

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
August 27, 2019**

**MEMBERS PRESENT:** Jerry Storey (Chair); Jaime Heins, Mike Ashooh, Colleen Parker. (Mary Kehoe was absent.)

**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Nina Anger, Executive Assistant to Town Manager; David Hall, Tree Warden.

**OTHERS PRESENT:** Sara & Tom Tompkins, Ruth Hagerman, David & Sue McLellan, Dorothea Penar, Rosalyn Graham, Sharon MacNair, David Webster, Josh Dein, Jim White, Gail Henderson-King, Ann Milovsoroff, Jan Gannon, Lisa Scagliotti (Shelburne News).

---

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

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

**3. MINUTES**

*August 6, 2019*

**MOTION by Mike Ashooh, SECOND by Colleen Parker, to approve the minutes of August 6, 2019. VOTING: 3 ayes, one abstention (Jaime Heins); motion carried.**

*August 13, 2019*

**MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the minutes of August 13, 2019 with the following correction(s)/clarification(s):**

- **Public Comment – replace “A gentleman in the audience” with “Ritchie Berger”.**
- **Amend Zoning Fee Structure – change the vote on the motion to reflect a “nay” vote by Mary Kehoe.**

**VOTING: 3 ayes, one abstention (Colleen Parker); motion carried.**

**4. PUBLIC COMMENT**

Ruth Hagerman reported the work on the library/town center project is coming to an end. The library will close on September 5, 2019 to move into the new building. The grand opening will be held on September 14, 2019. The Selectboard is thanked for all the support for the project.

Susan McLellan, Falls Road, spoke about open burning/fire pits in the village and the smoke impacting the neighbors. [The Town Manager will investigate the matter.]

**5. SELECTBOARD COMMENTS**

- Jerry Storey urged everyone to watch for children with the start of school. Thanks are extended to all who volunteered and helped make Shelburne Day a success.
- Mike Ashooh wished Jaime Heins a happy birthday.
- Colleen Parker urged doing some outreach to the public reminding people to use caution when driving now that school is in session and to watch for children.

**6. TOWN MANAGER REPORT**

Town Manager, Lee Krohn, noted the following:

- Thanks to everyone for a successful Shelburne Day event.
- The message of caution with school starting again is echoed.
- Storm Water Advisory Committee has been meeting. Discussions have covered storm water fees being phased in and credits being increased for agriculture.
- Fire/rescue site is taking longer than anticipated. [Jerry Storey will send a letter from the Selectboard regarding the matter.]
- A three way stop at Church/Falls Road does not meet the warrants.

**7. REQUESTS FOR WAIVER OF LATE PAYMENT FEE**

**MOTION by Jaime Heins, SECOND by Colleen Parker, to approve waiver of the late payment fee in the amount of \$210.16 for 20 West view Drive (Trombley) pursuant to Policy 1801, Section 6. VOTING: unanimous (4-0); motion carried.**

**MOTION by Jaime Heins, SECOND by Colleen Parker, to waive the homestead late penalty fee in the amount of \$845 for 226 Eagle Crest Road (Bush) pursuant to Policy 1801, Section 3. VOTING: unanimous (4-0); motion carried.**

**8. GENERAL OVERVIEW: Last Fiscal Year's Budget**

Peter Frankenburg reported a positive result at the end of the last fiscal year is anticipated in a number of budget areas. The following was noted:

- Tax revenues were on target (no appeals).
- Police Dept. revenue is over budget due to grants received which are offset by expenditures.
- Dispatch revenues are on target.
- Rescue revenue is under budget due to the arrival of the new ambulance.
- Legal expenses are on budget.
- Manager's Office is under budget due to postponed hiring.
- Highway Department is well managed as usual.
- Debt payments are lower than budgeted since a loan was not needed for some capital items.
- Benefits are on budget.
- All department heads are thanked for managing their budgets well.

**9. USE POLICY FOR TOWN FACILITIES**

The Use Policy was reviewed. Language in the policy gives town boards and departments priority in use of space in the new library/town hall building. Staff is looking into scheduling software so users can see the availability of space in the building.

Jerry Storey said the Town Manager should manage and administer the policy. There was discussion of scheduling the space, fee structure, contact person when leasing the space, serving alcohol on site, certificate of insurance, clarity on the Rec Dept. use of the town beach and town hall.

Dorothea Penar suggested adding the room capacity to the policy.

David Webster said a contact person for use of town hall versus library space is needed. Town hall is different from the library.

The Selectboard concurred with the policy in concept pending clarifications as discussed.

#### **10. LEASE OF SPACE TO SHELBURNE HISTORICAL SOCIETY**

Dorothea Penar requested the monthly amount for utilities to be paid by the Historical Society be reduced to \$15/month which can be supported by the current membership. As membership grows more can be paid. Insurance quotes have been gathered and a choice will be made by the Historical Society. There is concern about damage being done to exhibits in the Historical Society space by people who lease space in the building.

**MOTION by Jaime Heins, SECOND by Colleen Parker, to approve the license agreement between Shelburne Historical Society and the Town of Shelburne as presented subject to modification of Section 6 to \$15/month for utilities. VOTING: unanimous (4-0); motion carried.**

#### **11. TREE ADVISORY COMMITTEE: Emerald Ash Borer**

Gail Henderson-King and David Hall updated the Selectboard on the Tree Advisory Committee's work to address the anticipated invasion of the emerald ash borer. The committee is doing an inventory of the ash trees in town and will draft a management plan.

Jerry Storey suggested the Tree Advisory Committee work with the Shelburne Natural Resources Committee on potential use of open space funds to plant replacement trees. Mr. Storey also suggested the ash tree management plan address the interface of public/private ownership.

There was further discussion of how to cover the cost of removing ash trees and replanting new trees in town.

Gail Henderson-King said the Tree Advisory Committee would like to discuss with the Selectboard the potential of the advisory committee becoming a board or commission and having some staff support.

**12. WILDLIFE/HUMAN INTERACTION POLICY**

Jim White said the proposed policy focuses on human/wildlife interaction and managing their co-existence. The town plan repeatedly refers to conservation and natural resources, but the town does not have a policy. Mike Ashooh suggested Shelburne Natural Resource take the lead on the matter. Jaime Heins suggested a member of the Selectboard work with Shelburne Natural Resources and keep the full board informed.

The consensus of the Selectboard is in general support of the policy concept. Mike Ashooh will be the contact person for the Selectboard.

**13. TOWN BEAVER CONTROL PROTOCOL**

Postponed.

**14. POLICY FOR COLLECTION OF DELINQUENT TAXES**

The Selectboard discussed having three payment installments, one year to pay delinquent taxes before a lien is put on the property, and having discretion to address circumstances. Staff will fine-tune the timetable for payment, when to initiate a tax sale, and discretion to address circumstances.

**15. BUSINESS RETENTION AS ECONOMIC DEVELOPMENT FOCUS**

Jaime Heins stated retention of businesses will be the focus of the economic development discussion by the Selectboard on September 24, 2019. The Selectboard concurred.

**16. ADJOURNMENT**

**MOTION by Mike Ashooh, SECOND by Colleen Parker, to adjourn the meeting.**

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

The meeting was adjourned at 9:38 PM.

*RScty: MERiordan*

\_\_\_\_\_  
For the Selectboard

\_\_\_\_\_  
Date