

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  
April 28, 2020**

[Meeting held via teleconference.]

**MEMBERS PRESENT:** Jerry Storey (Chair); Mike Ashooh, Mary Kehoe, Jaime Heins, Kate Lalley.  
**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Paul Goodrich, Highway Superintendent.  
**OTHERS PRESENT:** Members of the public participating in the meeting included Don Porter, Catherine Collette, Ken Albert, Gail Henderson King, David Hill, Tom Tompkins, Tracy Beaudin, Anne Bentley, Bill Deming, John Zicconi, Rep. Jessica Brumsted, Maegan Aldous, Jake Schevling, Tyler Schontag, Katie Wight.

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

**1. CALL TO ORDER**

Chair Jerry Storey called the meeting to order at 7 PM, explained the procedure to be followed, identified individuals attending the meeting, and held roll call.

**2. APPROVE AGENDA**

**MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.**

**3. MINUTES**

*April 14, 2020*

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to approve the minutes of 4/14/20 as presented. VOTING: unanimous (5-0); motion carried.**

**4. PUBLIC COMMENT**

There were no comments from the public at this time.

**5. SELECTBOARD COMMENTS**

- The Selectboard spoke of interacting again with the public once the COVID pandemic is over and thanked town staff and volunteers for the effort to try to maintain as much normalcy in the town as possible.
- The Selectboard concurred with postponing the annual retreat until late summer/early fall. Suggested discussion items should be forwarded to the Town Manager.

**6. TOWN MANAGER REPORT**

Lee Krohn reported:

- Staff training and certifications per state guidelines are being done.
- Meetings for boards and committees are being held via Zoom.
- The CBA negotiations will resume once restrictions on gatherings are lifted.

**7. NEW BUSINESS INTRODUCTION: KW Content**

Katie Wight described the type of work done by her social media agency, KW Content, located on Falls Road.

**8. RE/APPOINTMENTS TO CCRPC BOARD AND COMMITTEES**

**MOTION by Mary Kehoe, SECOND by Jaime Heins, to make the following two year appointments to the Chittenden County Regional Planning Commission Board and Committees for their standard two-year terms:**

- **John Zicconi to the CCRPC Board of Directors**
- **Dean Pierce to the Transportation Advisory Committee (TAC) and Lee Krohn as the alternate**
- **Chris Robinson to the Clean Water Advisory Committee and Dean Pierce as the alternate.**

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

**9. PRESENTATION: Emerald Ash Borer Inventory**

UVM students, Maegan Aldous, Jake Schevling, and Tyler Schontag, reported on the results of the ash tree inventory (166 trees on town land) and ash borer management strategies (pre-emptive, selective, reactive) and associated cost. The “selective” management strategy is recommended. Tree treatment and removal costs were also reported. It was noted invasive tree species, such as buckthorn, will move into areas opened by the removal of ash trees.

There was discussion of the effectiveness of a management plan in Shelburne if surrounding towns do not have an ash borer management plan in place. There was also discussion of certifying town workers to inoculate trees which would save money plus the town could offer the service at a reasonable price to property owners for their trees. David Hall, Shelburne Tree Warden and Tree Advisory Committee, suggested the town work with Shelburne Farms and Shelburne Museum for a co-op price on treating trees and not compete with businesses serving the private sector. Gail Henderson King, Tree Advisory Committee, pointed out inoculation of a tree is for the life of the tree so this will be an ongoing cost. The Tree Committee is discussing management strategies and will share the work done by the UVM students with the Shelburne Natural Resources Committee. There is ongoing work on the ash borer infestation including introducing natural predators.

**10. PRO-TEM FINANCIAL ADVISORY COMMITTEE INFORMATOINAL UPDATE #2**

Don Porter gave an update on the committee’s work on the survey, economic impact assessment, review of financial relief mechanisms, financial and fiscal analysis, and legal/legislative policy review. A report from the committee should be forthcoming by the end of May.

**11. FY2020 BUDGET ADJUSTMENT RECOMMENDATIONS DUE TO THE COVID PANDEMIC**

Lee Krohn reported:

- There does not seem to be a negative pattern on tax payments as yet.
- Staff has been conservative on a number of expenditures so it is anticipated the fiscal year will end under budget by \$136,000.
- Departments have done a good job managing expenses.
- Revenues are down because the town did not receive some expected grants.
- Some projects that are in the budget are not moving forward this year.

Mike Ashooh asked about the risk of deferring action on projects and costs increasing.

Jaime Heins mentioned the current investment in buildings, grounds, and trail maintenance with increased use of facilities. Lee Krohn will discuss trail maintenance with the Rec Director.

Peter Frankenburg echoed the cooperation by departments not to spend the full budget going into the 4<sup>th</sup> quarter if not necessary. Late notices for the last tax installment were sent out and \$71,000 in payments were received against the \$326,000 past due amount. There have been no requests for waiver of late fees. The town will be able to make the state education payment and will be watching cash flow in the July-August timeframe when revenues are not coming in.

Rep. Jessica Brumsted briefly explained Senate bill S.344 to decrease the education tax burden and eliminate the late penalty during the COVID pandemic.

**12. SET PUBLIC HEARING FOR PROPOSED STORMWATER ORDINANCE**

Lee Krohn suggested a public hearing be set on adoption of the proposed stormwater ordinance and the implementation be pushed to July 2021. The Selectboard stressed the need to maintain momentum. Kate Lalley will present ideas on stormwater for consideration.

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to schedule a public hearing on the stormwater ordinance on June 9, 2020. VOTING: unanimous (5-0); motion carried.**

**13. WASTEWATER ALLOCATION REQUEST: Snyder/Kwiniaska Ridge  
MOTION by Mary Kehoe, SECOND by Mike Ashooh, to approve the sewer allocation request for 210 gpd per lot for lots 3, 19C, and 24C in the Snyder/Kwiniaska Ridge development for a single-family house on each lot.  
VOTING: unanimous (4-0) [Kate Lalley's vote was inaudible]; motion carried.**

**14. LOAN FOR HIGHWAY DEPARTMENT TRUCK**

Peter Frankenburg explained the loan is to cover the dump body and plow which were delayed when the truck was purchased in 2019.

**MOTION by Mary Kehoe, SECOND by Kate Lalley, to approve a loan with Union Bank for \$100,000 for a highway dump truck and plow at an interest rate of 1.95% for five years. VOTING: unanimous (5-0); motion carried.**

**15. ADJOURNMENT**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:53 PM.

*RScty by tape: MERiordan*

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For the Selectboard

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Date