

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  
JUNE 21, 2022**

**\*Hybrid meeting**

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

**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Adele Gravitz, Planning Director; Aaron DeNamur, DRB Coordinator; Chris Robinson, Water Quality Superintendent.

**OTHERS PRESENT:** Members of the public participating in the meeting included Bill Deming, Don Porter, Shelburne Town Host, Lee Suskin, Judy Raven, Gail Albert, Robilee Smith, Mary Kehoe, Rowland Davis, Vivian Jordan, Mark Capeless, Joyce George, Hayley Cimler, 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 Kate Lalley, to approve the agenda with the addition of the stormwater grant application. VOTING: unanimous (5-0); motion carried.**

**3. CONFLICTS OF INTEREST**

- Cate Cross announced she will abstain from the vote on the appointment to the Planning Commission.
- Mike Ashooh mentioned Shawn Sweeney is an acquaintance.

**4. MINUTES**

*May 24, 2022*

**MOTION by Matt Wormser, SECOND by Kate Lalley, to approve the minutes of 5/24/22 as presented. VOTING: unanimous (5-0); motion carried.**

**5. PUBLIC COMMENT**

None.

**6. SELECTBOARD COMMENTS**

- Thanks were extended to the Rec Committee and volunteers for “Back to the Beach Night”.
- There is a Go Fund Me effort to support the Calder-Venes family.
- The letter to VTrans regarding narrowing lanes on Route 7 was effective. VTrans is receptive to improved bike lanes with better markings through the village core

➤ Happy solstice.

## 7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Staffing audit is underway.
- GMT will continue fare free service for another year.
- An energy efficiency program is being launched at the library where the thermostat can be adjusted remotely.
- Work is proceeding on rail crossing issues.

**8. AMENDMENT TO PERSONNEL POLICY: Juneteenth Holiday  
MOTION by Cate Cross, SECOND by Matt Wormser, to amend the Human Resources Policy of the Town of Shelburne to include Juneteenth as a town holiday following state and federal observances. VOTING: unanimous (5-0); motion carried.**

## 9. CBC APPOINTMENT(s)

There was discussion of the process with applicants coming before the Selectboard for interviews per the policy and per past practice. It was noted that the guidelines state that all applications should be submitted to the Selectboard. The policy will be reviewed at an upcoming meeting. The Selectboard interviewed candidates in attendance for openings on the Housing Subcommittee, Planning Commission, Parks & Rec Committee, and Water Commission.

Rowland Davis withdrew his application for the Planning Commission.

### *Housing Subcommittee*

**MOTION by Luce Hillman, SECOND by Cate Cross, to appoint Mark Capeless to the Housing Subcommittee for a three-year term effective immediately and ending 4/1/25. VOTING: unanimous (5-0); motion carried.**

### *Parks & Rec Committee*

**MOTION by Matt Wormser, SECOND by Kate Lalley, to appoint Hayley Cimler to the Parks & Rec Committee for two-year term effective immediately and ending 4/1/24. VOTING: unanimous (5-0); motion carried.**

### *Planning Commission*

**MOTION by Matt Wormser, SECOND by Kate Lalley, to appoint Shawn Sweeney to the Planning Commission for a one-year term effectively immediately and ending 4/1/23. VOTING: unanimous (5-0); motion carried.**

**MOTION by Kate Lalley, SECOND by Matt Wormser, to appoint Tom Karlhuber to the Planning Commission for a one-year term effective immediately and ending 4/1/23. VOTING: 4 ayes, one abstention (Cate Cross); motion carried.**

*Water Commission*

**MOTION by Matt Wormser, SECOND by Cate Cross, to appoint Jennifer Martinez to the Water Commission for two-year term effective immediately and ending 4/1/24. VOTING: unanimous (5-0); motion carried.**

**10. RATIFY DRB COORDINATOR AS ASSISTANT ADMINISTRATIVE OFFICER**

**MOTION by Kate Lalley, SECOND by Matt Wormser, to appoint Aaron DeNamur as the Shelburne Assistant Administrative Officer to exercise all powers and duties required of the Administrative Officer under the Vermont Planning and Development Act. VOTING: unanimous (5-0); motion carried.**

**11. DRAFT FY23 WASTEWATER DEPARTMENT BUDGET AND STORMWATER UTILITY BUDGET**

Peter Frankenburg and Chris Robinson gave an overview of the draft FY23 Stormwater Utility Budget and the Wastewater Dept. Budget for two treatment plants and associated infrastructure and a user base that is 70% residential and 30% commercial/industrial. The Wastewater Dept. Budget for FY223 is proposed at \$2.29 million (5.6% increase) based on 135 million gallons billed and a rate of \$14.92 per 1,000 gallons (5.7% increase). Debt service will be decreasing as loans are paid off, but the money may be funneled into the capital budget for the next treatment plant upgrade. The Stormwater Utility budget is based on a proposed rate of \$3.43 per ERU. The subsidy from the General Fund will be phased out next year. The Town will still have to pay a certain amount for its own impervious surfaces, just like all other landowners. There are 12 capital stormwater projects that must be complete in the next 10 years.

**12. STORMWATER GRANT**

**MOTION by Matt Wormser, SECOND by Cate Cross, to authorize the grant applications for \$14,700 for the stormwater utility as presented by staff. VOTING: unanimous (5-0); motion carried.**

**13. EXECUTIVE SESSION: Personnel & Contracts**

**MOTION by Luce Hillman, SECOND by Matt Wormser, pursuant to 1VSA313 to find that premature general public knowledge of labor relations agreements with employees would clearly place the town at a substantial disadvantage. VOTING: unanimous (5-0); motion carried.**

**MOTION by Luce Hillman, SECOND by Matt Wormser, pursuant to 1VSA313 to enter Executive Session to consider labor relations agreements with employees, and to invite the Town Manager to participate. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 8:34 PM.

*ACTION FOLLOWING EXECUTIVE SESSION*

The Board resumed regular session at 9:50 P.M. Mike Ashooh reported the Selectboard discussed hazard pay, and recruitment and retention bonuses for the Police Dept. and Dispatch. The Selectboard will take action on these items at the next meeting.

*Temporary Amendment to Shelburne's Personnel Policy*

**MOTION by Cate Cross, SECOND by Kate Lalley, to adopt a temporary amendment to the Shelburne Personnel Policy as follows;**

- **In times of emergency or prolonged staffing outages as determined by the Selectboard where an employee was unable to take accrued vacation time, the Town will payout at the end of the fiscal year at the current regular rate of pay for any surplus vacation time above the 30-day/240 hour carryover limit which was earned but unable to be used. The Selectboard decision regarding this matter shall be final. This temporary amendment applies only to Police Department, Dispatch, and the Water Department, will take effect immediately, and will expire immediately upon this one time implementation.**

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

**14. ADJOURNMENT**

**MOTION by Matt Wormser, SECOND by Kate Lalley, to adjourn the meeting.**

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

The meeting was adjourned at 9:55 P.M.

*RScty by tape: MERiordan*

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For the Selectboard

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Date