

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
July 10, 2018**

**MEMBERS PRESENT:** Jerry Storey (Chair); Colleen Parker [arrived 8:52 PM]; Jaime Heins, Mary Kehoe, Josh Dein.  
**ADMINISTRATION:** Lee Krohn, Interim Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning & Zoning 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 Jaime Heins, SECOND by Mary Kehoe, to approve the agenda as presented. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

**3. APPROVE MINUTES**

*June 26, 2018*

**MOTION by Mary Kehoe, SECOND by Josh Dein, to approve the minutes of 6/26/18 with the following correction(s)/clarification(s):**

- **Item #9, Village Center Transportation Study Synthesis, 1<sup>st</sup> paragraph, last sentence – change “Lee Suskin” to “Lee Krohn”.**
- **Item #14, Zoning Permit Fee for Library – clarify that the intention is the Planning & Zoning Office is credited for the review.**
- **Note that Josh Dein did not vote on any railroad issues.**

**VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

**4. CITIZEN PARTICIPATION & PUBLIC COMMENT**

None.

**5. SELECTBOARD COMMENTS**

- Jerry Storey recognized the following people:
  - Josh Flore and Bruce Beuerlein who were promoted as Sergeants in the Police Department
  - Ted Nelson, Betty Jean Bogue, and Peter Frankenburg for their work on the Grand List and budget
- Josh Dein recognized the work of Peter Frankenburg.

**6. TOWN MANAGER REPORT**

Lee Krohn reported:

- Current initiatives include:
  - Heart Safe Community designation

- Vermont Alert Emergency Notification System
- Closed POD (Point of Distribution) for critical medicines

## 7. TOWN MANAGER SEARCH COMMITTEE UPDATE

Lee Krohn recused himself and left the room.

Kathy Brooks and Roger Preis with the Town Manager Search Committee announced the committee's recommendation to contract with Municipal Resources, Inc. and the process that will be followed to identify the top six candidates for consideration. A survey will be done to gather input from the townspeople on desirable attributes in a town manager.

## 8. EXECUTIVE SESSION

*Contracts*

**MOTION by Jaime Heins, SECOND by Mary Kehoe, pursuant to 1VSA313.a.1.a to find that premature public knowledge of contract negotiations would place the town at a disadvantage. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to go into Executive Session to discuss the Municipal Resources, Inc. contract and invite Kathy Brooks and Roger Preis to attend. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

Executive Session was convened at 7:27 PM.

**MOTION by Mary Kehoe, SECOND by Josh Dein, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

Executive Session was adjourned and the regular meeting resumed at 7:37 PM.

## 9. CONTRACT WITH MUNICIPAL RESOURCES, INC.

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to sign the Professional Services Agreement between Municipal Resources, Inc. and the Town of Shelburne, dated July 10, 2018. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

Lee Krohn returned to the Selectboard meeting.

## 10. LEGISLATIVE UPDATE

Karen Horn, VLCT, provided a list of bills passed by the legislature this session and highlighted the following:

- Water quality bills addressed permits for properties with over three acres of impervious surface, regulation of dams, and establishment of a storm water authority.

- The bill on leased lands says the property reverts to the underlying landowner if municipalities do not take action to reaffirm ownership and leasing by a date certain.
- The equalized education property tax rate in Shelburne is \$1.46 residential. The rate is \$1.58 across the state.
- The bill on recreational marijuana addressed growing and ownership of the substance.

#### **11. LIBRARY/TOWN CENTER PROJECT UPDATE**

Ruth Hagerman gave an update on the progress of the library/town center project. The time and effort of volunteers, town departments, and town staff for the work on the project was recognized. The library has been temporarily relocated to the Shelburne Fieldhouse. There is a plan to communicate information to the public throughout the construction of the project. The website will provide information as well. After demolition of the old library in August new construction will begin and is expected to take 10 months to complete.

Dean Pierce briefly explained the reason for doing the project as a Planned Unit Development (PUD).

Jerry Storey proposed Lee Krohn should be involved on the library building steering committee and the project management committee should be renamed (one suggestion is “New Library and Town Center Construction Committee”). Committee membership should be formalized to seven members made up of the Chair of the Library Trustees, the Library Director, Town Manager, Selectboard member, two members of the public, and a Library Trustee.

**MOTION by Jerry Storey, SECOND by Mary Kehoe, to rename the existing ad hoc library building committee, formalize the setup of the committee composition, and modify the contract with Lee Krohn to allow full participation by Mr. Krohn on the committee. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.**

#### **12. CBC APPLICATION PROCESS**

The Selectboard reviewed the CBC application form and policy, and made minor edits. There was discussion of the process being applied to pro tem committees (wording was added to the text to follow the rule to the extent practicable for ad hoc committees). There was discussion of attendance by committee members (75% attendance expected) and the residency requirement (wording was added to waive the requirement if an applicant has expertise in the subject matter over which the CBC has jurisdiction).

Dean Pierce mentioned ensuring the CBC policy supersedes the charters that created the committees.

**13. VILLAGE CENTER SAFETY/TRAFFIC STUDY SYNTHESIS**

Lee Krohn reported the village safety group and the Bike/Paths Committee will meet to discuss projects ready to launch and those that should be revisited. Josh Dein and Lee Krohn will review the traffic studies and make a list to of the short term projects that are funded and look at the big picture to inform the town plan process and capital process in order to keep moving forward in a clear and organized fashion. The Planning Commission will be asked to discuss the bigger picture context and longer term issues and proposals as part of the town plan process.

There was public comment in support of the proposed strategy.

**14. OTHER BUSINESS**

None.

**15. ADJOURNMENT**

**MOTION by Colleen Parker, SECOND by Jaime Heins, to adjourn the meeting.**

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

The meeting was adjourned at 9:43 PM.

*RecScty: MERiordan*