

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
April 25, 2023**

**\*Hybrid meeting**

**MEMBERS PRESENT:** Mike Ashooh (Chair); Cate Cross, Luce Hillman, Andrew Everett, Matt Wormser.

**ADMINISTRATION:** Lee Krohn, Town Manager; Nini Anger, Assistant to the Town Manager; Peter Frankenburg, Finance Director.

**OTHERS PRESENT:** Members of the public participating in the meeting included Joyce George, Judy Raven, Lee Suskin, Patricia Fontaine, Susan Grasso, Susan Moraska, Suzanne Fay, Don Porter, Tracey Beaudin, Stephen Baietti, Linda Riell, Tom Zenaty, Jane Zenaty, Kevin Boehncke, David Solomon, Mary Kehoe, Joan Lenes, Bill Deming, Nicole Carpenter, Albert Giangregorio, Barbara Johnson, David Hall, Jeff Loiter, Shelburne Town Host, Media Factory.

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**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to approve the agenda with the addition of a grant application by the DEI Committee and liquor license approvals. **VOTING: unanimous (5-0); motion carried.**

**3. CONFLICTS OF INTEREST**

- Cate Cross mentioned she is the Selectboard liaison to the DEI Committee.
- Andrew Everett mentioned he is part of the Bike/Path Committee working on the Spear Street initiative.
- Matt Wormser mentioned he is the Selectboard liaison to the ARPA Committee.

**4. MINUTES**

*April 11, 2023*

**MOTION** by Matt Wormser, **SECOND** by Cate Cross, to approve the minutes of 4/11/23 as presented. **VOTING: unanimous (5-0); motion carried.**

**5. PUBLIC COMMENT**

- Steve Baietti, resident, asked for an update on the wording of the resolution pertaining to the wastewater treatment plant consolidation. Mike Ashooh reported the Town Attorney recommended against any prescriptive language in any statement or resolution. The Selectboard will further discuss the resolution in June.
- Tom Zenaty, resident, asked about the plan for the interim until the new Town Manager arrives. Mike Ashooh explained Town staff will handle duties for a month.

Peter Frankenburg will be Acting Town Manager. The HR consultant, Hickok Boardman, is retained if needed.

## 6. SELECTBOARD COMMENTS

- Much thanks and appreciation were extended to Lee Krohn for his five years of hard work and dedicated service to the Town as Town Manager.
- Discussions with Champlain Housing Trust are scheduled to address the situation at Harbor Place.
- Indigenous sovereignty consortium to be held at UVM on April 28, 2023.
- Thanks are extended to the volunteers who cleaned up the baseball fields.
- Reminder of “No Mow May”.
- As part of Public Philosophy Week sponsored by UVM Mike Ashooh will host an event on 4/29/23 at Shelburne Vineyards titled “Public Philosophy & Civil Engagement”.
- Kevin Unrath, Library Director, is taking a position with the state Department of Libraries.

## 7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- The Town is encouraged to bring in the state agencies managing the housing program to the discussion about the ongoing situation at Harbor Place because the problems are not just a Harbor Place issue.
- Lee Krohn gave thanks and appreciation to all the staff, boards, and the community for the opportunity to serve the Town as Town Manager, saying it has been an honor.

## 8. INTERVIEWS/APPOINTMENTS

The Selectboard interviewed candidates for various openings on the Town’s boards, committees, and commissions. The following appointments were made:

*CCRPC Planning Advisory Committee (PAC)*

**MOTION by Matt Wormser, SECOND by Andrew Everett, to appoint Planning Coordinator, Aaron DeNamur, as the Shelburne representative and DRB Coordinator, Kit Luster, as the alternate to the CCRPC PAC effective immediately and running through the subsequent two-year term ending June 30, 2025 per CCRPC bylaws. VOTING: unanimous (5-0); motion carried.**

*CCRPC Transportation Advisory Committee (TAC)*

**MOTION by Matt Wormser, SECOND by Andrew Everett, to appoint DRB Coordinator, Kit Luster, as the Shelburne representative to the CCRPC TAC and Planning Coordinator, Aaron DeNamur, as the alternate effective immediately and running through the current term ending June 30, 2024 per CCRPC bylaws. VOTING: unanimous (5-0); motion carried.**

*Communications Union District*

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to appoint David Solomon as Shelburne's delegate on the Chittenden County Communications Union District Board effective immediately and per the CCCUD bylaws this may be either for a one-year term or until a successor is appointed and that one or two alternate delegates may also be appointed at any point in time. **VOTING: unanimous (5-0); motion carried.**

*Finance Committee*

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to expand the membership of the Finance Committee from five members to six, and to appoint Mary Kehoe and Joan Lenes to terms as follows: Mary Kehoe to fill out Roz Graham's term effective immediately and running until March 31, 2024, and Joan Lenes to a new three term effective immediately and running until March 31, 2026. **VOTING: unanimous (5-0); motion carried.**

*Stormwater Advisory Committee*

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to thank the members of the Stormwater Advisory Committee for their years of hard and successful work helping the town to create the Stormwater Utility and Stormwater Ordinance, and to hereby disband this CBC as no longer necessary since its mission has been fulfilled. **VOTING: unanimous (5-0); motion carried.**

**9. WAIVER OF LATE FEES & PENALTIES FOR PROPERTY TAX PAYMENT**

*884 North Gate Road, Alec Webb*

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to waive the penalty and interest of \$354.91 on Alec Webb's property account at 884 North Gate Road based on criterion #6 of the Town's policy which notes "delays in the forwarding, receiving, or clearing of the owed tax payment attributable to the operations of mails and/or the financial institution(s) involved, which were beyond the taxpayer's control". **VOTING: unanimous (5-0); motion carried.**

*3220 The Terraces, Kerry Clement*

**MOTION** by Matt Wormser, **SECOND** by Andrew Everett, to refund the penalty and interest payment of \$52.14 to Kerry Clement for property at 3220 The Terraces under provisions of Criterion #7 (extenuating circumstances) of the Town policy. **VOTING: unanimous (5-0); motion carried.**

**10. GRANT APPLICATIONS**

*VTrans Paving Grant*

Staff explained the application is for a grant of \$285,000 to pave approximately 1.5 miles of Bostwick Road from the Charlotte border north and to add stone on the gravel shoulders.

**MOTION by Matt Wormser, SECOND by Andrew Everett, to authorize a paving grant application to VTrans for \$285,000 as described, and to authorize the Town Manager to sign any required documents accompanying this grant application.**

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

There was discussion of making space on the roadway for bicyclists.

*Vermont Community Foundation Equity & Inclusion Communities Grant*

Patricia Fontaine explained the grant will be used to continue the work with the equity consultant.

The letter from the Program Officer for the grant is as follows:

I hope this finds you doing well! My name is Kate McCarthy, and I'm the program officer at the Vermont Community Foundation who supports the Equitable & Inclusive Communities grant program. My thanks to you and your colleagues on the Shelburne Equity & Diversity Committee for your ongoing work. Thanks also for submitting the mid-grant report back in December. It was helpful to see how the work is going.

From the report and from your application, I know that you are committed to continuing this work with a Phase 2 and Phase 3 (for town employees and community members, respectively). I wanted to let you know that we have additional Equitable & Inclusive Communities funding available should the Shelburne Equity & Diversity Committee wish to apply. The amount is up to \$10,000. If you are interested, there is a simplified application process since you're a current grantee. I'd ask that you please submit a brief memo (under three pages, preferably) with the following:

- Overview of what you want to do in the next phase of your project.
- A workplan (tasks, timeline, and expected outcomes or deliverables – a table would be fine).
- A statement about how it will build on previous work.
- Brief reflection on how previous work was received by community members who are from systemically marginalized populations, as well as the community at large.

I would be happy to talk with you or other committee members by phone or video call if it would be helpful as you consider this opportunity.

Thank you again for your work!

Best,

Kate

**MOTION by Cate Cross, SECOND by Andrew Everett, to authorize the grant application by Shelburne's Equity & Diversity Committee to the Vermont Community Foundation Equity & Inclusion Communities Grant Program for the amount of \$10,000 to be used for Phases 2 and 3 of the committee's plan. VOTING: unanimous (5-0); motion carried.**

**11. ARPA COMMITTEE RECOMMENDATIONS**

The Selectboard heard a presentation from the Shelburne ARPA Committee on use of the \$2.5 million in ARPA funds received by the Town. The recommendations covered bike paths, sidewalks, beach house, park/ballfield improvements, playgrounds, parade ground upgrades, CUD startup costs, open space preservation, Fire/Rescue needs, energy efficiency improvement to the Town office building, plumbing work at the Library. There was discussion of leveraging ARPA funds with local option tax revenue to expand the amount of funding, and grouping like items into categories (i.e., playgrounds, parks, ballfields grouped under recreation) and allowing the appropriate Town department and/or CBC to determine the best use of the funds.

**MOTION by Luce Hillman, SECOND by Matt Wormser, to accept and ratify the following ARPA Committee recommendations:**

- **Rescue Building Repairs** **\$150,000**
- **Fire Station Air Compressor Fill Station** **\$60,000**
- **Efficiency Investments Town Office Building** **\$200,000**
- **Library Plumbing Repairs** **\$15,000**
- **Fire Department PPE and CPR Equipment** **\$25,000**

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

**12. SPEAR STREET “POP UP” DEMONSTRATION PROJECT**

Staff explained the request to install some temporary bollards and additional line striping on Spear Street to try to improve safety for bicycle and pedestrian travel. These temporary “pop up” demonstration projects test the viability of the concepts before making any permanent changes.

**MOTION by Luce Hillman, SECOND by Matt Wormser, to authorize the implementation of the Spear Street “pop up” demonstration project as proposed and authorize the use of up to \$3,500 from the Traffic Safety line item in the Town budget for this purpose. VOTING: unanimous (5-0); motion carried.**

**13. CBC GUIDELINE AMENDMENT**

**MOTION by Matt Wormser, SECOND by Andrew Everett, to amend Section 2.D.i of the Shelburne Commission, Board, Committee Appointment Procedures to read as follows:**

- Any student may apply for a seat on a CBC. Student members have full voting rights on all CBCs (i.e., all CBCs except the DRB and Planning Commission).

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

**14. SCHOOL DISTRICT LEASE**

**MOTION by Matt Wormser, SECOND by Cat Cross, to approve the new lease agreement as proposed with Champlain Valley School District in its present form or with any subsequent non-material amendments for a term running from July 1, 2022 through June 30, 2025, and to authorize the Town Manager to sign. VOTING: unanimous (5-0); motion carried.**

**15. LOCAL EMERGENCY MANAGEMENT PLAN 2023**

Minor edits were made to the management plan.

**MOTION by Matt Wormser, SECOND by Cat Cross, to adopt the Town of Shelburne 2023 Local Emergency Management Plan. VOTING: unanimous (5-0); motion carried.**

**16. LIQUOR LICENSES**

**MOTION by Andrew Everett, SECOND by Matt Wormser, to suspend the Selectboard meeting and convene as the Shelburne Liquor Control Commission. VOTING: unanimous (5-0); motion carried.**

**MOTION by Andrew Everett SECOND by Cate Cross, to approve the Second Class licenses, Outside Consumption licenses, and tobacco and tobacco substitute endorsement as listed in the document, dated April 25, 2023. VOTING: unanimous (5-0); motion carried.**

**MOTION by Andrew Everett, SECOND by Matt Wormser, to adjourn the Shelburne Liquor Control Commission and reconvene the Selectboard meeting. VOTING: unanimous (5-0); motion carried.**

**17. ADJOURNMENT**

**MOTION by Matt Wormser, SECOND by Cat Cross, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 9:15 PM.

*RScty by tape: MERiordan*

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For the Selectboard

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Date