

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
August 14, 2018**

MEMBERS PRESENT: Jerry Storey (Chair); Mary Kehoe [via telephone], Jaime Heins, Josh Dein. (Colleen Parker was absent.)
ADMINISTRATION: Lee Krohn, Interim Town Manager; Dean Pierce, Planning Director; members of Shelburne Rescue.
OTHERS PRESENT: Sign-in sheet on file in town office.

1. CALL TO ORDER

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

2. APPROVE AGENDA

MOTION by Josh Dein, **SECOND** by Jaime Heins, to approve the agenda as presented. **VOTING:** unanimous (4-0); motion carried.

3. APPROVE MINUTES

July 24, 2018

MOTION by Jaime Heins, **SECOND** by Josh Dein, to approve the minutes of 7/24/18 with the following correction(s)/clarification(s):

- Globally correct the spelling of “Pascarella”.
- Page 3, Item #8 – capitalize the word “service”.
- Page 4, Headshop Ordinance – rewrite the first sentence to read: “The report of VLCT legal advice is not to regulate headshops because this would be challenging to enforce.”

VOTING: unanimous (4-0); motion carried.

4. CITIZEN PARTICIPATION & PUBLIC COMMENT

There were no comments from the public at this time.

5. SELECTBOARD COMMENTS

- Certificates of Achievement for collective combined service to the town of over 50 years were presented to Linda Goodrich, Lt. Allen Fortin, and Jacob Leopold.
- Josh Dein urged the townspeople to do the survey on the town manager search and comment on the updated comprehensive plan.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- An agreement is in place with South Burlington for reserve water allocation capacity.
- The AFSCME union contract is settled.
- The Harbor Road sewer line replacement continues to go well.
- Staff is working on an in-house technology plan.

- Oral arguments were heard in the CLF appeal of waste water treatment plant permits.
- The new library/town center project has begun. Updates will be provided.
- Shelburne received a grant for over \$500,000 for the multi-use path on Irish Hill Road.
- Shelburne Day is 8/18/18.

7. MUNICIPAL RECORDS RETENTION POLICY

MOTION by Jerry Storey, SECOND by Jaime Heins, that the town shall retain records for the time periods prescribed in the retention guidelines of the Vermont Secretary of State and any other applicable requirements of Vermont state statutes or the U. S. IRS after which time records may be disposed of using generally accepted management practices, and if records exist for which no specific requirements apply then the “seven year standard” under IRS rules for tax records shall apply, and further, the town may choose to retain documents or materials which are deemed to have historical value for any period of time the town finds appropriate.

DISCUSSION:

- **Mary Kehoe suggested getting feedback from the Historical Society on the kinds of records that should be kept.**
- **Jerry Storey suggested treating the policy as an enabling policy with plans to follow with execution. There will be follow on of necessary transactions.**
- **Jaime Heins suggested as a friendly amendment to include specific reference to the retention guidelines from the state by title and having the language read “in accordance with any applicable guidance” rather than “prescribed”.**

VOTING (on motion with friendly amendment noted by Jaime Heins): unanimous (4-0); motion carried.

8. ZONING FEE WAIVER FOR VETERANS MEMORIAL TABLETS and GENERAL POLICY FOR MUNICIPAL PROJECT FEES

The Selectboard addressed the fee waiver for the Veterans Memorial project separately from the discussion of the policy for charging permit fees and having an administrative process in place for municipal projects. There is a fee schedule in place approved by the Selectboard. The Selectboard can waive the fees. If a fee is not charged for a municipal project then there is no need for a waiver. Following further discussion there was agreement staff will propose potential changes to the fee schedule/policy for discussion at a future Selectboard meeting.

Veterans Memorial Application

MOTION by Jaime Heins, SECOND by Josh Dein, to waive the \$30 permit fee in connection with the Veterans Memorial application. VOTING: unanimous (4-0); motion carried.

9. COMPREHENSIVE PLAN UPDATE

Dean Pierce and Andrew Everett reviewed the updated comprehensive plan highlighting that the plan is now a single volume with graphic redesign and emphasis on placemaking, conservation in the land use maps, natural resources protection, and storm water. Feedback on the new layout and the text is encouraged.

Following discussion there was agreement the interim Town Manager will assign sections of the plan to each Selectboard member to review, and the Planning Commission will delineate the #1 priority in each section. Josh Dein urged thinking about prioritizing recommended actions, designating who is responsible, and how the recommended actions in the plan are to be implemented.

10. CBC APPLICATION PROCESS

Suggested edits were made to Section 2.B (Procedure), 2.E.2 (Vacancies), 2.F.1 (Appointment Process), and 3.C (Eligibility for Appointment). The Selectboard will discuss a policy on term limits at a future meeting.

MOTION by Mary Kehoe, SECOND by Josh Dein, to adopt the policy as amended. VOTING: unanimous (4-0); motion carried.

MOTION by Josh Dein, SECOND by Jaime Heins, to approve the new application form as edited (includes link to online form). VOTING: unanimous (4-0); motion carried.

11. LIQUOR LICENSE APPLICATION: Shelburne Fieldhouse

Lee Krohn explained due to change of ownership a new liquor license application must be filed.

MOTION by Josh Dein, SECOND by Jaime Heins, to convene the Liquor Control Board. VOTING: unanimous (4-0); motion carried.

MOTION by Josh Dein, SECOND by Jaime Heins, to approve the liquor and tobacco license application for SFH, LLC (Shelburne Fieldhouse). VOTING: unanimous (4-0); motion carried.

MOTION by Josh Dein, SECOND by Jaime Heins, to adjourn the Liquor Control Board meeting and reconvene the Selectboard meeting. VOTING: unanimous (4-0); motion carried.

Jaime Heins disclosed he is a social acquaintance of the new owner of the fieldhouse and would have mentioned this earlier if the completed application has been included in the materials received by the Selectboard.

12. SET PRIORITIES FOR WORK PLAN

The Selectboard listed the following priority items:

- Discussions with South Burlington (done)

- Storm Water Issues
- Ethics Conflict of Interest Ordinance
- Town Plan
- Library/Town Center Project
- Town Manager Search
- Rail Litigation
- CBC Policy (done)
- Personnel Policies
- Social Media Policy
- Support Services Contract
- Union Contract (done)
- Headshop Ordinance
- CLF Appeal
- Dog Park Relocation
- Charter Governance Review
- Staffing Structure Review
- Municipal Infrastructure
- Economic Development
- Short-Term Rental Bylaw or Ordinance
- Audio Visual Facilities in Meeting Room
- Offsite Participation in Meetings
- Smaller Community Groups Input
- Check In on Harbor Place with CHT
- Resource Officer at CVU

13. INTERIM TOWN MANAGER CONTRACT

MOTION by Jaime Heins, SECOND by Josh Dein, to extend the interim town manager contract with Lee Krohn to and not beyond December 31, 2018 with no changes in provisions. VOTING: unanimous (4-0); motion carried.

14. OTHER BUSINESS

Tom Tompkins, Falls Road, expressed concern at the repeated absence of Colleen Parker and requested Dr. Parker be asked to consider resigning her position on the Selectboard.

15. ADJOURNMENT

MOTION by Josh Dein, SECOND by Jaime Heins, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:23 PM.