

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
August 25, 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; Ted Nelson, Town Assessor, Courtney Brown, Assistant Assessor.
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, Tom Tompkins, Susan McLellan, Ken Scott, Julia Curry, Megan McBride.

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 Kate Lalley, to approve the agenda with the addition of discussion of Selectboard meeting efficiencies. VOTING by roll call: unanimous (5-0); motion carried.

3. MINUTES

August 11, 2020

MOTION by Mike Ashooh, SECOND by Jaime Heins, to approve the minutes of 8/11/20 as presented. VOTING by roll call: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

- Gail Albert asked if the CBC survey has been done. Jerry Storey said the survey will be discussed later in the meeting.

5. SELECTBOARD COMMENTS

- Thanks were extended to all for a successful Shelburne Day on 8/15/20. There was great media coverage as well.
- First tax installment is 9/15/20.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Shelburne Day was a great success.
- Request for Qualifications has been issued for an economic development consultant. Inquiries have been received. Deadline is 9/2/20.

- Culverts on the Bay Road running path/trails have been replaced, trail improvements continue and improvements will be done this season on Bay Road by the LaPlatte Bridge.
- Extension of the timeframe for permitting of the Healthy Living and Fire/Rescue project has been requested due to delay of local and state processes.
- Complaints were received about noise from helicopters at the airfield in Shelburne. Action has been taken to try to mitigate the impact on neighborhoods in the area.

7. NEW BUSINESS UPDATE: Furchgott/Sourdiffe Gallery

As Lara Maloy, owner of the Furchgott/Sourdiffe Gallery in Shelburne, was unable to participate this evening, she will be rescheduled for another time.

8. REAPPRAISAL UPDATE

Town Assessor, Ted Nelson, and Assistant Assessor, Courtney Brown, updated the Selectboard on progress to date with the townwide reappraisal. Inspections will begin again shortly, with letters going out in advance to property owners. An increase in sales prices is being seen, mainly in houses in the \$250,000 to \$400,000 price range selling for up to 30% more. Also, there is new housing and infrastructure from the Kwiniaska Ridge development.

9. REGULATORY REFORM ACTION PLAN

Lee Krohn reviewed the list of suggested changes to the zoning regulations to simplify and streamline the review process, emphasizing process changes as first steps forward. Suggestions from the Selectboard included getting feedback on the changes from the CBCs, reviewing on-the-record review, and doing a community survey on a short list of suggested changes. Dean Pierce, Planning Director, mentioned that he also had a prior list of proposed changes.

Gail Albert, Shelburne Natural Resources Committee, suggested involving the Natural Resources Committee earlier in the review process.

Joyce George, resident, urged doing whatever is necessary to lighten the burden on Planning & Zoning and streamline the process.

Staff will gather feedback from the CBCs and do the community survey.

10. PRELIMINARY SCHEDULE & PROCESS FOR BUDGET REVIEW

There was discussion of the date for a draft budget, receiving budget numbers earlier, having clear criteria for comparing budget needs, meeting more frequently if needed, trying to be more efficient with handling department budgets, giving more time to the largest budgets. There will be a data point on revenues by 9/29/20. Budget items that can be deferred need consideration. Be clear on where prioritizing and why.

Don Porter, Finance Committee Chair, said there are essential public services that must be part of the core budget. Priorities can be built from there. The Finance Committee can provide data and guidance.

11. HEARING DATE: Shelburnewood CDBG Application

Julia Curry, Shelburnewood Co-Op, said the grant is for expansion of the mobile home park to add manufactured homes. This would be a reapplication for the same grant sought previously; the project was thought worthy, but with limited funds available, the grant was not awarded the last time around.

MOTION by Mary Kehoe, SECOND by Kate Lalley, to set the hearing date for the Shelburnewood community development block grant application on 9/22/20.
VOTING by roll call: unanimous (5-0); motion carried.

12. WASTEWATER ALLOCATIONS

Collins, Bourgea Lane (210 gpd)

There was discussion of not approving the allocation, or approving with conditions unless and until the bond vote on the sewer line improvement project is successful, and construction is complete.

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to grant a conditional permit to Jim Collins for 210 gpd of sewer allocation for Bourgea Lane with the condition the allocation cannot be used and the connection to the wastewater system cannot be made until the sewer line upgrade and capacity issue are resolved, and further, the property owner will pay the additional mitigation fee to help with the cost of the upgrade. VOTING by roll call: 3 ayes, 2 nays (Jerry Storey, Jaime Heins); motion carried.

Wygmans, Lot 1A, Milkweed Lane (210 gpd)

Fischer, 165 Lakeview Drive (140 gpd for accessory apartment)

Toohy/Mindell, 164 Pierson Drive (140 gpd for accessory apartment)

MOTION by Mary Kehoe, SECOND by Jaime Heins, to approve the following wastewater allocation requests:

- **Justin Wygmans, 210 gpd for Lot 1A, Milkweed Lane**
- **Christopher Fischer, 140 gpd, accessory apartment, 165 Lakeview Drive**
- **Sean Toohy/Maureen Mindell, 140 gpd, accessory apartment, 164 Pierson Drive**

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

13. MOU & RESOLUTION: Wake Robin Water Tank

Lee Krohn said the second water tank at Wake Robin was required to ensure domestic water supply as well as fire protection in case the main water tank is taken off line. It was agreed during prior permitting for the new building that Wake Robin would have to build this reserve tank, and then the Town would take ownership and be responsible for maintenance thereafter.

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to authorize the Town Manager to accept the Memorandum of Understanding and associated documents for the Wake Robin water tank and sign the resolution and any other needed documents on behalf of the Selectboard. VOTING by roll call: unanimous (5-0); motion carried.

13.a SELECTBOARD MEETING EFFICIENCIES

There was discussion of how to make the Zoom Selectboard meetings more efficient. Suggestions included holding Executive Session prior to the regular meeting, penciling in a third meeting monthly if necessary, getting approval for agenda items to exceed the 15-minute time allotment.

14. ADJOURNMENT

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

The meeting was adjourned at 9:08 PM.

RScty by tape: MERiordan

For the Selectboard

Date