

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 13, 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; Jerry Ouimet, Fire Chief; Chris Robinson, Water Quality Superintendent.
OTHERS PRESENT: Members of the public participating in the meeting included Marcy Webster (Media Factory), Gail Albert, Patricia Fontaine, Don Porter, Ted Grozier, Jane Pickell, Lisa Merrill, Dwight Matthews, Ted Bovill, "Town of Shelburne", 881-0660, Liz Weir, Holly Brough, Robert Glover, Alice Brown.

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. APPROVE AGENDA

MOTION by Kate Lalley, **SECOND** by Luce Hillman, to approve the agenda with the addition of wastewater allocation of 210 GPD for 256 Caspian Lane. **VOTING** by rollcall: unanimous (5-0); motion carried.

3. MINUTES

March 23, 2021

MOTION by Kate Lalley, **SECOND** by Luce Hillman, to approve the minutes of 3/23/21 with the addition of a link to the presentation by the equity, diversity, and inclusion task force update. **VOTING** by rollcall: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

- Rep. Jessica Brumsted reported the state is to receive more COVID relief funding which must be expended by 2024. The money will be available to towns and might be used for broadband service, urban issues, responding to the pandemic, economic development, property taxes in special cases, and other applications.
- Don Porter announced this is National Financial Literacy Month.

5. SELECTBOARD COMMENTS

- Cate Cross mentioned the agreeable weather and offered thoughts to those who continue to suffer through COVID.
- Jerry Storey mentioned Green Up Day is May 1st. Green Up bags are available at the Town Office.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- This is also National Public Safety and Health Communicator (Dispatchers) Week. Krohn thanked these “first responders” for their critical work.
- Police Sgt. Flore and Officer Bowers were praised for their approach and insights offered when they met with students at St. Michaels College.
- Lee Krohn will represent Shelburne in a half marathon run in Shelburne on May 8.

7. NEW BUSINESS INTRODUCTION: New Soil

Liz Weir explained her new startup business collecting food scraps for compost. The website is newsoil.net.

8. EQUITY, DIVERSITY, & INCLUSION TASK FORCE UPDATE & ACTION PLAN

Postponed per request of the task force.

9. CBC APPOINTMENT(S)

DRB Alternate

MOTION by Kate Lalley, **SECOND** by Mike Ashooh, to appoint Robert Glover as a DRB alternate for a three-year term beginning immediately and ending in 2024. **VOTING** by rollcall: unanimous (5-0); motion carried.

Library Board of Trustees

MOTION by Cate Cross, **SECOND** by Mike Ashooh, to appoint Holly Brough to the library Board of Trustees for a term ending in 2022 and Alice Brown to the library Board of Trustees for a term ending 2023. **VOTING** by rollcall: unanimous (5-0); motion carried.

MOTION by Cate Cross, **SECOND** by Kate Lalley, to re-appoint to the library Board of Trustees Charlotte Albers and Alex Nalbach for three-year terms, and student member Eliza Brooks for a one-year term. **VOTING** by rollcall: unanimous (5-0); motion carried.

Bike/Ped Committee

MOTION by Kate Lalley, **SECOND** by Cate Cross, to amend the charter for the Bike/Ped Committee to expand the membership to up to 10 members, upon request of Committee Chair Ted Grozier. **VOTING** by rollcall: unanimous (5-0); motion carried.

MOTION by Mike Ashooh, **SECOND** by Kate Lalley, to appoint Jane Pickell, Charlie Jones, and Ted Bovill to the Bike/Ped Committee for three-year terms effective immediately. **VOTING** by rollcall: unanimous (5-0); motion carried.

Fire/Rescue Project Steering Committee

MOTION by Mike Ashooh, SECOND by Kate Lalley, to re-appoint the current committee members (Jerry Ouimet, Jacob Leopold, Catherine Collette, Doug Merrill, Chris Boyd) and appoint Brian Precourt to the committee and Luce Hillman as the Selectboard liaison. VOTING by rollcall: unanimous (5-0); motion carried. Terms are indefinite, given the circumstances involved.

The Selectboard will further discuss the charge of the Fire/Rescue Project Steering Committee at a future meeting. Suggested tasks include shepherding the project through the process, providing oversight on infrastructure development, providing input on architectural design, seeking outside funding sources, and soliciting public input.

10. CURRENT FISCAL YEAR BUDGET REVIEW

Peter Frankenburg announced the amount of delinquent tax is in line with or somewhat better than prior years. Staff continues the effort to resolve delinquencies from past years. Also, with the delay of the income tax filing date to May, the Town may have to postpone similarly the due date for the first installment.

Peter Frankenburg reviewed the revenue and expense budget to actual figures and explained the reason for the delta. At this snapshot in time revenues are at 88.7% of budget and expenses are at 70.8% of budget.

11. RESTORE DEFERRED BUDGET ITEMS

There was discussion of the list of deferred items recommended to be restored in the budget including computer hardware and technical assistance, Harbor Road stabilization, design work for the beach house, library funds, and tree conservation funds.

MOTION by Kate Lalley, SECOND by Cate Cross, to remove computer hardware and technical assistance (\$20,000), Harbor Road stabilization work (\$50,000), and library funds (\$11,000) from the deferred items in the budget. VOTING by rollcall: unanimous (5-0); motion carried.

12. POLICY & ORDINANCE DEVELOPMENT*Streetlight Policy*

Lee Krohn explained language was added to clarify that the policy would apply no matter whether a streetlight is publicly or privately owned. There was discussion of the amendment altering the original intent of the policy. The Selectboard will further discuss language in the policy at a future date.

Wastewater Billing

Lee Krohn explained the concept of adopting a policy for adjusting wastewater bills in a manner identical to how water bills are already handled..

MOTION by Mike Ashooh, SECOND by Kate Lalley, to direct the Town Manager to prepare the Wastewater Billing Policy for action at the Selectboard meeting on 4/27/21. VOTING by rollcall: unanimous (5-0); motion carried.

Wastewater Allocation Ordinance

Lee Krohn explained the amendment allows the Town Manager to approve minor wastewater allocation requests, and makes other technical changes to bring the ordinance up to date.

MOTION by Mike Ashooh, SECOND by Cate Cross, to direct the Town Manager to set a date for public hearing of the Wastewater Allocation Ordinance amendment on May 11, 2021. VOTING by rollcall: unanimous (5-0); motion carried.

The Selectboard asked staff to provide the amount of wastewater allocation currently available. Periodic updates will be helpful.

E-911 Ordinance

MOTION by Cate Cross, SECOND by Kate Lalley, to direct the Town Manager to schedule a public hearing on the E-911 Ordinance on May 11, 2021. VOTING by rollcall: unanimous (5-0); motion carried.

Extension of Interim COVID-related Bylaws

MOTION by Mike Ashooh, SECOND by Cate Cross, to direct the Town Manager to schedule a public hearing on the extension of COVID-related interim zoning bylaws on May 11, 2021. VOTING by rollcall: unanimous (5-0); motion carried.

13. "NO MOW MAY" CONCEPT

Mike Ashooh read a statement explained the concept of not mowing properties during the month of May. Suggestions by the Selectboard included focusing the 'no mow' areas on larger tracts of land, mowing walking paths only, using the Parade Ground as a demonstration area, communicating to the public the purpose of the 'no mow', involving schoolchildren in sign making for the event. The Selectboard concurred with adopting the statement read by Mike Ashooh, marking a section of the Parade Ground for no mowing and installing signs explaining the 'no mow', and delegating Mike Ashooh to work with the Town Manager on the effort.

14. DECLARATION OF OFFICIAL INTENT (Fire/Rescue station bond)

MOTION by Kate Lalley, SECOND by Mike Ashooh, to adopt the Declaration of Official Intent for the voter approved bond for the prospective Fire/Rescue station and construction of shared infrastructure as presented. VOTING by rollcall: unanimous (5-0); motion carried.

15. WASTEWATER ALLOCATION

MOTION by Mike Ashooh, SECOND by Cate Cross, to approve wastewater allocations of 210 GPD each for 256 Caspian Lane and 268 Caspian Lane, and 140 GPD each for 416 Bishop Road and 530 Martindale Road. VOTING by rollcall: unanimous (5-0); motion carried.

16. LIQUOR CONTROL COMMISSION

MOTION by Mike Ashooh, SECOND by Cate Cross, to convene as the Liquor Control Commission. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve liquor licenses as presented for the following establishments:

- **First Class license for La Villa and Kwini Club**
- **Second Class license for Spillanes**
- **Outside Consumption license for La Villa and Kwini Club**

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

MOTION by Cate Cross, SECOND by Kate Lalley, to resume the general session. VOTING by rollcall: unanimous (5-0); motion carried.

17. EXECUTIVE SESSION: Personnel

MOTION by Mike Ashooh, SECOND by Kate Lalley, to enter Executive Session to consider appointment, employment, or evaluation of a public officer or employee, and invite the Town Manager to participate. VOTING by rollcall: unanimous (5-0); motion carried.

Executive Session was convened at 9:35 PM and adjourned at 10:32 PM.

18. ADJOURNMENT

MOTION by Mike Ashooh, SECOND by Cate Cross, to adjourn the meeting. VOTING by rollcall: unanimous (5-0); motion carried.

The meeting was adjourned at 10:32 PM.

RScty by tape: MERiordan

For the Selectboard



Date

4-27-2021