

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
August 11, 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.
OTHERS PRESENT: Members of the public participating in the meeting included Joyce George, Don Porter, Gail Albert, Ken Albert, Jason Grignon, Neil Curtis, Rep. Jessica Brumsted, Alec Webb, Steve Mayfield, Allison Celmer, Scott Sivo, Sam Anderson, Rosalyn Graham, Tom Tompkins, Elaine Limanek Susan McLellan, Dan York, Sue Furry-Irish.

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. A moment of silence was held in remembrance of long time Shelburne resident and past town and state elected official, George Schiavone.

2. APPROVE AGENDA

MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the agenda with the addition of three wastewater allocation requests. VOTING by roll call: unanimous (4-0) [Mary Kehoe not present for vote]; motion carried.

3. MINUTES

July 28, 2020

MOTION by Mike Ashooh, SECOND by Jaime Heins, to approve the minutes of 7/28/20 with the addition of the adjournment time for Executive Session and the regular meeting. VOTING by roll call: unanimous (4-0) [Mary Kehoe not present for vote]; motion carried.

4. PUBLIC COMMENT

- Sam Anderson with the Greater Burlington Industrial Corporation was introduced and will participate in the discussion on economic development and regulatory reform later in the meeting.
- Ken Albert, Shelburne resident, spoke highly of George Schiavone as an individual and a long-time public servant.

5. SELECTBOARD COMMENTS

- All were urged to attend and support Shelburne Day on 8/15/20.
- Gratitude was expressed to Diana Vachon, Town Clerk, and all the volunteers who assisted with the primary election.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- The first installment of town taxes is due 9/15/20.
- Condolences to the family of George Schiavone.

7. BUSINESS UPDATE DURING PANDEMIC

Steve Mayfield, Shelburne Country Store and Christmas Tree Shoppe, Alec Webb, Shelburne Farms, Ken Albert, Shelburne Vineyard, and Rosalyn Graham, SBPA E-newsletter, briefed the Selectboard on how their businesses have found ways to continue to operate through the COVID pandemic despite the vague and frequently changing rules from the state. Business owners are cautiously optimistic and look for what they can do for and with each other through these challenging times.

8. UPDATES: Shelburne Community School and Social Services Committee

Shelburne Community School (SCS)

Principals, Allison Celmer and Scott Sivo, gave an update on the adaptations and innovations the school system is implementing to meet the needs of students and families. There will be a hybrid school week with groups attending classes for two days and then learning remotely the balance of the week. The school continues to work with health care providers and the Dept. of Health on COVID matters.

Social Services Committee

Sue Furry-Irish and Elaine Limanek with the Social Services Committee mentioned some organizations requesting funds have returned the money because services were not delivered due to COVID. New requests will begin in September.

9. MASKS/FACE COVERINGS FROM THE STATE

Staff reported the town received 1,900 COVID masks from the state and is in the process of identifying where the needs are for the masks. The plan is to make the masks as widely available as possible. Suggestion was made to have the police hand out masks on Shelburne Day.

**10. PUBLIC HEARING: Proposed Zoning Bylaw Amendments – PUD buffers
MOTION by Mary Kehoe, SECOND by Kate Lalley, to open the public hearing on
proposed zoning amendments to the PUD buffer. VOTING by roll call: unanimous
(5-0); motion carried.**

The public hearing was opened at 8:15 PM. Dean Pierce briefly reviewed the bylaw revisions to expand the list of structures allowed in the PUD buffer and to allow fences and retaining walls in the buffer; all only within the mixed-use zoning district. Conditional use review would only be required in this district if the wall structure is eight feet or higher when the wall is in the setback. The changes pertain only to the PUD buffers in the Route 7 corridor. The request for revision to the bylaw was from the AutoMaster for a retaining wall to assist with stormwater management on the site.

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to close the public hearing on the zoning amendments pertaining to structures in the PUD buffer. VOTING by roll call: unanimous (5-0); motion carried.

The public hearing was closed at 8:24 PM.

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to approve the proposal to amend the bylaws relative to structures in the PUD buffer as presented. VOTING by roll call: unanimous (5-0); motion carried.

11. FINANCE COMMITTEE ADOPTION & APPOINTMENTS

Staff reviewed the charter for the Finance Committee which shows a five-member committee with staggered three year terms.

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to adopt the charter for the Finance Committee as presented. VOTING by roll call: unanimous (5-0); motion carried.

MOTION by Mary Kehoe, SECOND by Kate Lalley, to appoint the following individuals and terms to the Finance Committee:

- **Rosalyn Graham for an initial term of one year;**
- **Ken Albert for an initial term of one year;**
- **Tim Williams for an initial term of two years;**
- **Tom Denenberg for an initial term of two years; and**
- **Don Porter for an initial term of three years.**

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

12. REGULATORY REFORM ACTION PLAN

Lee Krohn reviewed an action plan for regulatory reform that will help approaches to economic development, save time, and improve efficiency. The plan proposes to expand the types of projects eligible for administrative review/approval, eliminates redundancy, and streamlines certain types of review. Items for further consideration include having the town boards and committees meet jointly, doing better on sequencing reviews, working out issues with projects prior to hearings, interpreting the rules with common sense, evaluating whether form-based code is working, and reconsidering on-the-record review.

There was discussion of having a unified bylaw for the town (a significant undertaking without any certainty the rules would be simplified). Support was expressed for more administrative review/approval and having the town boards meet to discuss a systematic approach to the rules. Input should also be gathered from other stakeholders. An overhaul is needed with a look toward economic development, but the process should start with a few items for discussion such as on-the-record review or form-based code. SmartGrowth could do an audit of the town to help identify where the town wants to go. Regional Planning may also have resources available.

Gail Albert, Shelburne Natural Resources Committee, suggested the town's boards and committees be involved before engaging an outside consultant to identify common goals and the plan lay out.

Neil Curtis, Shelburne Planning Commission, said the Planning Commission tries to address feedback from residents and businesses in town. Having the Selectboard and Planning Commission meet more frequently to discuss planning and zoning issues would be beneficial.

Next steps:

- Chairpersons of the town's boards and committees poll their members on ideas on regulatory reform to discuss at a joint meeting of the Chairs. The plan outlined by the Town Manager will be a guide with the goal to conclude with some actionable items.

13. ECONOMIC DEVELOPMENT ACTION PLAN

Lee Krohn reviewed an action plan to promote economic development in town. Options to promote economic development should be explored before hiring an Economic Development Director. The job description and expectations of the position need to be clear before the position is filled. Businesses in town should be contacted to see what the town can do that would be most helpful to them.

Sam Anderson, GBIC, suggested the town's money would go farther with a consultant rather than a full-time employee because the money allocated for the position is not enough to attract a full time worker.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to issue an RFP for a consultant to assist with a plan for economic development.

DISCUSSION:

- **Mary Kehoe recalled the Selectboard voted to hire an economic development officer and is now reversing that vote.**
- **It was noted circumstances since the vote have impacted funding for the position which impacts the ability to hire a full-time employee.**
- **Don Porter said a consultant can help pull together a program for the economic development officer to follow.**

VOTING by roll call: 4 ayes, one nay (Mary Kehoe); motion carried.

Staff will draft an RFP for a consultant to help develop an economic development program.

14. BOND VOTE LANGUAGE: Route 7 Wastewater upgrade

Lee Krohn said the bond language is standard, and has been reviewed by the Town's engineer and bond counsel. The \$350,000 cost will be covered by the Town (25% of the overall cost), a mitigation fee paid by users in the corridor, and users on the entire sewer system.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the bond vote language that reads:

- **Shall the general obligation bonds or notes of the Town of Shelburne in an amount not to exceed \$350,000 subject to reduction from available state and federal grants-in-aid and other financial assistance be issued for the purpose of financing construction of the Route 7 sewer capacity improvements the aggregate of cost of all such improvements being \$350,000?**

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

15. ROAD NAME

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve the road name “Ferndale Way” for a new road in the proposed Gardenside Nursery residential subdivision. VOTING by roll call: unanimous (5-0); motion carried.

16. WASTEWATER ALLOCATIONS: 25 Caspian Lane, 57 Carmi Drive, Bourgea Lane

MOTION by Kate Lalley, SECOND by Jaime Heins, to approve wastewater allocation of 210 gpd for a single-family house at 25 Caspian Lane and 210 gpd for a single-family house at 57 Carmi Drive in the Kwiniaska Ridge housing development. VOTING by roll call: unanimous (5-0); motion carried.

It was noted the house on Bourgea Lane has not yet been built. Staff will investigate whether sewer allocation can be granted at this time.

17. ADJOURNMENT

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

The meeting was adjourned at 10:00 PM.

RScty by tape: MERiordan

For the Selectboard

Date