

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
September 13, 2022**

***Hybrid meeting**

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

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Adele Gravitz, Planning Director; Chris Robinson, Water Quality Superintendent; Kevin Unrath, Library Director; Jerry Ouimet, Fire Chief; Mike Thomas, Acting Police Chief.

OTHERS PRESENT: Members of the public participating in the meeting included peggycoutu, Linda Riell, Anne Powell, Bill Deming, Danielle, Don Porter, Fab DeFazio, Gail Albert, Ken Albert, Jason Charest, Joyce George, Judy Raven, Katrina Meigs, Lee Suskin, Linda, Lisa Merrill, Marshall Distel, Mary Kehoe, Shelburne Town Host, Stephen Baietti, Susan McLellan, Susan Moraska, Ted Grozier, Tom Zenaty, Jane Zenaty, Shelley Crombach, Steve Brandon, Sean Moran, John Kohleil, Kevin Boehmcke, John Zicconi, Tim Williams, Sue Furry-Irish, 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 Kate Lalley, to approve the agenda.

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

3. CONFLICTS OF INTEREST

None.

4. MINUTES

August 23, 2022

MOTION by Kate Lalley, **SECOND** by Luce Hillman, to approve the 8/23/22 minutes with the amendment in Item #6, Selectboard Comments, bullet on the Equity Committee, to insert the word “consultant” instead of “committee”.

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

5. PUBLIC COMMENT

- John Zicconi, resident, urged the Selectboard to move forward with the sidewalk portion of the Irish Hill Road sidewalk and bridge project.

- Kevin Boehmcke, resident, echoed support for completing the sidewalk path and bridge on Irish Hill Road and finding money to do a path/sidewalk to Thompson Road.
- Tim Williams, business and property owner in Shelburne, spoke about theft, robberies, and stolen property by individuals living in the housing for the homeless on Shelburne Road hurting the businesses in town, and urged the Selectboard to take a more active role in housing homeless people in Shelburne. [There was continued discussion of the Town taking action to protect businesses and residents from criminals living in Shelburne in taxpayer funded housing taking advantage of the system. The Selectboard will ask the Town Attorney if the town can limit the voucher.]
- Linda Riell, resident, asked what the current internal investigation of an officer in the Police Department entails and who conducts the investigation. [Staff noted comment cannot be made on a personnel issue.]

6. SELECTBOARD COMMENTS

- Matt Wormser reported there are 19 applicants for the ARPA committee.
- Cate Cross announced a community potluck hosted by the Rec Committee and Diversity Committee on October 23, 2022.

7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- The Town Manager is grateful to Town staff for dedication in doing their jobs.
- VTrans is willing to install a flashing beacon at the new Harrington Ave. crosswalk as part of the RT 7 repaving project, provided the Town buys the device.

8. REVIEW UPDATES/ACCEPT WALK/BIKE CONNECTIVITY FINAL REPORT

Jason Charest, CCRPC, and Adele Gravitz, Shelburne Planning Director, reviewed the revisions to the connectivity report that were made based on previous discussions with the Selectboard. The report will help in seeking grants and planning walk/bike connectivity in town. The Selectboard suggested the various Town committees provide input on the order the projects should be undertaken. There was public comment on the sidewalk from the Shelburne Museum to Bostwick Road to the Waldorf School. It was noted VTrans wants the Town to build this sidewalk before a crosswalk and flashing beacon can appropriately be installed across RT 7. There was comment in support of building sidewalk to Shelburne Vineyard, Folino's Pizza, and Teddy Bear Factory.

MOTION by Cate Cross, SECOND by Kate Lalley, to accept the Walk/Bike Connectivity Report with thanks to CCRPC and consultants at Dubois & King for their work on the Town's behalf. VOTING: unanimous (5-0); motion carried.

9. AMEND SOCIAL SERVICES COMMITTEE CHARTER

Sue Furry-Irish reviewed the amendments to the charter to clarify what the Social Services Committee is and what it does. The amendments include increasing the members to seven and adding a community fund objective.

MOTION by Kate Lalley, SECOND by Luce Hillman, to adopt the revised charter of the Shelburne Social Services Committee as presented.

DISCUSSION:

- **Tom Zenaty mentioned the Committee working with the Food Shelf. Sue Furry-Irish said having the Food Shelf be in charge of the secondary funds can be discussed.**

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

10. STAFFING AUDIT FINAL REPORT

Katrina Meigs with Hickok & Boardman presented the findings of the audit and recommendations to the Town. The following were noted:

- Current staffing number and structure are inadequate based on population and parcel growth in Shelburne.
- Implementing more efficient processes, increasing staff numbers, doing a business process review and change management process is recommended.
- The necessity of committee assignments for staff should be reviewed and consolidation done where possible.
- The Town should hire an HR professional and create a Public Works Coordinator/Director position and an administrative support position.
- The Town should have an Assistant Town Manager.
- A Stormwater position should be created.
- Succession planning should be done to prepare for retiring employees.
- Next step is to do a compensation analysis.

There was public comment on the need for more in depth discussion of the recommendations and for management in Shelburne to concentrate on how to optimize the workforce.

11. FISCAL YEAR 2021-22 BUDGET OVERVIEW

Peter Frankenburg noted the percentage of late payment of taxes in the same time period this year to last year is similar. Overall, the town is in good financial shape. Highlights of the budget overview include:

- Town Clerk's Office showing an increase in revenues.
- Passports showing an increase in revenue received.
- Falls Road/Irish Hill Road project moved to a capital project account.
- Shelburne Dispatch showing an increase in revenues.
- Planning & Zoning Office showing revenue is up.
- On the expenditure side, most departments are showing less than budget.
- Legal expenditures are overbudget.
- Police expenditure is less than budget due to staffing.
- Town Center building maintenance is overbudget due to repairs because of the age of the building.

12. EXECUTIVE SESSION: Personnel

MOTION by Luce Hillman, SECOND by Kate Lalley, pursuant to 1VSA313 to enter Executive Session to consider appointment or employment or evaluation of a public officer or employee and invite the Town Manager and Acting Police Chief to participate. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 9:12 PM.

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

Executive Session was adjourned and the regular meeting resumed at 10:07 PM.

13. ADJOURNMENT

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

The meeting was adjourned at 10:08 PM.

RScty by tape: MERiordan

For the Selectboard

Date