



Town of Shelburne, Vermont

CHARTERED 1763

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Town Manager
(802) 985-5111

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SELECTBOARD MEETING AGENDA SHELBURNE TOWN OFFICES, 5420 SHELBURNE ROAD JUNE 27, 2023

Join the Select Board Meeting via Zoom

<https://us06web.zoom.us/j/89627028868?pwd=Z0dnTkVCWVRpRG1NVklFd1hkaWw0Zz09>

Meeting ID: 896 2702 8868; Passcode: 1763

Dial by your location 929.205.6099 (New York) 301.715.8592 (Washington DC)

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| 1. Call to Order/Roll Call | 7:00 P.M. |
| 2. Approve Agenda | 7:05 P.M. |
| 3. Disclosure of conflict of interest for items on the agenda | |
| 4. Approve meeting minutes of June 13, 2023 | |
| 5. Public Comments re: items not on the agenda | 7:05 P.M. |
| 6. Selectboard Comments | 7:15 P.M. |
| 7. Town Manager Report | 7:20 P.M. |
| 8. CBC Appointments | 7:25 P.M. |
| 9. Parade | 7:30 P.M. |
| 10. Zoning and Development Bylaws Update | 8:00 P.M. |
| 11. Downtown and Neighborhood designations | 8:15 P.M. |
| 12. Highways priorities guidance | 8:25 P.M. |
| 13. Parks & Recreation priorities guidance | 8:30 P.M. |
| 14. Goals for town manager | 8:35 P.M. |
| 15. Sewer Fund budget for FY 2023-24 | 8:45 P.M. |
| 16. ARPA Committee recommendation | 8:50 P.M. |
| 17. Water Ordinance amendment | 8:55 P.M. |
| 18. Adjourn to next meeting, July 11 | 9:00 P.M. |

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8. CBC Appointments 7:25 P.M.
 - a. To the Water Commission, Mr. Denis Barton. The commission has a vacancy, as Mr. John Day resigned in May. Mr. Barton is the only applicant. He has previously served on the Water Commission, as well as on the board of Green Mountain Transit.
Possible Motion: to appoint Denis Barton to the Water Commission, for a three-year term commencing June 28, 2023 and ending April 1, 2026.
 - b. To the Housing Committee, Ms. Nikki Stevens. The commission has had a vacancy for about a year. Ms. Stevens is the only applicant. She has marketing experience and a strong interest in housing policy.
Possible Motion: to appoint Nikki Stevens to the Housing Committee, for a three-year term commencing June 28, 2023 and ending April 1, 2026.
 - c. To the Energy & Climate Committee, Mr. Rowland Davis, Mr. Art Friedman, and Ms. Judy Raven. This is a new form of a group which has a few documented Town meetings in 2018. Such committees are fairly common in Vermont. These three charter members stand ready to recruit more volunteers. Ms. Raven was active in the 2018 group, and all three have strong interest in the topic and relevant professional skills.
Possible Motion: to appoint Rowland Davis, Art Friedman, and Judy Raven to the newly established Energy & Climate Committee, for three-year terms commencing June 28, 2023 and ending April 1, 2026. (Variation: separate motions for staggered terms ending in 2024 or 2025.)
9. Parade 7:30 P.M.

The Selectboard previously voted to proceed with a public facilities project, to include a sidewalk and pavilion. Construction funding would be a mix of state grants, local ARPA, and community donations. Public comment has been active, and at the previous meeting the Selectboard called for additional discussion.

Possible Motions: directing staff to proceed with design, funding, and construction; or to modify, postpone, or cancel the project.

10. Zoning and Development Bylaws Update

8:00 P.M.

For information only. The Town commenced this major project last year. Shelburne's zoning and development bylaws have changed relatively little over a period of decades, while the community's vision, context, and resources have changed significantly. The Board recognized that these bylaws play an important role in shaping the natural and built environment of the future. The Town contracted with Place Sense, a leading Vermont-based consultancy, to support the necessary community engagement and legislative drafting. This work positions Shelburne very well to meet new state mandates from the Vermont HOME Act of 2023 (S. 100), which requires certain zoning reforms balancing affordable housing and environmental protection. Town staff will present a briefing and answer questions on the matter.

11. Downtown and Neighborhood designations

8:15 P.M.

- a. For information only. Vermont law provides several helpful programs for specific districts within towns. The Agency of Commerce and Community Development helps maintain and enhance Vermont's historic development pattern of compact centers surrounded by a rural landscape. Shelburne has Village Center status now. The Vermont Downtown Program coordinates with Main Street America, a national nonprofit affiliated with the National Trust for Historic Preservation. The Board requested more information on options which may support the Town's goals. Town staff will present a briefing and answer questions on the matter.

12. Highways priorities guidance

8:25 P.M.

- a. Maintaining Town streets is an essential service. The Town has substantial budget lines commencing July 1 for repaving (\$400,000), road repair (\$45,000) ditching (\$20,000), sidewalk & safety improvements (\$50,000), and crosswalks & striping (\$20,000). Some funds should be saved for emergency repairs, and some repair is a matter of routine. The community and Selectboard may target some areas for special work. One active priority is the Spear Street demonstration project.
- b. Related, staff learned that the Town will not be able to apply for a previously discussed state grant to widen the shoulder on Bay Road. Today's increased construction costs would put this project over \$200,000.

13. Parks & Recreation priorities guidance

8:30 P.M.

This small department has by far the most traffic on the Town website, and a high level of community engagement. The budget for FY 2023-24 is \$358,113 and is closely linked to program revenues. However, it is not a formal enterprise fund like Water and Wastewater. The Board may wish to discuss programs and priorities for the coming year.

14. Town manager goals

8:35 P.M.

The contract between Selectboard and town manager calls for formal goal setting. The Town staff can use these goals to guide routine work, and the Board can use them for performance evaluation. The community will know what type of results to expect from Shelburne's bureaucracy.

Possible motion: to adopt the town manager's goals document as presented.

15. Wastewater and Stormwater Funds' budgets for FY 2023-24 8:45 P.M.
a. For information only. The Selectboard adopted the Water Fund budget at the June 13 meeting. Budget adoption before July 1 helps avoid delays in payments. Unfortunately, staff turnover delayed this year's budget preparation. Town staff will present the budget for initial discussion and stand ready for Board questions. Budget adoption will be on the July 11 agenda.
16. ARPA Committee recommendation 8:50 P.M.
The ARPA Committee submitted its final report in May. An impressive volunteer effort completed community surveys, legal research, and financial analysis. The report includes about \$2 million in spending of federal funds, primarily for capital investments such as bike paths, sidewalks, playgrounds, ball fields, and the beach house. There are also repairs and energy efficiency upgrades to the rescue squad building and town office. No ARPA funds go to salaries. Possible motion: to accept the ARPA Committee recommendation and direct Town staff to prepare the budget amendments necessary to implement the recommendations.
17. Water Ordinance amendment 8:55 P.M.
First reading only. The Water Commission recommended this change at their June meeting, but ordinance changes require Selectboard action. Mirroring Champlain Water District language, this amendment empowers staff to shut off water service if customers violate or ignore certain system regulations.
Possible Motion: to amend the Water Ordinance as presented.
18. Adjourn to next meeting, July 11 9:00 P.M.