



# Town of Shelburne, Vermont

SELECTBOARD MEETING AGENDA  
SHELBURNE TOWN OFFICES, 5420 SHELBURNE ROAD  
Tuesday, June 21, 2022, 7:00 P.M.

**PLEASE NOTE:** Given rising case counts of COVID in the county,  
all persons attending in person are encouraged to wear masks. Thank you.

Join SELECTBOARD Zoom Meeting

<https://us02web.zoom.us/j/88376164173?pwd=QmFnN2J3VzhGMXNNNFdvT1JKdTBWUT09>

Meeting ID: 883 7616 4173; Passcode: B0Ga1e

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: 883 7616 4173; Passcode: 606762

<b>Call to Order/Roll Call</b>	<b>7:00 P.M.</b>
<b>*Approve Agenda</b>	<b>7:00 P.M.</b>
<b>Disclosure of conflict of interest for items on the agenda</b>	<b>7:00 P.M.</b>
<b>*Approve meeting minutes of May 24, 2022</b>	<b>7:00 P.M.</b>
<b>Public Comments re: items not on the agenda</b>	<b>7:05 P.M.</b>
<b>Selectboard Comments</b>	<b>7:15 P.M.</b>
<b>Town Manager Report</b>	<b>7:20 P.M.</b>
<b>* Possible amendment to the Personnel Policy to add Juneteenth as a Town holiday</b>	<b>7:25 P.M.</b>
<b>*CBC Appointments</b>	<b>7:30 P.M.</b>
<b>*Ratify appointment of DRB Coordinator Aaron DeNamur as Assistant Administrative Officer</b>	<b>7:45 P.M.</b>
<b>Draft budgets for Wastewater Department and Stormwater Utility</b>	<b>7:50 P.M.</b>
<b>*Executive Session: personnel matters/contracts</b>	<b>8:15 P.M.</b>
<b>*Adjourn</b>	<b>9:15 P.M.</b>

*\*Potential action items. Times are approximate and depend upon how discussion flows.*



# Town of Shelburne, Vermont

SELECTBOARD MEETING  
ANNOTATED AGENDA  
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Tuesday, June 21, 2022, 7:00 P.M.

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<b>Town Manager Report</b>	<b>7:20 P.M.</b>
<b>*Possible amendment to the Personnel Policy to add Juneteenth as a Town holiday</b>	<b>7:25 P.M.</b>

The question has been raised whether to add Juneteenth to the list of paid holidays described in Section 8.2 of the Personnel Policy. It is suggested that this would be consistent with State and Federal policies now in place.

If the Board were so inclined, then

**MOTION:** *I move to amend the Town's Personnel Policy to add Juneteenth to the list of paid holidays described in Section 8.2, Holidays and Personal Leave.*

**\*CBC Appointments**

**7:30 P.M.**

I am pleased to note that we have several applications to consider; all come highly recommended by the respective CBC Chairs:

Mark Capeless, Housing Subcommittee  
Hayley Cimler, Parks and Recreation Committee  
Shawn Sweeney, Planning Commission  
Tom Karlhuber, Planning Commission  
Jennifer Martinez, Water Commission

If appointed, these will bring several of these back up to full membership at this time.

**MOTIONS:**

I move to appoint Mark Capeless to the Housing Subcommittee for a three-year term effective immediately and running until 4/1/2025.

I move to appoint Hayley Cimler to the Parks and Recreation Committee for a two-year term effective immediately and running until 4/1/24. *[She is filling out a vacant term].*

I move to appoint Shawn Sweeney and Tom Karlhuber to the Planning Commission for one-year terms, effective immediately and running until 4/1/2023. *[Note: the purpose here is to get the PC back on track with appropriately staggered terms. The hopeful presumption is that each will do well, want to continue serving, and that they will both be reappointed next year for full three-year terms].*

I move to appoint Jennifer Martinez to the Water Commission for a two-year term effective immediately, and running until 4/1/24. *[Note: this is to maintain the current staggered terms on the Commission].*

**\*Ratify appointment of DRB Coordinator Aaron DeNamur as Assistant Administrative Officer 7:45 P.M.**

Pursuant to the Town Charter, the Town Manager also serves as the Administrative Officer (otherwise often known as Zoning Administrator) for purposes of zoning matters. Historically, the Manager has delegated many of these matters to the DRB Coordinator, who has also served as the Assistant Administrative Officer. The Charter provides for that appointment, with the approval of the Selectboard. Please note that as Aaron and I have discussed, while some of these matters are relatively pro forma, others are more complex. I have been and will continue to offer any and all guidance and mentoring as may be desired or needed to help Aaron transition into his multiple roles. In this construct, delegating creates opportunity, but is not simply handing over the reins without appropriate help and guidance.

**MOTION:** *I move to appoint Aaron DeNamur as the Town's Assistant Administrative Officer, to exercise all powers and duties required of the Administrative Officer under the Vermont Planning and Development Act.*

**Draft budgets for Wastewater Department and Stormwater Utility**

**7:50 P.M.**

It is anticipated that Water Quality Superintendent Chris Robinson and Finance Director Peter Frankenburg will have draft budgets to present for both entities. These will be distributed under separate cover to be presented at the meeting.

**\*Executive Session: personnel matters/contracts**

**8:15 P.M.**

*Motion 1: Pursuant to 1 VSA 313, I move to find that premature general public knowledge of labor relations agreements with employees would clearly place the Town at a substantial disadvantage.*

*Motion 2: Pursuant to 1 VSA 313, I move to enter executive session to consider labor relations agreements with employees, and to invite the Town Manager to participate.*

**\*Adjourn**

**9:15 P.M.**

*\*Potential action items. Times are approximate and depend upon how discussion flows.*

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES  
May 24, 2022**

**\*Hybrid meeting**

- MEMBERS PRESENT:** Mike Ashooh (Chair), Luce Hillman, Cate Cross, Kate Lalley, Matt Wormser [via Zoom].
- ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Adele Gravitz, Planning Director; Aaron DeNamur, DRB Coordinator; Chris Robinson, Water Quality Superintendent.
- OTHERS PRESENT:** Members of the public participating in the meeting included Bill Deming, Bill Keogh, Don Porter, Shelburne Town Host, Jonathan Rosenbloom, Lee Suskin, Patricia Fontaine, Susan Jean Hull Grasso, Tracey Beaudin, Linda Riell, Sean Moran, Susan McLellan, Peggy Coutu, Mercedes Ortgo, Gail Albert, Susan Moraska, Robilee Smith, Laura Kingsland, Barbara Johnson, Wanda Morgan, Pat, Donna Fialkoff, Maria, Media Factory.

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[Note: Minutes reflect the order of the published agenda.]

**1. CALL TO ORDER**

Chair Mike Ashooh called the hybrid in-person and teleconference meeting to order at 7 PM.

**2. APPROVE AGENDA**

**MOTION** by Cate Cross, **SECOND** by Luce Hillman, to approve the agenda.  
**VOTING: unanimous (5-0); motion carried.**

**3. CONFLICTS OF INTEREST**

Cate Cross announced she will abstain from the vote on the appointment to the Equity & Diversity Committee.

**4. MINUTES**

*May 10, 2022*

**MOTION** by Cate Cross, **SECOND** by Kate Lalley, to approve the minutes of 5/10/22 as presented. **VOTING: unanimous (5-0); motion carried.**

**5. PUBLIC COMMENT**

- There were comments and questions on the following:
  - Amtrak not stopping at the Shelburne train station (the town supports having the train stop at the station).
  - Having the town provide a bus ride to the town beach likely will not work in today's times.

- Brightening the town with lights similar to what occurs during the holidays.
- Remembering the parents impacted by the recent school shooting in Texas.

## 6. SELECTBOARD COMMENTS

- Thoughts are with the parents of the schoolchildren in Texas involved in the recent shooting.
- Farmers market begins on Memorial Day.
- Diversity Committee has identified a consultant for the committee.
- Cate Cross attended a VLCT forum on cannabis sale and licensure.
- Kate Lalley is running for the state legislature.
- Village Pedestrian Safety Committee asked the Selectboard to write a letter to VTrans requesting the shoulder lanes on Route 7 be widened from Marsett Road to Harbor Road.

## 7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Planning Office has a contract to study form based code.
- Staffing audit has been launched.
- Town crews are still cleaning up downed trees from the recent storms.
- Everyone is reminded again not to stop on the railroad tracks.
- Memorial Day ceremony will be held at Veterans Park.

## 8. DRB COORDINATOR

Aaron DeNamur, the new DRB Coordinator, was introduced.

## 9. CBC APPOINTMENT(S)

*Finance Committee*

**MOTION by Kate Lalley, SECOND by Luce Hillman, to appoint Lee Suskin to the Finance Committee for a three-year term starting immediately and ending 4/1/25. VOTING: unanimous (5-0); motion carried.**

*Equity & Diversity Committee*

**MOTION by Kate Lalley, SECOND by Luce Hillman, to appoint Erica Lee to the Equity & Diversity Committee for a three-year term beginning immediately and ending 4/1/25. VOTING: 4 ayes, one abstention (Cate Cross); motion carried.**

## 10. POLICE DEPARTMENT APPOINTMENT

Lee Krohn announced Mike Thomas has been appointed as Police Chief for a two year period with opportunity for a one year extension.

## 11. JONATHAN ROSENBLOOM PRESENTATION

Jonathan Rosenbloom briefly explained the services of Sustainable Development Code which looks at best practices across the development code and development process, and reviewed what is in the Infrastructure Investment & Jobs Act that could be helpful to Shelburne.

**12. PUBLIC HEARING: Proposed Zoning Amendment**

**MOTION by Cate Cross, SECOND by Kate Lalley, to open the public hearing to consider the proposed zoning amendment entitled “Article 1980.11, Conduct of Outdoor Business Activity”. VOTING: unanimous (5-0); motion carried.**

The public hearing was opened at 7:30 PM and the amendment was reviewed.

*COMMENTS*

There was comment on the number of businesses that took advantage of the temporary bylaw amendment. The businesses support making the bylaw permanent.

**MOTION by Kate Lalley, SECOND by Cate Cross, to close the public hearing on the proposed zoning amendment entitled “Article 1980.11, Conduct of Outdoor Business Activity”. VOTING: unanimous (5-0); motion carried.**

**MOTION by Luce Hillman, SECOND by Cate Cross, to adopt the proposed zoning amendment entitled “Article 1980.11, Conduct of Outdoor Business Activity” as presented. VOTING: unanimous (5-0); motion carried.**

**13. DEAN PIERCE APPEAL OF DENIAL OF RECORDS REQUEST**

Lee Krohn explained why the request was denied (document was in the personnel file and per state statute documents in personnel files are exempt from release). The Selectboard concurred.

Mike Ashooh read findings of fact and the decision of the Selectboard regarding the appeal by Dean Pierce.

**MOTION by Kate Lalley, SECOND by Cate Cross, to vote to approve the decision of the Selectboard to deny the appeal by Dean Pierce of the denial of records request. VOTING: unanimous (5-0); motion carried.**

**14. GENERAL FUND BUDGET STATUS**

Finance Director, Peter Frankenburg, gave a status report on the General Fund Budget nearing the end of the fiscal year. The following was noted:

- Tax delinquencies are similar to last year
- Late payment fees are higher than in past years
- Deed recordings are up
- State highway transportation payment is higher than last year
- Passport fees are up
- Building permit revenue is up
- Current use reimbursement from the state is higher
- Legal expenses are over budget
- Economic development expense is down slightly
- Town center building operations is close to budget
- Police salaries have not been fully expended due to vacant positions
- Police overtime is over budget

- Police dispatch is close to budget
- Highway budget is under spent
- Overall, the town is in a good financial situation to finish the fiscal year

Don Porter noted any surplus at the end of the fiscal year is under the town's control, and ARPA money is money that otherwise would not have come to the town.

#### **15. VCRD REQUEST FOR ASSISTANCE**

**MOTION by Luce Hillman, SECOND by Cate Cross, that the town submit a letter of interest to the Vermont Council on Rural Development seeking assistance through the "community visit" program or other process as may be appropriate.**

**VOTING: unanimous (5-0); motion carried.**

#### **16. ARPA COMMITTEE**

Ideas for the ARPA Committee were discussed. Members would include the Town Manager, Finance Director, Planning Director, Selectboard liaison (non-voting), representative from the Bike/Ped/Paths Committee, four members from the public at large. The committee will have up to 8 members and provide recommendations to the Selectboard on how to use the ARPA funds to best benefit the town. The Selectboard will further discuss the ARPA Committee at the next meeting.

#### **17. PERSONNEL POLICY AMENDMENT**

There was discussion of the policy amendment to compensate employees for accrued vacation time above the 240 hours that can be carried over at the end of the year. The amendment would be reviewed each year. Staff will compile the cost of the compensation and consult with the Town Attorney on wording of the amendment.

#### **18. RECRUITMENT/RETENTION FOR POLICE/DISPATCH**

There was discussion of offering a sign-on or retention bonus for three years to police and dispatch personnel, new hires and current employees. The offering would be reviewed every five years. Staff will work with the Town Attorney on draft language.

#### **19. CSWD BUDGET**

**MOTION by Cate Cross, SECOND by Kate Lalley, to approve the CSWD Budget for FY2023 as proposed. VOTING: unanimous (5-0); motion carried.**

#### **20. LIQUOR LICENSE REVIEW/APPROVAL**

**MOTION by Cate Cross, SECOND by Kate Lalley, to suspend the regular meeting and convene the Local Liquor Control Commission. VOTING: unanimous (5-0); motion carried.**

*First Class & Outside Consumption Liquor Licenses: Himalayan Kitchen & Bar, LLC*

**MOTION by Cate Cross, SECOND by Kate Lalley, to approve a First Class Liquor License and Outside Consumption Liquor License for Himalayan Kitchen & Bar, LLC. VOTING: unanimous (5-0); motion carried.**



**MOTION by Cate Cross, SECOND by Kate Lalley, to adjourn the Local Liquor Control Commission meeting and reconvene the regular Selectboard meeting.  
VOTING: unanimous (5-0); motion carried.**

**21. ADJOURNMENT**

**MOTION by Kate Lalley, SECOND by Cate Cross, to adjourn the meeting.  
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 9:46 PM.

*RScty by tape: MERiordan*

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For the Selectboard

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Date

TOWN OF SHELBURNE, VERMONT  
Application for Appointment to Town Commissions, Boards, and Committees

Name: Mark Capeless      Date May 12, 2022

Mailing Address 11 Luke Lane, Shelburne, VT 05482

Phone number 802 338 5909

Email address: [mcapeless@gmail.com](mailto:mcapeless@gmail.com)

Are you a Shelburne resident? Y or N

If not a Shelburne resident, do you own a business or property in Shelburne, or are an authorized representative of a business or property owner? Y or N

Commission(s), Board(s), or Committee(s) in which you are interested. If interested in more than one, please indicate your preference as 1st, 2nd, or 3rd.

- Bike and Pedestrian Path Committee
- Cemetery Commission
- Development Review Board
- Dog Park Committee
- Ethics Committee
- Historic Preservation and Design Review Committee
- **Housing Committee**
- Natural Resources and Conservation Committee
- New Town Center/Library Construction Committee
- Parks and Recreation Committee
- Pierson Library Board of Trustees
- Planning Commission
- Social Services Committee
- Tree Committee
- Veterans Monument Committee
- Water Commission
- Representative to external agencies

Please share your reasons for your interest in being appointed, and how you will help achieve the mission of the CBC(s) in which you are interested – whether on this form, or in a separate cover letter:

I grew up in South Burlington and moved to Shelburne with my family in June 2020 after being out of state almost 20 years. I was very fortunate to bring my job with me and be able to buy a nice home in Shelburne but as I went through the process I was struck by how unaffordable most of the housing stock is for the average family. Now that I'm here and more plugged into the community, I see it's an even bigger problem than I initially thought.

One of the main reasons I moved back is because I love Vermont and growing up in this community has meant so much to me throughout my life. Now that I'm back, I want to help our community and the housing crisis strikes a personal chord. For our community to thrive, we have to have high quality housing for families across the economic spectrum, especially the middle-class. But I don't think this problem is solved easily or directly – it requires engagement across the spectrum of stakeholders and really understanding the barriers to “middle-class” housing in our town. I'm excited to take this on to try

and find a solution but also to get smart on what's really going on and be a "story teller" that can explain it succinctly to important stakeholders (DRB, Planning Commission, others).

Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town? Y or N. If no, please explain.

For new applicants: Are you able to attend at least 75% of meetings/hearings: Y or N. If no, please explain.

For applicants seeking reappointment: Did you attend at least 75% of meetings/hearings during your previous term? Y or N. If no, please explain.

The information I have submitted is true and accurate to the best of my knowledge. If appointed, I agree to abide by all applicable Town and State rules and regulations, including the Town's conflict of interest and social media policies.

\_\_\_\_\_  
Signature of Applicant Date

Mark A Capeless Jr.  
May 12, 2022

Please return application to:  
Town Manager's Office  
PO Box 88  
5420 Shelburne Road  
Shelburne, VT 05482

For Town Use Only

CBC appointed to: \_\_\_\_\_ Term expires on: \_\_\_\_\_

CBC appointed to: \_\_\_\_\_ Term expires on: \_\_\_\_\_

CBC application form as approved by the Shelburne Selectboard on August 14, 2018

TOWN OF SHELBURNE, VERMONT

Application for Appointment to Town Commissions, Boards, and Committees

Name Hayley Cimler Date 6/2/22

Mailing Address 17 Lilly Creek Lane, Shelburne, VT 05482

Phone number 802-777-3741

Email address: hayley.cimler@gmail.com

Are you a Shelburne resident?  Y or N

If not a Shelburne resident, do you own a business or property in Shelburne, or are an authorized representative of a business or property owner? Y or N

**Commission(s), Board(s), or Committee(s) in which you are interested. If interested in more than one, please indicate your preference as 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>.**

Bike and Pedestrian Path Committee

Cemetery Commission

Development Review Board

Dog Park Committee

Ethics Committee

Historic Preservation and Design Review Committee

Natural Resources and Conservation Committee

New Town Center/Library Construction Committee

**Parks and Recreation Committee**

Pierson Library Board of Trustees

Planning Commission

Social Services Committee

Tree Advisory Committee

Veterans Monument Committee

Water Commission

Representative to external agencies

**Please share your reasons for your interest in being appointed, and how you will help achieve the mission of the CBC(s) in which you are interested – whether on this form, or in a separate cover letter:**

As a kid growing up in the suburbs of New York, I was heavily involved with the local parks and rec sports leagues and events. It was a place that became my own mini-community within a community. I continued to play sports and participate in the many town activities as both a counselor and volunteer, until I left for college and then moved out to New York City on my own. Now as a Vermonter of 10 years (and counting), with 3 young girls of my own (all attending Shelburne Community School) I very much enjoy the mini community within the community that we have been able to have through Shelburne Parks and Rec. My kids have taken up soccer and basketball like I did as a kid and I even have been able to coach my older daughter for 3 years as a volunteer rec basketball coach. I have met other parents / my kids have met friends at the beach, made memories with these new families at the summer concerts, said more hellos to other town members at the Halloween parade than I can count, and most recently watched as my 3 girls smiled and looked up at their dad with delight as they headed out to the Me and My Guy Dance.

As a Parks & Recreation Committee Member, I hope to bring a fresh perspective and new creative ideas to enhance the great foundation that has already been built. I hope to also leverage my professional background in marketing to provide expertise, feedback and resources in garnering new sponsors and creatively promoting Parks and Rec programs. I am a people person and firmly believe that committee members should be not just advisors but ambassadors for the town and all the programs Parks and Rec has to offer.

**Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town? Y or N. If no, please explain.**

Ye  
s

**For new applicants: Are you able to attend at least 75% of meetings/hearings: Y or N. If no, please explain.**

Ye  
s

**For applicants seeking reappointment: Did you attend at least 75% of meetings/hearings during your previous term? Y or N. If no, please explain.**

The information I have submitted is true and accurate to the best of my knowledge. If appointed, I agree to abide by all applicable Town and State rules and regulations, including the Town's conflict of interest and social media policies.

*Hayley Cimler*

6/3/22

Signature of Applicant

Date

Please return application to:

Town Manager's Office  
PO Box 88  
5420 Shelburne Road  
Shelburne, VT 05482

For Town Use Only

CBC appointed to: \_\_\_\_\_

Term expires on: \_\_\_\_\_

CBC appointed to: \_\_\_\_\_

Term expires on: \_\_\_\_\_

CBC application form as approved by the Shelburne Selectboard on August 14, 2018





**Sweeney**  
DESIGNBUILD

May 9, 2022

Planning Commission  
Town of Shelburne

Dear Steve & Adele,

First of all, I appreciate your consideration on my application to be a member of the Shelburne Planning Commission.

In my earlier career, I was a Location Manager in the film industry and shot on location around the United States. One of my key duties was to go in front of Planning and Zoning commission's and present plans to what the film would require for a successful shoot. This included making plans for historical changes, creating new buildings, working with law enforcement and establishing traffic routing.

Since 2001, I have been involved in the residential construction business. I established Sweeney Designbuild in 2005 here in Shelburne and in 2014 moved my company from my home on Monarch Road to the Harrington House in downtown Shelburne. There, we undertook a historical renovation to the rear chicken coop where SDB is now headquartered. The house was turned into three affordable rental units and the rear of the structure is used of SDB storage. We carefully maintained the exterior of the home and barn as they are both listed with the

Through the years, I have gone in front of many Zoning and Planning boards here in Chittenden County. That experience will be helpful in being part of the Shelburne Planning Commission. In running SDB, I have also become an adept listener and believe the key to life is being able to compromise, whether it is with my wife, children, client or a planning commission.

I built a home on Monarch Road in 2004. I love Shelburne. I know we need to grow, but it has to be thoughtful and stay true to what our town embodies. I would enjoy the opportunity to be part of the that team.

Many thanks,

Shayn Sweeney

5061 SHELBURNE RD  
SHELBURNE, VT 05482  
(802) 985.1070 OFFICE  
SWEENEYDESIGNBUILD.COM



TOWN OF SHELBURNE, VERMONT

Application for Appointment to Town Commissions, Boards, and Committees

Name SHAWN SWEENEY Date 5.9.22

Mailing Address 372 MOUNTAIN ROAD

Phone number 802.343.0775

Email address: SHAWN@SWEENEYDESIGNBUILD.COM

Are you a Shelburne resident?  Y or N

If not a Shelburne resident, do you own a business or property in Shelburne, or are an authorized representative of a business or property owner? Y or N

**Commission(s), Board(s), or Committee(s) in which you are interested. If interested in more than one, please indicate your preference as 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>.**

- Bike and Pedestrian Path Committee
- Cemetery Commission
- Development Review Board
- Dog Park Committee
- Ethics Committee
- Historic Preservation and Design Review Committee
- Natural Resources and Conservation Committee
- New Town Center/Library Construction Committee
- Parks and Recreation Committee
- Pierson Library Board of Trustees
- Planning Commission
- Social Services Committee
- Tree Committee
- Veterans Monument Committee
- Water Commission
- Representative to external agencies

Please share your reasons for your interest in being appointed, and how you will help achieve the mission of the CBC(s) in which you are interested – whether on this form, or in a separate cover letter:

PLEASE SEE ATTACHED

Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town?  Y or N. If no, please explain.

For new applicants: Are you able to attend at least 75% of meetings/hearings?  Y or N. If no, please explain.

For applicants seeking reappointment: Did you attend at least 75% of meetings/hearings during your previous term? Y or N. If no, please explain.

The information I have submitted is true and accurate to the best of my knowledge. If appointed, I agree to abide by all applicable Town and State rules and regulations, including the Town's conflict of interest and social media policies.



Signature of Applicant

5.9.22

Date

Please return application to:

Town Manager's Office  
PO Box 88  
5420 Shelburne Road  
Shelburne, VT 05482

For Town Use Only

CBC appointed to: \_\_\_\_\_

Term expires on: \_\_\_\_\_

CBC appointed to: \_\_\_\_\_

Term expires on: \_\_\_\_\_

TOWN OF SHELBURNE, VERMONT

Application for Appointment to Town Commissions, Boards, and Committees

Name Tom Karlhuber

Date 5/20/22

Mailing Address 140 Bacon Drive, Shelburne, VT 05482

Phone number 802-488-4982

Email address: karlhuberdesign@gmail.com

Are you a Shelburne resident? **Yes**

If not a Shelburne resident, do you own a business or property in Shelburne, or are an authorized representative of a business or property owner? **Yes**

Commission(s), Board(s), or Committee(s) in which you are interested. If interested in more than one, please indicate your preference as 1st, 2nd, or 3rd.

**Planning Commission**

Please share your reasons for your interest in being appointed, and how you will help achieve the mission of the CBC(s) in which you are interested – whether on this form, or in a separate cover letter:

**See Attached**

Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town? Y or N. If no, please explain.

**Yes**

For new applicants: Are you able to attend at least 75% of meetings/hearings: Y or N. If no, please explain.

**Yes**

For applicants seeking reappointment: Did you attend at least 75% of meetings/hearings during your previous term? Y or N. If no, please explain.

**Not applicable**

The information I have submitted is true and accurate to the best of my knowledge. If appointed, I agree to abide by all applicable Town and State rules and regulations, including the Town's conflict of interest and social media policies.



5/20/22

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Signature of Applicant      Date

Please return application to:

Town Manager's Office  
PO Box 88  
5420 Shelburne Road  
Shelburne, VT 05482

For Town Use Only

CBC appointed to: \_\_\_\_\_ Term expires on: \_\_\_\_\_

CBC appointed to: \_\_\_\_\_ Term expires on: \_\_\_\_\_

CBC application form as approved by the Shelburne Selectboard on August 14, 2018

# Tom Karlhuber, AIA

05 April 2022

140 Bacon Drive  
Shelburne, VT 05482  
Email: tkarlhuber@truexcullins.com

To Adele Gravitz and the Shelburne Selectboard,

I am writing to formally express my interest in an appointment to the Shelburne Planning Commission. I have lived in Shelburne for the past nine years and am a registered architect at TruexCullins Architecture and Interior Design in Burlington. I grew up in central Vermont. After almost fifteen years in Boston pursuing my education and career, I returned to Vermont with my wife to raise our family and work in the state most dear to my heart.

For some time, I have casually followed our local politics and gotten the feel for local issues and interests. I have followed more closely the past couple of years. As I have attended more Selectboard meetings, I have heard regular references to the need to better align the planning and zoning ordinances and regulations with the Town Plan. The Form Based code is challenging and receiving a lot of recent attention. The onerous permitting process, and a desire for simplifying it, is also regularly cited. These comments have been made by members of the Selectboard as well as members of the community. Members of the Board have suggested that these challenges be pursued by the Planning and Zoning Department and Planning Commissions. Participating in this process is what attracts me to this service now.

Architects are trained to solve problems and to do so creatively. As an architect, it is important to me to affect change in Vermont, my home. The thoughtful molding of our environment and communities is an aspiration and responsibility I take very seriously. The Planning Commission presents me an opportunity to apply my skills in the service of my community. My work provides me with relevant experience in:

- Interpreting town regulations and presenting projects to local commissions
- Designing, documenting, and guiding buildings through construction
- Working with diverse teams of professionals
- Collaborating with colleagues throughout the design process
- Aligning design with sustainability goals
- Designing varied projects from residences to large institutional buildings

Adele has shared some of the first steps underway in evaluating our regulations and processes. I hope to help advance this effort and participate in the responsible growth of our town. It is a special place.

Thank you for your consideration,

Tom Karlhuber

# Tom Karlhuber, AIA

140 Bacon Drive  
Shelburne, VT 05482  
Email: karlhuberdesign@gmail.com

## EXPERIENCE

TruexCullins Architecture and Interior Design, Burlington, VT: 2016-present – Associate  
Bread Loaf Architects, Planner & Builders, Middlebury, VT: 2013-2016 – Project Architect  
Ann Beha Architects, Boston, MA: 2012-2013 – Project Architect  
Safdie Architects, Somerville, MA: 2011-2012 – Project Architect  
Machado And Silvetti Associates, Boston MA: 2010-2011 – Architect  
Kao Design Group, Somerville, MA: 2000-2009 – Project Designer

## EDUCATION

Harvard University Graduate School of Design  
M.Arch.  
University of Virginia  
B.S. in Architecture with a Planning/Environmental Issues Minor

## TEACHING AND AFFILIATIONS

AIA 2030 CHALLENGE, INITIATIVE LEADER, TruexCullins Architecture and Interior Design  
Shelburne Museum Barnstormers Steering Committee, Co-Chair 2016-present  
New England Committee on the Environment, Leadership Summit 2017  
New England School of Art and Design, Suffolk University, 2004-2012 - Adjunct Professor and visiting critic  
Registered Architect in VT and MA  
Membership in AIAVT and NCARB

# JENNIFER MARTINEZ

Shelburne, VT • 917.704.3528 mobile • jennifer323@gmail.com

## PROFESSIONAL EXPERIENCE

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**Orion Talent**, *virtual employee based in VT*

**March 2021 to February 2022**

Director of Professional Search, Finance and Accounting

- Led new business development efforts for new Accounting and Finance search vertical.

**Kaplan Professional**, *virtual employee based in NJ*

**September 2016 to September 2020**

Strategic Account Manager

- Created and directed account growth strategies across multiple lines of business; focused on accounting continuing education, professional development, and educational technology solutions.
- Developed relationships with key clients, while managing 50+ clients across multiple verticals.
- Leveraged talent management background to guide critical new hires at Kaplan:
  - Consulted with hiring manager to define position requirements; re-wrote job description
  - Advised hiring manager on interview strategy
  - Recommended and implemented strategies and timelines
  - Utilized Applicant Tracking System
  - Conducted screenings to determine relative strength of candidates
- Collaborated with cross functional teams and other lines of business to create and deliver impactful client presentations and solutions.
- Provided critical insights to the business as the sales lead to the new strategic pricing initiative; secured new and renewal business, often increasing annual renewal business by 50-100% with a customer value driven approach.
- Served as an informal coach and mentor to sales colleagues on strategic and critical client relationship issues related to the accounting continuing education business.
- Developed product policy modifications and drafted communications to broader accounting continuing education customer base of 200+ clients.
- Through close client relationships, communicated critical feedback to product team.
- Successfully managed renewal business for large customer base, while decreasing service exposure within customer base related to outdated customer facing policies, following a restructure which reduced my team from eight employees to two in 2018.
- Developed a productivity tool in MS Excel which dramatically improved the efficiency of high-volume renewal business process, resulting in a reduction of approximately one hour of administrative work per renewal; trained sales and sales support teams on its use.

**Avenue 3 Search**, *Princeton, NJ*

**March 2015 to September 2016**

- Provided recruiting services in the Princeton, NJ area.

**Robert Half Finance and Accounting**, *Princeton, NJ*

**September 2014 to February 2015**

Recruiting Manager

- Returned to work in permanent hire accounting and finance search after a cross-country move and a five-year break to be a full-time mom. Recognized in first three months for strong performance.
- Developed relationships; generated candidate interest for available positions and client companies.

**Search Finance Group**, *Los Angeles, CA*

**January 2004 to May 2009**

Senior Executive Recruiter

- Provided recruiting services to companies in various industries across the greater Los Angeles area, specializing in accounting and finance search.
- During my tenure, Search Finance Group was repeatedly recognized as a top contingency search firm in the Los Angeles region.
- Built network of Los Angeles based clients and professionals through referrals, attending networking events, making 50-100 phone calls per day, and conducting up to 10 one-on-one first time candidate meetings per week; this resulted in 3-5 permanent placements per month.
- Negotiated pricing, agreement terms, and candidate starting salaries.



Professional Experience (continued)

**Ascent Media Group**, *Burbank, CA*

**January to December 2003**

Staff Accountant

- Responsible for monthly general ledger close for assigned companies, including preparation of monthly journal entries, accruals, account reconciliations, variance analysis, and financial statement preparation.

**VOLUNTEER AND OTHER EXPERIENCE**

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- Selected to serve on Kaplan's inaugural Charitable Giving committee, 2019-2020
- Created the "VIP Method" for ethical decision making and contributed to Kaplan's "Aspirational Culture Initiative" as a member of the ethics committee, 2018
- Nominated for and completed Kaplan Emerging Leaders program, 2017
- Girl Scout Troop Co-Leader; Pennington NJ, 2018-2020
- Volunteer, St. Paul's Church; Princeton NJ, 2014-2016
- Volunteer, Society of St. Vincent de Paul at St. Ignatius Loyola; New York NY, 2012-2016
- Board of Directors, Maternal and Child Health Access; Los Angeles CA, 2008-2012

**EDUCATION AND CERTIFICATIONS**

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Purdue University Global  
Master of Business Administration

University of Maryland, *College Park, MD*  
Bachelor of Science, Finance and Marketing

Senior Professional in Human Resources (SPHR)

Riordan Volunteer Leadership Development Program

Coursera Certificate: Crash Course in Data Science  
Johns Hopkins / Coursera Certificate: Building a Data Science Team