

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
September 12, 2023**

***Hybrid meeting**

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

ADMINISTRATION: Matt Lawless, Town Manager; Peter Frankenburg, Finance Manager; Susan Elliot, Assistant to Town Manager.

OTHERS PRESENT: Members of the public participating in the meeting included Shelburne Town Host, Don Porter, Sean Macfaden, Andy Hodgkin, Pete Gadue, Ernie Goodrich, Doug Richter, Bob Ockert, Ellen Gurwitz, Fred Morgan, Susan McLellan, Susan Jacobs, Rosalyn Graham, Don Rendall, Paul Reese, Linda Riell, Tracey Beaudin, Jay, Media Factory.

1. CALL TO ORDER

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

2. APPROVE AGENDA

MOTION by Cate Cross, **SECOND** by Matt Wormser, to approve the agenda as presented. **VOTING: unanimous (5-0); motion carried.**

3. CONFLICTS OF INTEREST

None.

4. MINUTES

August 8, 2023

MOTION by Matt Wormser, **SECOND** by Andrew Everett, to approve the minutes of 8/8/23 as presented. **VOTING: unanimous (5-0); motion carried.**

5. PUBLIC COMMENT

Tracy Beaudin, resident, requested a ‘clickable’ agenda for Selectboard meetings be posted on the town website.

6. SELECTBOARD COMMENTS

- Susan Elliot, the new Assistant to the Town Manager, was introduced.
- There was positive comment on “Shelburne Forward Together”. All were thanked for participating. The top three priority items identified include bike and pedestrian infrastructure, affordable housing, and open space preservation. Next step is a plan for implementation.
- There was positive comment on Shelburne Day. All were thanked for participating and providing feedback. Comments from members of the public on the Selectboard

having a hidden agenda or meeting in secret were heard. Assurance was given that the Selectboard follows the Open Meeting Law.

- A refresher on the town's ethics policy and the state Open Meeting Law was suggested for all town CBCs.
- The corner by the Craft School needs to be addressed for bike and pedestrian safety.

7. TOWN MANAGER REPORT/UPDATE

Town Manager, Matt Lawless, reported:

- Beach house demolition is underway. New building construction will be done in the spring.
- Welcome to new staff member, Susan Elliot, Assistant to Town Manager.
- Meetings and work with town committees continue.

8. INTERVIEWS/APPOINTMENTS

Shelburne Natural Resources and Conservation Commission (SNRCC)

MOTION by Cate Cross, SECOND by Matt Wormser, to appoint Jonathan Richardson, to the SNRCC with a term commencing 9/13/23 and ending April 1, 2026. VOTING: unanimous (5-0); motion carried.

Chittenden Solid Waste District (CSWD) Board of Commissioners

MOTION by Cate Cross, SECOND by Matt Wormser, to appoint Matt Lawless to the CSWD Board of Commissioners with a term commencing 9/13/23 and ending May 21, 2025. VOTING: unanimous (5-0); motion carried.

Finance Committee

MOTION by Matt Wormser, SECOND by Andrew Everett, to reduce the number of members on the Shelburne Finance Committee from six to five. VOTING: unanimous (5-0); motion carried.

9. LIQUOR LICENSE: Electra's Restaurant, 5247 Shelburne Road

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

MOTION by Matt Wormser, SECOND by Andrew Everett, to approve a First Class and Third Class liquor license for Electra's Restaurant at 5247 Shelburne Road. VOTING: unanimous (5-0); motion carried.

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

10. LOAN AUTHORIZATION: Water Meter Replacement Project

MOTION by Matt Wormser, SECOND by Andrew Everett, to approve a construction loan with Union Bank in the amount of \$1,150,514 for water meter

replacements to be paid by bond proceeds and water fund revenue. **VOTING: unanimous (5-0); motion carried.**

11. PARADE GROUND GUIDANCE

Staff reported the Shelburne Historic Preservation & Design Review Committee recommends a structure not be built on the grounds and the sidewalk and landscaping plans as shown are appropriate.

MOTION by Luce Hillman, SECOND by Cate Cross, to direct staff concerning the Shelburne parade ground improvements to withdraw the packet from development review.

DISCUSSION:

- **Following discussion and public comment, there was acknowledgement that there is no consensus on the parade ground improvements, the proposed sidewalk should be part of a larger downtown project in the future, sidewalk such as by Folino's and Shelburne Vineyard is more of a priority than sidewalk on the parade ground at this time, and there is need to have reasonable and respectful civic engagement.**

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

The parade ground improvement project is tabled.

12. OPEN SPACE FUND DISCUSSION

There was discussion of changing the name of the Open Space Fund to "Conservation Fund". There was comment from SNRCC in support of the name change to help clarify the focus and purpose of the fund. There was agreement clarity is needed on the meaning of "conservation" (wise use of land) and "preservation" (no use of land). There was mention of a long term open space plan, land taken off the tax roll, pocket parks on conserved land, being clear on what the town is trying to accomplish with open space and how to maximize the tools to accomplish the town's goals. The consensus of the Selectboard is to take a more wholistic approach and not change the name of the fund at this time. The Town Manager will provide guidance on paths forward including what Vermont Land Trust can offer.

13. INITIAL BUDGET CONTEXT FY2024-2025

Matt Lawless gave an overview of the upcoming budget process and submissions by department heads. The budget packet will be ready by January. Design work on the wastewater treatment plant consolidation project is underway, but the budget number will not be ready for town meeting 2024 and will be ready for a bond vote in November 2024. Staffing levels have not increased as the town's population and services have increased. The town has tried to address staffing issues with contracting, shared services, and salaries to support cost of living.

There was comment from a resident on helping the taxpayer determine their personal budget with all the proposed increases in the town and school budgets. The Selectboard mentioned the town is anticipating revenue from the local options tax which will help,

but all residents are urged to review the capital improvement plan and attend school board meetings to discuss school budget increases. The majority of the tax bill sent to residents is the school tax (75% of the bill is school tax).

14. ARPA PROJECTS AUTHORIZATION

The list of ARPA funded projects was reviewed. The parade ground project was removed from the list. The Selectboard will review the list quarterly to determine what can be done with remaining ARPA funds. The Town Manager will draft a timeline for the projects.

MOTION by Matt Wormser, SECOND by Andrew Everett, to authorize ARPA project spending recommended by the ARPA Committee and authorize necessary staff work with specific construction designs requiring further approval by the Selectboard prior to contracting. VOTING: unanimous (5-0); motion carried.

15. GRAND LIST ERROR CORRECTION: 3689 Harbor Road

MOTION by Andrew Everett, SECOND by Matt Wormser, to restore the 2022 assessed value for Parcel #0013689 versus the incorrect value in the 2023 billing. VOTING: unanimous (5-0); motion carried.

16. ADJOURNMENT

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

The meeting was adjourned at 8:52 PM.

RScty by tape: MERiordan

For the Selectboard

Date