



Town of Shelburne, Vermont

SELECTBOARD MEETING AGENDA

Tuesday, March 23, 2021

VIRTUAL/REMOTE MEETING -- LOGIN/CALL IN DETAILS BELOW

Join SELECTBOARD Zoom Meeting TUES MARCH 23 7:00 P.M.

<https://us02web.zoom.us/j/82883167272?pwd=eIBMckY4ZDJhbnhUTzJRcHlOYkVYUT09>

Meeting ID: 828 8316 7272

Passcode: rOE4QM

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 828 8316 7272

Passcode: 410631

| | |
|---|------------------|
| Call to Order/Roll Call | 7:00 P.M. |
| *Approve Agenda | 7:00 P.M. |
| *Approve meeting minutes of March 9, 2021 | 7:00 P.M. |
| Public Comments | 7:05 P.M. |
| Selectboard Comments | 7:15 P.M. |
| Town Manager Report | 7:20 P.M. |
| Update: Shelburne Business & Professional Association activities | 7:25 P.M. |
| Appoint DRB Alternate Allyson Myers as a "full" member – new three-year term | 7:30 P.M. |
| *Selectboard Organizational Matters | 7:35 P.M. |
| *Selectboard 2021 Workplan Adjustments | 7:50 P.M. |
| *Property tax revenue – update on third installment | 8:00 P.M. |
| Equity, Diversity, and Inclusion Task Force: update | 8:05 P.M. |
| *Community Project Funding Request – recommendation to Congressman Welch | 8:25 P.M. |

***Adopt updated Local Emergency Operations Plan (LEMP)**

8:45 P.M.

***Wastewater allocations: 242 Caspian Lane, 210 GPD**

8:55 P.M.

***Adjourn**

9:00 P.M.

Thank you.

*Decision item. Times noted are approximate, and depend upon how each topic's discussion flows.



Town of Shelburne, Vermont

SELECTBOARD MEETING

ANNOTATED AGENDA

Tuesday, March 23, 2021

VIRTUAL/REMOTE MEETING -- LOGIN/CALL IN DETAILS BELOW

Join SELECTBOARD Zoom Meeting TUES MARCH 23 7:00 P.M.

<https://us02web.zoom.us/j/82883167272?pwd=eIBMckY4ZDJhbnhUTzJRcHlOYkVYUT09>

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| Selectboard Comments | 7:15 P.M. |
| Town Manager Report | 7:20 P.M. |
| Update: Shelburne Business & Professional Association activities | 7:25 P.M. |

Roz Graham will offer a brief update of ongoing and upcoming SBPA activities

Appoint DRB Alternate Allyson Myers as a “full” member – new three-year term **7:30 P.M.**

With one DRB member not seeking reappointment, I asked alternate member Allyson Myers, whose term expires this month, if she would be interested in a “full” position since she’d already have some familiarity and experience with the DRB process. She is quite willing, and DRB Chair Mark Sammut supports her appointment.

With new DRB cases on the horizon, be great to have the Board at full strength.

Selectboard Organizational Matters*7:35 P.M.**

There are a variety of organization matters still to be resolved, as described in the Chair's attached memo. Summarized in part very briefly:

Elect Selectboard Clerk/Secretary: at your discretion. The position has been elected in recent years, but has seen little or no "action", and is not required in the Charter.

Rules of Procedure: at our last meeting, it was suggested and voted quickly that Front Porch Forum be added as a required location for posting agendas. While I support use of FPF and as you know, have used it regularly, I have strong reservations about making this a requirement in our rules. FPF is a 'third party' over which we have no control. If we make this a required location and for whatever reason an agenda is not actually published there, someone could challenge a meeting or decisions made therein as unlawful or invalid. I respectfully request that this be reconsidered and reversed as a requirement. The Town of Charlotte took a similar approach, recognizing FPF's value and their commitment to using it, but not making it a requirement.

Appointments: The Chair's description of many of the other matters is clear and concise in the attached memo. Note also that the Selectboard's current CBC Guidelines, which the Chair suggests be modified, are also attached for your review and comparison.

Selectboard 2021 Workplan Adjustments*7:50 P.M.**

As for adjustments to the workplan/TM goals and objectives, please find attached proposed revisions to the work plan adopted at our last meeting. The Chair has made several suggestions, which as you will see are highlighted in yellow; I have also offered two suggestions (highlighted in green) so that two separate but interrelated matters are due together, simultaneously. These relate to economic development and the interrelationship with Planning & Zoning. It is too early in our efforts to presume we can create these work plans in the immediate future. While understanding the intent and desire for "action", important background work remains to be done, and we ask your patience in this matter. As noted in the "7 Habits...", it can be important to "go slow to go fast".

Property tax revenue – update on third installment*8:00 P.M.**

Finance Director Peter Frankenburg will offer a preliminary update on the third installment of property tax revenues, which were due on (or postmarked by) March 15.

Equity, Diversity, and Inclusion Task Force: update**8:05 P.M.**

It is anticipated that Cate Cross or other members will discuss activity and progress to date.

***Community Project Funding Request – recommendation to Congressman Welch 8:25 P.M.**

As you will see in the attached document from Rebecca Ellis, State Director for Congressman Peter Welch, an opportunity has arisen on very short notice to propose municipal projects for direct federal funding (often called “earmarks”). Up to ten projects may eventually be accepted for possible inclusion in federal appropriations, and I’m sure that many projects will be nominated. Note that the deadline for submittal is March 31, and that a project must be completed within twelve months.

In my experience in these matters, projects with the greatest chance of success are those that are tangible, have direct and significant public benefit, already have known needs and costs, and which have high likelihood of completion within the required timeframe. Most desired infrastructure projects such as sidewalks, roadway redesign, or water/wastewater system improvements have lengthy and complex lead times for required analysis, engineering design, cost estimating, and construction.

I recommend that we apply for the Fire/Rescue/Dispatch communications systems upgrades which are life safety/mission critical needs. We have equipment specifications and cost estimates in hand, and can very likely complete those upgrades within the required year if we are awarded the funds. I suggest we seek \$475,000, to include the \$325,000 estimated for the Fire and Rescue radio system upgrades, and \$150,000 for other known system upgrade needs at our repeater sites. The importance of this project would be understood easily, yet in the scheme of federal funding, it’s a reasonable and relatively small amount of money – recognizing also that since up to ten Vermont projects can be submitted by Congressman Welch, we should not ask for everything under the sun. Further, since one of the questions asked in this program is whether a project is scalable, our answer can be “yes”. If even one aspect of this overall project could be funded here, we’d be making important progress toward necessary overall system improvements.

Note also that while there remains great uncertainty in the amounts that may be received and the types of projects that will be eligible, it is likely that a separate and more direct infusion of funds may come our way via the new American Rescue Plan Act. That may well provide additional funding for other types of projects that we can consider when the details emerge and we have more time to weigh our options for prudent investment of these one-time funds. As of now, those funds appear to have a 2024 deadline for expenditure.

We will certainly track closely opportunities and guidelines for Rescue Act funds, keep you informed when these are finalized, and work together toward the best course of action.

***Adopt updated Local Emergency Operations Plan (LEMP) 8:45 P.M.**

This annual update is required by the State as one of the criteria for maximum reimbursement from the State and FEMA if we incur costs to repair damage after a declared disaster. It is fundamentally identical to the plan we have had in place for several years now, with minor updates as needed. It must be adopted each year by May 1, but I’m just looking to get this done now, given the myriad other matters before us in our plans, goals, and objectives.

***Wastewater allocations: 242 Caspian Lane, 210 GPD**

8:55 P.M.

Routine request at Kwiniaska Ridge.

***Adjourn**

9:00 P.M.

Thank you.

*Decision item. Times noted are approximate, and depend upon how each topic's discussion flows.

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE SELECTBOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
March 9, 2021**

***Meeting held via teleconference.**

MEMBERS PRESENT: Jerry Storey (Chair); Mike Ashooh, Kate Lalley, Luce Hillman, Cate Cross.

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Diana Vachon, Town Clerk.

OTHERS PRESENT: Members of the public participating in the meeting included Marcy Webster (Media Factory), Josh Flore, David and Sally Conrad, Gail Albert, David Hall, Pat Autillio, Ken Scott, Bob Lake, Patricia Fontaine, Tom Tompkins, Jane and Tom Zenaty, Gloria, Lilly Young, Jessica Brumsted, Jim Mack, Yasamin Gordon, Shelley Richardson, Bding, Erika Lea, Lindsey Stoddard, Kahmanie Buckle, Laura Miller, Don Porter, Mya Rendall, Fab Boisvert DeFazio, Carol Suitor, Aaron Noble, Lisa Merrill, Nicci Micco, Dwight Matthews, Stephanie Seguino, Mike Thomas, Chris Kapsalis, Peter Cooper, iPhone

1. CALL TO ORDER

Chair Jerry Storey called the teleconference meeting to order at 7 PM, explained the procedure to be followed, and held rollcall.

2. ORGANIZATIONAL MEETING

Lee Krohn facilitated the election of the Selectboard Chair.

Chair

MOTION by Kate Lalley, SECOND by Mike Ashooh, to nominate Jerry Storey as Chair of the Shelburne Selectboard. VOTING: unanimous; motion carried.

Jerry Storey is Selectboard Chair and facilitated the meeting.

Vice Chair

MOTION by Jerry Storey, SECOND by Luce Hillman, to nominate Mike Ashooh as Vice Chair of the Shelburne Selectboard. VOTING: unanimous; motion carried.

Meeting Dates and Times

Newspaper of Record

Locations for Posting Agendas

MOTION by Jerry Storey, SECOND by Luce Hillman, to approve the meetings dates and time as 2nd and 4th Tuesday of the month at 7 PM, Shelburne News as the

newspaper of record, town office, library, post office, and Front Porch Forum as official locations for posting agendas. **VOTING by rollcall: unanimous (5-0); motion carried.**

Selectboard Rules of Procedure

MOTION by Kate Lalley, SECOND by Mike Ashooh, to adopt the Selectboard Rules of Procedure as presented. VOTING by rollcall: unanimous (5-0); motion carried.

Appoint Tree Warden

MOTION by Mike Ashooh, SECOND by Kate Lalley, to (re)appoint David Hall as Shelburne Tree Warden. VOTING by rollcall: unanimous (5-0); motion carried.

3. APPROVE AGENDA

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve the agenda with correction to the wastewater allocation amounts for 1058 Falls Road and 243 Elmore Street to 210 gpd. VOTING by rollcall: unanimous (5-0); motion carried.

4. MINUTES

February 23, 2021

MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the minutes of 2/23/21 as presented. VOTING by rollcall: unanimous (5-0); motion carried.

5. PUBLIC COMMENT

➤ Rep. Jessica Brumsted announced the House passed the childcare bill.

6. SELECTBOARD COMMENTS

- New members, Luce Hillman and Cate Cross, were welcomed to the Selectboard. Congratulations were extended to all others elected to Town positions.
- Thanks were extended to Diana Vachon and all the volunteers who assisted with Town Meeting and the election.
- Susan Stock is the 2020 Haag Award recipient for all of her work with the Food Shelf. She accepted the award, acknowledging graciously the Food Shelf Board and volunteers who provide this essential service.
- The open space article and bond vote for the Fire/Rescue project was approved by the voters despite low turnout for voting. Advancing regulatory reform will help prioritize funding for open space and the Fire/Rescue project.
- Equity and diversity taskforce is meeting and will make recommendations to the Selectboard in the near future.

7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Thanks to all participating in Town Meeting remotely. Thanks to Media Factory (Marcy Webster and Ken French) for their technical wizardry and dedication to helping to keep the public informed.

- The state is planning a repaving project from Charlotte to South Burlington. Timing is uncertain; night work has been suggested; further information will be shared when it is forthcoming.
- Shelburne police officers assisted the City of Montpelier at the state capital on inauguration day; special commendation was offered by the Montpelier Police Chief to Sgt. Flore and Officer Lake.

8. CBC APPOINTMENTS

MOTION by Mike Ashooh, SECOND by Kate Lalley, to reappoint the individuals to three-year terms on the CBCs as listed in the table. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Kate Lalley, SECOND by Mike Ashooh, to appoint Henry Harder to the Veterans Memorial Committee for a three-year term. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to appoint Sam Feitelberg as an *ex officio* member to the Veterans Memorial Committee for a three-year term. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Kate Lalley, SECOND by Cate Cross, to adopt a proposed resolution modifying the clause in the 2007 resolution establishing the DRB to appoint alternate members to three-year terms consistent with other Town CBCs. VOTING by rollcall: unanimous (5-0); motion carried.

The Selectboard will flesh out the details of the *ex officio* position for the Veterans Memorial Committee and the Fire/Rescue project committee at the next meeting.

9. CLARIFY PERSONNEL POLICY

Lee Krohn explained the policy on converting sick days to vacation time needs to be clarified to apply per each fiscal year. The amount of sick time converted to vacation time is not being changed.

MOTION by Cate Cross, SECOND by Kate Lalley to update and clarify the Personnel Policy relative to converting sick days to vacation time by inserting “fiscal” before “year” in the statement about conversion. VOTING by rollcall: unanimous (5-0); motion carried.

10. POLICING AND RACE: Seguino study discussion

There was discussion of the study done by Stephanie Seguino on racially biased policing and the reliability and validity of the data collected by the study versus data collected and submitted to the state by the Shelburne Police. Stephanie Seguino stated there is unconscious bias or implicit bias in everyone. The data are not intended to be an indictment, but a way for the community to look at itself. The work of the taskforce to address racial bias and take a holistic view of the community was supported by the Selectboard.

11. SELECTBOARD WORK PLAN 2021

The list of items and dates of the work plan as a working document were reviewed. Holding a retreat to discuss items in the work plan was mentioned.

MOTION by Mike Ashooh, SECOND by Luce Hillman, to adopt the 2021 Selectboard Work Plan as a working document. VOTING by rollcall: unanimous (5-0); motion carried.

12. WASTEWATER ALLOCATION

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve 210 gpd of wastewater allocation for 1058 Falls Road and 243 Elmore Street, and 250 gpd for 3303 Shelburne Road. VOTING by rollcall: unanimous (5-0); motion carried.

13. LIQUOR CONTROL BOARD

MOTION by Kate Lalley, SECOND by Mike Ashooh, to recess the regular meeting and convene as the Liquor Control Board. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION By Kate Lalley, SECOND by Cate Cross, to approve the 2021 liquor licenses for the establishments on the list as presented. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to resume the regular meeting. VOTING by rollcall: unanimous (5-0); motion carried.

14. EXECUTIVE SESSION: Police Union Collective Bargaining Agreement

MOTION by Mike Ashooh, SECOND by Kate Lalley, pursuant to 1 VSA 313 to find that premature general knowledge of labor relations agreements with employees would clearly place the town at a substantial disadvantage. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, SECOND by Kate Lalley, pursuant to 1 VSA 313 to go into Executive Session to consider labor relations agreements with employees and invite the Town Manager to participate. VOTING by rollcall: unanimous (5-0); motion carried.

Executive Session was convened at 9:31 PM.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to adjourn Executive Session and the regular meeting. VOTING by rollcall: unanimous (5-0); motion carried.

Executive Session and the regular meeting were adjourned at 10:12 PM.

RScty by tape: MERiordan

For the Selectboard

Date

SELECTBOARD ORGANIZATIONAL MATTERS FOR 3/23

From Selectboard Chair Jerry Storey

There are a number of organizational matters to take up March 23. These follow, and are provided you as background to the omnibus agenda item which will include them.

SB SECRETARY - I don't think we elected a Secretary, which is a SB office. We'll want to do that.

Schedule for signing warrants: Finance Director Peter Frankenburg

FPF - We added Front Porch Forum as an official public noticing point to our Rules. Lee points out that FPF is a private entity. While we make and certainly expect to continue making regular use of it, we have much less recourse to FPF than we do to sites under our jurisdiction should a challenge occur about timely noticing. I believe he's right and, preferring to err on the safe side, we'll want to review that decision with an eye to withdrawal.

APPOINTMENTS - We approved a policy in 2018 regarding (re)appointments. It mostly focusses on eligibility and the process as well as service expectations. I'm proposing amendments to the policy which establish categories of CBC appointments, as follows:

"II. Procedures

A. Standing Commissions, Boards, and Committees (CBCs) and Sub-Committees thereof

These procedures shall apply to Town Commissions, Boards, and Standing Committees, including Sub-Committees thereof, established by the Selectboard and to which the Selectboard is authorized to appoint members by statute or Charter

B. Ad Hoc, Pro Tempore, other impermanent and advisory bodies to the Selectboard, and external agencies

These procedures shall apply to Ad Hoc, Pro Tempore, other impermanent and advisory bodies the Selectboard may establish and appoint membership, and to appointments to external agencies as practicable.

[Change II C to II D and drop C 3]

[New] C. Categories of appointment

1. Regular, 3-year term, voting

2. Ex Officio, indefinite term, non-voting, restricted to Selectboard members, the Town Clerk and Treasurer, Town staff, and contractors
3. Emeritus, indefinite term, non-voting in recognition of prior service on the same CBC.
4. Emeritus pro tempore, temporary, non-voting, by special Selectboard assignment
5. Pro tempore, temporary, voting in the circumstances of a CBC unable to conduct regular business

[III C. substitute Ethics Ordinance for Conflict of Interest Ordinance]"

Were the Selectboard to so amend the 2018 policy, I propose appointing Sam as Emeritus on the Veterans Monument Committee and Mary as Emeritus pro tem to serve as a member of the Selectboard SPD contract negotiating team.

A copy of the policy is provided you.

CBC SUB-COMMITTEES - The Planning Commission and Natural Resources and Conservation Committee each have organized sub-committees. Each appoints persons to these. Some of the appointees are not members of the Committee. I believe the Selectboard should formally recognize any CBC sub-committee, appoint the membership upon host recommendation, and require the body to comply with OML. This proposal is reflected in the appointment policy changes above.

CONTINUING THE SWAC - The Stormwater Advisory Committee provides value to implementation of the Ordinance. It is recommended that we continue it.

CONSTITUTING A FIRE/RESCUE FACILITY PROJECT STEERING COMMITTEE

We should discuss the charge and constitution of this advisory body. Even if the land closure is delayed to July, there is reason for such a body to begin planning, at least to identify major elements. Lee will review his sense of the committee. It is, of course, an ideal situation for our developing 'go to' role, so an observer SB member involvement would be appropriate.

Note: committee members Doug Merrill, Catherine Collette, and Chris Boyd have all expressed interest and willingness to continue serving. I'm sure that Fire Chief Jerry Ouimet and Rescue Chief Jacob Leopold will want and need to stay involved; likely also Deputy Chiefs John Goodrich and Devin Major.

APPOINTING MIKE TO THE AFSCME CONTRACT RENEWAL NEGOTIATING TEAM

Mike is willing to represent us on the team, joining Lee and, as needed, the Town Attorney.

A NOTE ON ADVISORY BODIES

We have two types of advisory bodies, generally: standing and impermanent. I feel there is significant value to establishing impermanent committees, task forces or other limited-life bodies so long as these, either in their absolute number or activity, do not create an unacceptable administrative burden for the Town Manager and staff. If each of us is willing to devote the time to in effect staff an impermanent body we think should be organized or established, it seems to me we should move the idea for that body along. Shelburne is filled with exceptional talents who may not be able or interested to serve on standing CBCs but are more than willing to lend their expertise on impermanent bodies addressing a specific issue(s).

PROPOSED ADJUSTMENTS TO THE SB WORKPLAN

A separate message on suggested adjustments to our 2021 Workplan will be provided you in advance of our March 23 meeting.

I am asking Lee, by copy, to prepare comments on the organizational matters above and to communicate these in his Annotated Agenda.

Thanks.



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/ Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

Shelburne Selectboard Rules of Procedure

Adopted March 09, 2021

I PURPOSE. The Selectboard of the Town of Shelburne is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310–314. Meetings of the Selectboard of the Town of Shelburne must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the Chair of the Selectboard. 1 V.S.A. § 312(h).

II APPLICATION. These rules of procedure for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Shelburne Selectboard.

III PROCEDURES.

1. The Selectboard shall meet the second and fourth Tuesday of every month except when otherwise noted.
2. Officers of the Selectboard shall be Chair and Vice-Chair.
3. The Chair of the Selectboard, or in the Chair's absence, the Vice-Chair, shall chair all Selectboard meetings. If both the Chair and the Vice-Chair are absent, a member selected by the board shall chair the meeting.
4. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
5. The current size of the Selectboard is five (5) members. A majority of the members of the Selectboard shall constitute a quorum, a minimum of three (3) members. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
6. Should a member consistently miss meetings, the Chair shall have the discretion to request either the member's resignation or removal from the Selectboard by the Selectboard. "Consistently missing meetings" shall be defined as missing three (3) or more of the scheduled meetings in a six-month period.
7. At the beginning of each Selectboard meeting, there shall be ten (10) minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
8. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the Selectboard Chair or Town Manager to request inclusion on the agenda. The Selectboard Chair shall determine the final content of the agenda. The Town Manager is responsible for posting the agenda at least forty-eight (48) hours before a regular meeting and twenty-four (24) hours before the meeting — including being posted on the town website and physically at (i) the town offices (ii) the Pierson Library (iii) the post office.

9. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.
10. Public comment on issues not on the agenda may be discussed during the open public comment period. Those wishing to speak will be allowed three (3) minutes, unless by majority vote, the Selectboard sets a different time limit. Speakers must be acknowledged by the chair before speaking. All comments are to be directed to the board. In the event many participants wish to speak, a sign-up sheet will be required and participants may speak in the order they have signed up. A person may not speak a second time on an issue until everyone wishing to make comments has had an opportunity.
11. Public comment on agenda items shall be limited to three (3) minutes, unless by majority vote, the Selectboard sets a different time limit. Speakers must be acknowledged by the chair before speaking. All comments are to be directed to the board. In the event many participants wish to speak, a sign-up sheet will be required and participants may speak in the order they have signed up. A person may not speak a second time on an issue until everyone wishing to make comments has had an opportunity.
12. Meetings may be recessed to a time and place certain.
13. Minutes of the Selectboard meetings shall be kept by the secretary and are matters of public record. After five (5) calendar days from the date of each meeting draft minutes shall be available for inspection by any person and posted on the Town Website.
14. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call vote unless the vote is unanimous. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting or as soon as practicable prior to an emergency meeting, the body shall publically announce the meeting and post notice of the meeting in or near the municipal clerk's office, library, and post office.
 - b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.
15. These rules may be amended by majority vote of the Selectboard at a duly warned meeting. These rules must be readopted annually at the organizational meeting pursuant to the Town Charter.

ADOPTED AT A REGULARLY SCHEDULED MEETING ON MARCH 09, 2021

For the Selectboard

TOWN OF SHELBURNE COMMISSION, BOARD AND
COMMITTEE APPOINTMENT PROCEDURES

I. Purpose:

The purpose of this policy is to standardize procedures and qualifications for application to, and appointment of, individuals by the Selectboard to Town Commissions, Boards and Committees (CBCs).

II. Procedures:

A. Standing Commissions, Boards and Committees (CBCs)

These procedures for appointment shall apply standing Town Commissions, Boards and Committees (CBCs) established by the Selectboard and to which the Selectboard is authorized to appoint members per statute or charter.

B. Ad Hoc, Pro Tempore, Other Impermanent Committees and Representatives to External Committees and Board

The procedures set forth in this rule will be followed to the extent practicable for Ad Hoc, Pro Temp, and other impermanent Committees established by the Selectboard. These procedures will be followed to the extent practicable for Selectboard appointments to external agencies.

C. Eligibility for Appointment

1. Adult (Non-Student) Applicants for appointment to CBCs shall be either:
 - i. A resident of Shelburne;
 - ii. An owner of a Shelburne-based business;
 - iii. A landowner in Shelburne;
 - iv. An authorized representative of a business or landowner in Shelburne; or
 - v. A person with specific expertise in the subject matter over which the CBC has jurisdiction whether or not such applicant meets any of the above three criteria,
2. Student Applicants:
 - i. High School students may apply for seats on CBCs. These seats shall be non-voting;
 - ii. Students of families residing in Shelburne shall be given preference.
 - iii. Student-members must comply with § III of this Rule.

3. Town staff and contractors may be appointed as non-voting members of CBCs, serving *ex officio*.

D. Reappointment of CBC Members

1. Current CBC members who wish to be reappointed, are recommended for reappointment by the relevant chairperson, and who are judged by the Selectboard to be members in good standing may be reappointed by the Selectboard for an additional term in the following manner:

i. The Selectboard shall seek feedback from the CBC chairperson, other CBC members, and relevant Town staff in determining whether a serving member is in good standing;

ii. In the case of a chairperson seeking re-appointment, the Selectboard shall seek feedback from the CBC vice-chair, other CBC members and relevant Town staff; and

iii. "Good standing" shall mean the serving member contributes to CBC goals and effective operation; maintains an annual attendance level of at least 75% at meetings (unless otherwise excused for personal or professional reasons); and conducts her- or himself throughout CBC activity in a respectful, collaborative manner.

E. Vacancies

1. A person appointed by the Selectboard to a CBC vacancy that occurs prior to expiration of the incumbent's term shall serve for the remainder of that term and shall be eligible for reappointment.

2. The process for Selectboard appointment of a person to a CBC vacancy shall be the same as appointment as described in § II(F)(2) of these Procedures.

F. Appointment Process

1. Current CBC Members

i. Prior to advertising an open CBC position, the Town Manager shall contact all CBC members whose terms are expiring within nine months regarding their intention to seek reappointment.

ii. Current CBC members seeking reappointment will notify the Town Manager no later than September 1.

- iii. Upon receiving an application, the Town Manager will forward it to the appropriate CBC Chair or Vice-Chair, as the case may be, for review pursuant to § II(D)(1) above.
- iv. The Selectboard will review reappointments during the month of October and consider such reappointments based on the criteria referenced in § II(D)(1) above.

2. Vacancies

- i. Vacancies remaining after the reappointment process shall be advertised by November 1. Vacancies will be advertised to the community via print media, social media, and the Town website.
- ii. Persons interested in a CBC vacancy must submit a written application on a form for that purpose available from the Town Manager. Applications will be due to the Town Manager by December 1 of each year.
- iii. Upon receiving an application, the Town Manager shall forward same to the appropriate CBC chair. The Chair is encouraged to contact the applicant to discuss the work of the CBC and to learn more about the applicant. The Town Manager will seek feedback from the Chair prior to routing the applicant's application to the Selectboard.
- iv. The Town Manager will route all applications to the Selectboard, together with CBC feedback on or before January 1 each year.
- v. The Selectboard will interview all CBC applicants in the months of January and February. CBC appointments must be completed by the last day of February of each year.

3. Interviews

All interviews for, and deliberations related to, those interviews will be conducted in open session. The Selectboard may enter executive session only per authority granted by statute.

4. Prior Applicants

In seeking to fill CBC vacancies and appointments, the Town Manager is authorized to contact prior applicants who were not previously appointed to alert them of the vacancy or opening.

H. Terms:

The term of appointment for each CBC position shall be three years.

III. Expectations for CBC Member Service

A. Expectations for performance of CBC duties:

It is expected that members, including student members, shall:

1. attend at least 75% of all meetings meetings (unless otherwise excused for personal or professional reasons);
2. make demonstrable contributions to the stated mission of the CBC;
3. respect fellow members; and
4. conduct themselves at meetings and public appearances of the CBC in a fair and courteous manner.

B. Removal:

With the exception of Planning Commissioners, who may only be removed prior to expiration of their term by unanimous vote of the Selectboard pursuant to 24 V.S.A. § 4323a, CBC appointees serve at the pleasure of the Selectboard, which may remove them by majority vote for reasons which include, but are not limited to, the following:

1. Excessive absence from CBC regularly scheduled meetings, specifically absence from more than 25% of such meetings in any 12-month period meetings (unless otherwise excused for personal or professional reasons).
2. Non-performance or other misconduct, including violation of the Town's Conflict of Interest Ordinance.

C. Duty to Acknowledge Conflict of Interest Ordinance:

CBC appointees shall acknowledge receiving and reading the Town's Conflict of Interest Ordinance, to which their service is subject, at the time of appointment and shall commit to such aspirational standards of behavior as may be adopted for Town volunteers as a matter of Town policy.

As approved by the Shelburne Selectboard on August 14, 2018

From Selectboard Chair Jerry Storey: **CHANGES PROPOSED FOR REVIEW ON 3/23**

Following is an initial draft of 2021 Selectboard Workplan Goals and Objectives. The tasks identified are in a proposed priority order, based on discussion at the 2/9 meeting.

GOAL 1 - COVID-19 PANDEMIC – No change unless CARES/American Rescue Act funds are received.

Theme: The Covid-19 pandemic will transform to an endemic. It will be a dominant influence on Town operations throughout much of 2021, impacting all Town activities.

OBJECTIVES

1. The Selectboard will oversee regular production and public issue of accurate, timely information regarding the pandemic by the Town Manager and Health Officer, with special attention to state vaccination plans, openings and closings, and, Federal and state financial support.
2. The Selectboard will review COVID-19 impacts, real and potential, on Town policies and practices, working closely with the Town Manager to adjust these as needed.
3. At some hopeful point in the year, the pandemic will abate. The Selectboard will oversee resumption of normal Town activities on arrangements and schedules proposed by the Town Manager and approved by it.

TIME DEMAND

Occasional throughout year.

GOAL 2 - ECONOMIC DEVELOPMENT

Theme: Economic Development continues as a Selectboard priority in 2021. Economic Development is a set of activities, ranging from consultation to regulatory reform to initiatives aligned with the Town Plan, and to policy development intended to improve on Shelburne's attraction as a location of commercial enterprise.

OBJECTIVES

1. The Selectboard will receive, deliberate and approve an Economic Development Plan, the working draft of which is due from the Town Manager no later than **April 1. LK suggestion May 15, to coincide with a draft plan for P&Z reorganization.** Plan approval will occur by **May 1 June 15, to coincide with a P&Z reorganization plan.**
 - (a) The Selectboard will seek and consider input to Plan review from the Finance Committee, SBPA, and the community at large by publication of the draft on the Town website and by holding a special public meeting ("**summit**") for the purpose of soliciting ideas and reactions from the community in mid-May.

(b) The Selectboard will employ as lens equity, environment and sustainability in judging the benefits of Economic Development activities chosen in the Plan for concentration.

2. The Selectboard will allocate 2021-2022 Budget to maximize measurable progress on the activities prioritized in the Economic Development Plan.

3. The Selectboard will continue active cooperation with local businesses, not-for-profit entities, and regional bodies in planning and assisting as appropriate Economic Development initiatives.

TIME DEMAND

Expected at each Selectboard meeting, may urge member attendance at outside meetings and seminars, and may include individual member visits with local businesses and organizations.

GOAL 3 - ORGANIZATIONAL MATTERS

Theme: The year will include completion of two Collective Bargaining Agreements; reorganization of the Planning & Zoning function; updating of the Organizational Improvement Plan; implementation of the Stormwater Municipal Utility; strengthening of diversity and inclusion in Town staff and Committees, Boards and Commissions (CBCs); initiation of a plan for repair and replacement of Town facilities; and, development of a longer term Town Strategic Plan.

This category of effort varies greatly in consumption of Selectboard time and energy.

OBJECTIVES

1. The Selectboard will approve Collective Bargaining Agreements with the SPD/Dispatch union and AFSCME (our water, sewer and maintenance employees). A Selectboard member will be assigned to each negotiation.

2. The Selectboard will set as an immediate priority the development and approval of a plan to reorganize the Town planning and zoning function for the purposes of more efficient administration, increasing staff time to be dedicated to planning versus CBC staffing, and closer integration of the Town Plan in Selectboard decisions. The Selectboard will receive, deliberate and approve a Planning & Zoning Reorganization by June 15, subsequent to the outline of such to be presented by the Town Manager by ~~May 1~~ **May 15**.

3. The Selectboard, in anticipation of the increased staff planning activity, will establish priorities of time and Town Manager attention for these following planning needs:

- * facility repair/replacement
- * diversity and inclusion
- * development of alternative revenues and private/public investment
- * staffing and succession as an update to the Organizational Improvement Plan (OIP)
- * 3-5 year strategic plan.

4. The Selectboard will set a timeline for implementation of recommendations in the most recent Town Audit. **Set date as July 1.**
5. The Selectboard will oversee implementation of the Stormwater Municipal Utility.
6. ~~Should the Fire/Rescue Facility site purchase and hard infrastructure be approved March 2, the Selectboard will oversee implementation of site planning and infrastructure development, possibly to include consideration of re-purposing the current fire house and interim investment in the Rescue Squad building.~~ **Given Rice Lumber site purchase/hard infrastructure development approval, approve form, remit and membership of project steering committee; the committee remit will include analysis of repair/maintenance needs of Rescue facility by September 1 in time for 2022/2023 Budget**

TIME DEMAND

The estimated time to completion of these tasks varies greatly. Some will be quite consuming (1-3), the others much less so, to the point of possibly minimal demand (5). The one (6) depends entirely on the upcoming Town Meeting vote.

GOAL 4 - 2022-2023 BUDGET

Theme: Development of the Budget is nearly a year-round Selectboard activity. This year it is extended by considerations of deferred 2022-2023 Budget expenditures; the Selectboard promises of Pond Road treatment and analysis of staff compensation - especially regarding health insurance; a pronounced interest in alternative revenues; and, Finance Committee expectations regarding capital investment and planning.

The budgeting process led by the Town Manager and Finance Director last year was in the view of the Selectboard more efficient and allowed increased opportunity to discuss items of particular interest. Continued improvements will be encouraged this year.

OBJECTIVES

1. The Selectboard will take active part in the budgeting process, setting parameters as and when essential to its development. Should the COVID-19 pandemic abate to the point of relaxation of precautions, in-person public participation in the process may be possible, and, if so, sought.
2. The Selectboard will conduct analyses of Pond Road treatment and the staff health insurance benefit as a budget preliminary at times to be determined but no later than September 1 **15.**
3. The Selectboard will prioritize discussion, if not strategy, for consolidation of the two sewer plants by September 15. Expectations of consolidation will figure in the 2021/2022 Budget.
4. The Selectboard will expect integration of the Capital Improvement Plan earlier in the budget process than has been the case in the last several development cycles.

TIME DEMAND

Considerable, including near weekly meetings in December and January. Budget in one form or another will be a permanent feature on Selectboard agendas beginning July.

GOAL 5 - POLICY MATTERS

Theme: There are presently two policies proposed - animal coexistence and streetlights. It is expected that Selectboard attention will be given, too, to Ordinance revisions (wastewater allocation; food trucks; Air BnB rentals; E-911 numbering; diversity and inclusion; and continuation of COVID-19-related zoning. There will emerge in the year other opportune or required policy matters. This category can consume what may seem to some disproportionate amounts of Selectboard time and energy. Policy development, nonetheless, is a mainstay responsibility of the Selectboard and adequate provision must be made for it.

OBJECTIVES

1. The Selectboard will conclude approval of the animal coexistence, streetlights, and wastewater allocation policies/Ordinance revision, these being already mature, by ~~April~~ August 15.
2. The Selectboard will draft a diversity and inclusion policy by June 1; food trucks, E-911, and short term rental policies by July 1; and set dates for their approval in June and July.
3. The Selectboard in the time available will establish a process for the disposition of surplus parcels, a task which may be the easier my modifying the disposition of tax-acquired property process.
4. The Selectboard in the time available will pursue "dedication and acceptance" of LaPlatte Circle as a Town Highway.

TIME DEMAND

The activities here, again, can consume, in the views of some, disproportionate amounts of Selectboard (and Town Manager) time and energy. Fairly exact expectations of those demands are necessary here. It is probable that two out of three Selectboard meetings will feature a policy discussion.

NOTE:

Approval of these changes would mean the same changes in the 2021 Town Manager Goals/Objectives

Dear Municipal Officials,

Congressman Welch is pleased to inform you that the U.S. House Appropriations Committee has given each Member of Congress authority to nominate up to ten community projects for possible inclusion in the fiscal year 2022 appropriations bills.

You may suggest a project for Congressman Welch to nominate by completing the survey on his website, at <https://welch.house.gov/community-project-funding-requests>. **This survey will be open until Wednesday, March 31, 2021.** Unfortunately, no responses can be considered after the March 31st deadline.

Applicants should carefully review the guidance documents linked on the website to identify the accounts in the appropriations bill for which Members of Congress may nominate community projects. The applications must abide by the strict Appropriations Committee guidance to be eligible for consideration. This will be a competitive process and there are no guarantees that nominated projects will receive funding.

Please feel free to contact me if you have any questions.
Kind regards,

Rebecca Ellis

State Director

Office of Congressman Peter Welch (VT-AL)

128 Lakeside Avenue, Suite 235

Burlington, VT 05401

C (802) 318-3035

Community Project Funding Requests

The U.S. House Appropriations Committee has given each Member of Congress authority to nominate up to ten community projects for possible inclusion in the fiscal year 2022 appropriations bills. You may suggest a project for Congressman Welch to nominate by filling out the survey linked below. This survey will be open until Wednesday, March 31, 2021. Unfortunately, no responses can be considered after the March 31st deadline.

Please review the important guidelines and eligibility information listed below before starting the survey. You cannot save the survey while filling it out so please have all information available before you open the survey. Community support for any submitted projects is critical for consideration, so please have any support documentation in .pdf form and ready to submit as part of the survey. Every project that will be submitted to the Appropriations Committee by Congressman Welch will be posted on his website.

- [Survey Link](#) (Google Forms)
- [Complete Text of Survey](#)
- U.S. House Committee on Appropriations - [Appropriations Requests](#)

Please note that there will be a separate process for surface transportation projects that are funded by the upcoming surface transportation reauthorization bill.

Below are links to the U.S. House Appropriations Subcommittees' Links to community project guidance documents. Applicants should review these guidance documents to identify the accounts in the appropriations bill for which Members of Congress may nominate community projects.

[Agriculture Request Guidance](#)

[Commerce, Justice, Science Request Guidance](#)

[Defense Guidance](#)

[Energy and Water Request Guidance; Energy and Water Authorized Project Lists](#)

[Financial Services and General Government Community Project Funding Questions](#)

[Homeland Security Request Guidance](#)

[Interior and Environment Community Project Request Guide](#)

[Labor, Health, Human Services & Education Request Guidance](#)

[Military Construction & Veterans Affairs Request Guidance](#)

Transportation, Housing and Urban Development:

- [Department of Transportation - Local Transportation Priorities](#)
- [Department of Transportation - Airport Improvement Program \(AIP\)](#)
- [Department of Housing and Urban Development - Economic Development Initiative \(EDI\)](#)