manager requiring all Town employees to wear a mask covering at least the mouth and/or nose when working in close proximity of others and to require members of the public to wear a mask if entering Town-owned public buildings, and further, to adopt a resolution where the town urges everyone to wear a mask whenever in public, professional, or commercial buildings where human interaction is likely unless advised otherwise for demonstrated medical reason.

DISCUSSION:

- **It was noted a protocol is needed to handle the situation when someone does not have a mask.**

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

12. CURRENT MATTERS

The following was discussed:

- Beaver control - Clean out the trash by the dam first then revisit use of beaver controls.
- COVID-19 - Virtual meetings will continue for the foreseeable future.
- Town Manager Goals & Objectives – Handling the pandemic has been the priority. The Town Manager's goals and objectives need to be adjusted.
- Helping businesses in town – Projects that can be done to help businesses need to be discussed.
- Legislative update:
 - House Ways & Means Committee passed a bill that will keep the Vermont Homestead rate pre-COVID for 2021.
 - There is a \$156 million deficit due to loss of revenue from the sales & use tax and the meals & rooms tax. The state has five years (2022-2026) to figure out how to fill the shortfall. Legal counsel will provide advice on how much COVID money can be used to fill the gap.
 - The legislature is debating how to use the Governor's \$400 million economic package to businesses and tourism.
 - Six million dollars in grants to childcare have been given out.
 - There is COVID money available to address problems with broadband.
 - Debate is ongoing on whether the state should be collecting a portion of property taxes for the Education Fund.

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13. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Jaime Heins, SECOND by Mary Kehoe, to adjourn the regular meeting and convene Executive Session pursuant to 1VSA313 to consider appointment or employment or evaluation of a public officer, and invite the Town Manager to attend. VOTING by roll call: unanimous (5-0); motion carried.

MOTION by Jaime Heins, SECOND by Mary Kehoe, to invite the Finance Manager to attend Executive Session. VOTING by roll call: unanimous (5-0); motion carried.

The regular meeting was adjourned and Executive Session convened at 10:20 PM.

RScty by tape: MERiordan

For the Selectboard

Date