

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
January 10, 2023**

***Hybrid meeting**

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

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Andrew Dickerson, Assistant Fire Chief; Bart Sherman, Shelburne Water Superintendent; Diana Vachon, Town Clerk.

OTHERS PRESENT: Members of the public participating in the meeting included Linda Riell, Bud Ockert, Ken Scott, Bill Deming, Gail Albert, Jane Zenaty, Joyce George, Patricia Fontaine, Peggy Coutu, Susan Moraska, Tracey Beaudin, Danielle, John McNeil, Judy Raven, Rowland Davis, Kevin Pierson
Library Zoom, Shelburne Town Host, Media Factory.

1. CALL TO ORDER

Chair Mike Ashooh called the meeting to order at 7 PM.

2. APPROVE AGENDA

MOTION by Matt Wormser, **SECOND** by Kate Lalley, to approve the agenda as presented. **VOTING: unanimous (4-0) [Cate Cross not present for the vote]; motion carried.**

3. CONFLICTS OF INTEREST

None.

4. MINUTES

December 20, 2022

MOTION by Matt Wormser, **SECOND** by Kate Lalley, to approve the minutes of 12/20/22 as presented. **VOTING: 4 ayes, one abstention (Cate Cross); motion carried.**

5. PUBLIC COMMENT

- Bud Ockert updated the Selectboard on the activities of the Veterans Memorial Committee and fund raising for support of Veterans and Memorial Day.
- A Shelburne resident living next to the Days Inn informed the Selectboard of the ongoing problems with people living at the Champlain Housing Trust property (Days Inn) who are doing crimes such as trying to break into nearby homes, trespassing on private property, shoplifting in local stores, and then being released by the courts back to the Days Inn. Shelburne Police are doing a great job, but their hands are tied. The situation has made Shelburne residents in the nearby neighborhoods feel unsafe.

- John McNeil, resident, said after review of the materials it appears the local option tax will be mostly paid by Shelburne residents. Also, the tax is tied to consumer spending patterns which cannot be predicted by the Town. Deeper investigation on who will be paying this tax and more information on how the revenue numbers were generated by the Finance Committee are needed. The Selectboard should reconsider whether a local option tax is a logical path for the Town. [The Selectboard noted the voters will decide whether a local options tax will be implemented, the Town will not spend any of the revenues until the money is in hand, and a diversified income source for the Town will alleviate pressure on property tax bills.]
- Joyce George, resident, suggested the Selectboard consider moving the Police Department into the Fire/Rescue facility on Route 7 north.

6. SELECTBOARD COMMENTS

- Kate Lalley said she is serving on the Transportation Committee in the legislature and her service to the Town on the Selectboard will be coming to an end while she is serving as Shelburne's State Representative.
- The heroic efforts of town employees during the recent holiday storm were recognized.
- Darwin Norris was recognized for the new stair treads in town center. A capital needs list for Town center is being compiled.
- Winter Farmers Market will be held at the Teddy Bear Factory on the 14th, with other dates to follow.
- The final five trainings of town staff by the Equity & Diversity Committee were held. A report from the consultant on next steps and a layout of next groups to be trained is anticipated.

7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- RFP for the Beach House was issued. Responses are due next week.
- The Town received a "Safe Routes to School" grant for a new crosswalk and other improvements on School Street.
- The Town received a state "Bylaws Modernization" grant in the amount of \$25,000 for the update of the zoning bylaws specifically with regard to housing and pedestrian access. The 10% match will be forgiven by the state if the Town adopts the new bylaws implementing those goals within a certain timeframe. The RFP is nearly complete for the larger overhaul of the bylaws project.

8. BUDGET DISCUSSION (continued)

CVSD Budget Presentation

The Selectboard heard a presentation from Ken Scott, one of Shelburne's representatives to the CVSD School Board, on the proposed FY2023-24 Champlain Valley School District budget in the amount of \$96,119,804 (estimated but not yet confirmed 7% increase mostly inflation driven). Articles on the ballot for CVSD cover procedural items, the budget, and bus replacements. Information is posted on the CVSD website. There was discussion of the potential impact of the CLA. There was a question on the academic

achievement of students being adversely impacted by COVID. Ken Scott said there was a decline and a rebound.

Shelburne Town Budget

The Selectboard discussed revisions to the budget including:

- Applying approximately \$180,000 of fund balance as revenue to help lighten the impact this year. If all else in this draft budget remained “as is”, this would decrease the property tax increase to roughly 4.5%.
- Including money in the budget (\$45,000) for a half-time HR consultant to identify needs and goals as a first step to an HR person in-house.
- Replacing the network server, hopefully funded via ARPA.
- Waiting until the reappraisal is complete, and more time is allowed to understand the transition, before changing to a fully cloud-based approach
- Contracting finance assistance (\$25,000) to help complete vital bookwork and audit preparation.
- Allotting \$125,000 to the Fire Dept. volunteer stipends and \$25,000 to part-time administrative/maintenance help to handle the list of tasks to be addressed.
- Using reserve funds for certain fire equipment purchases.
- Voting as a separate ballot item the \$97,000 radio equipment upgrade, as done previously.
- Voting as a separate bond item a proposed Fire Department engine/tanker.
- Including a \$1,500 stipend for the Tree Warden position.

There was discussion of the 35% increase in the Fire Dept. budget, balancing funds across departments, need for a long-term sequenced capital plan for fire equipment, and potential property tax relief from significant capital expenses via revenue generated by a local option tax.

9. CERTIFICATE OF HIGHWAY MILEAGE

MOTION by Matt Wormser, SECOND by Kate Lalley, to adopt the Certificate of Highway Mileage for the year ending 2/10/23 and authorize the Selectboard Chair, Mike Ashooh, to sign for the Selectboard. VOTING: unanimous (5-0); motion carried.

10. WATER DEPARTMENT ASSET MANAGEMENT PROJECT

MOTION by Kate Lalley, SECOND by Matt Wormser, to approve Shelburne Water Superintendent, Bart Sherman, as the Town’s authorized representative for purposes of the ongoing asset management system update, and authorize the Selectboard Chair, Mike Ashooh, to sign for the Selectboard. VOTING: unanimous (5-0); motion carried.

11. INFORMATIONAL INSERT re: LOCAL OPTIONS TAX

The Selectboard discussed doing an informational page/ad in the local newspaper on the local option tax. Concern was expressed about spending town funds and appearing to advocate for the tax. It was suggested the ad direct the reader to the Town website for full information on the tax. Mike Ashooh will work with Don Porter on wording for the ad.

12. EXECUTIVE SESSION: Contracts

MOTION by Matt Wormser, SECOND by Kate Lalley, pursuant to 1VSA313 to find that premature general public knowledge of information concerning contracts for employment would clearly place the town at a substantial disadvantage.

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

MOTION by Matt Wormser, SECOND by Kate Lalley, pursuant to 1VSA313 to enter Executive Session to consider contracts, and to invite the Town Manager to participate. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 9:05 PM.

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

Executive Session was adjourned and the regular meeting reconvened at 10:03 PM.

13. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Cate Cross, to adjourn the meeting.

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

The meeting was adjourned at 10:03 PM.

RScty by tape: MERiordan



For the Selectboard

01-24-2023

Date