

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
January 8, 2019**

MEMBERS PRESENT: Jerry Storey (Chair); Jaime Heins, Josh Dein, Mary Kehoe, Colleen Parker

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Betsy Cieplicki, Parks & Recreation Director; Dean Pierce, Planning & Zoning Director.

OTHERS PRESENT: Sign-in sheet on file.

1. CALL TO ORDER

Chair Jerry Storey called the meeting to order at 7 PM.

2. APPROVE AGENDA

MOTION by Jaime Heins, **SECOND** by Josh Dein, to approve the agenda **VOTING:** approved unanimously.

3. MINUTES

December 18, 2018

MOTION by Mary Kehoe, **SECOND** by Jaime Heins, to approve the 12/18/18 meeting minutes. **VOTING:** approved unanimously.

4. PUBLIC COMMENT and LIBRARY/TOWN CENTER UPDATE

Ruth Hagerman, Library Trustee, reported that perimeter drain work at Historic Town Hall was complete; cupola and portico repairs are ongoing or will be completed in spring, site work is done for the winter season. Much interior work is underway inside HTH; new Library construction is ongoing.

5. SELECTBOARD COMMENTS

- Josh Dein reported on the Town Manager reception slated for Saturday, January 26 from 2:00 – 4:00 P.M. at Town Offices. All are invited, light refreshments will be served, volunteers are helping organize
- Jerry Storey, on behalf of the Selectboard, extended best wishes to all for the new year.

6. TOWN MANAGER REPORT

Lee Krohn thanked all involved in today's barn fire for their hard work, including Dispatch, Shelburne Police/Fire/Rescue, and all of our mutual aid partners. It was an intense incident, involving much time on scene and then cleanup afterward.

7. *Executive Session pursuant to 1 VSA 313 regarding the appointment/employment/evaluation of a public officer or employee

Motion by Mary Kehoe: I move to find that premature public knowledge regarding the appointment, employment, or evaluation of a public officer or employee would clearly place the Town at a substantial disadvantage. Seconded by Colleen Parker and approved unanimously.

Motion by Mary Kehoe: I move to enter executive session pursuant to 1 VSA 313 to discuss the appointment, employment, or evaluation of a public officer or employee, and to invite the Finance Director, Town Clerk, and Town Manager into the executive session. Seconded by Colleen Parker and approved unanimously.

The Board reentered open session at 7:55 P.M.

8. CBC applicants for DRB and Parks & Recreation Committee

Doug Griswold, DRB applicant, introduced himself and his working experience. If appointed, he would fill out Ian McCray's term, and Ian would fill the third alternate position, currently vacant. The DRB Chair finds the application satisfactory. Questions were covered re: conflict of interest ordinance and on the record review. Applicant has reviewed the zoning bylaws and other materials. Motion by Mary Kehoe to appoint Doug Griswold to the DRB as described; seconded by Josh Dein and approved unanimously. Motion by Mary Kehoe to appoint Ian McCray as an alternate DRB member; seconded by Jaime Heins and approved unanimously.

There were four student applicants for the Parks and Recreation Committee: Garrett Gruending, Mia Brumsted, Jackson Konowitz, and Jackson Townsend. Each introduced themselves and their recreation and other life experiences and interests in serving. Questions arose about how best to handle the wealth of applicants. All four were thanked for their interest and enthusiasm, and were praised as outstanding young people. After further discussion, motion by Mary Kehoe to appoint all four students to the Committee; seconded by Josh Dein and approved unanimously.

9. Town Plan review: Lee Krohn offered a brief introduction of this informal overview as a prelude to upcoming, formal Selectboard hearings on the proposed Plan. Each Selectboard member had agreed to take on several chapters and offer a high-level overview of key concepts or issues. To wit:

Josh Dein will offer his overview next week.

Colleen Parker summarized key aspects of Chapter 3, historic/cultural resources and Chapter 7, childcare. The Plan emphasizes the importance of historic/cultural resources, and encourages their protection; and suggests that the Town must ensure possibilities for child care facilities.

Mary Kehoe summarized key aspects of Chapter 4, Growth & Development. How can we reconcile encouraging growth while keeping Shelburne the same? 1960s saw dramatic growth; much less growth more recently; a target of 25 homes/yr may be ambitious. Development within water/sewer service

areas encouraged. Do we need an economic development committee or staff? Goals for Chapter 9, Energy include reductions in use and environmental impact. Should we pursue solar?

Jerry Storey reviewed Chapter 5 Parks & Recreation, and the importance of master planning for recreation needs and facilities, and pursuing alternative funding mechanisms. Chapter 10, Towers and Telecommunications, is fundamentally similar to the current Plan, with goals and references to preferred siting locations and avoiding adverse impacts of facility siting.

Jaime Heins reviewed Chapter 6, Housing, with a new emphasis on mixed rental/owner occupied housing. Affordable housing remains a concern, along with encouraging development in designated growth areas. Should the Town consider inclusionary zoning? Chapter 8, Transportation, emphasizes a "placemaking" theme, as well as connectivity. Do Public works standards need review? Traffic safety always a concern.

It was suggested that perhaps sometime after the new Plan is adopted and Town Meeting/budget matters are settled, the PC and SB get together to discuss and clarify the most important or achievable recommendations as guidance for strategic direction and priority setting. The Plan was recognized for its highly visual, user friendly approach.

10. Budget Review for FY 2019 - 2020

Lee Krohn offered brief background on the overall budget development process. Based on Selectboard input and goals, highlights of changes from the first draft to this newer draft were reviewed, along with examples of line items that appear to be large expenses but which are either funded externally or which would not occur if grants are not received.

The first draft, based on all department and committee requests, would have increased the Town tax rate by nearly 11%. With greater scrutiny and significant cuts, this newer draft would result in a 5.9% increase – close to, but not meeting, the Board's suggested maximum of 5%. This year and next year are very lean, as fixed obligations alone total roughly a 4% increase, including overlap of old debt soon to be retired and new debt taken on as approved by the voters.

The Board then reviewed the budget section by section. New suggested changes included:

Cut Selectboard stipend, saving \$6300.

Cut legal to \$50,000, saving \$10,000.

Town Manager's office already shows a decrease; no further cuts.

Administrative services – new approaches to purchasing, IT support, etc. already underway.

Technical assistance: cut \$5000.

Finance/Insurance 5% salary increase.

Audit: option to extend contract again if needed; small increase due to possibility of a more complex single audit needed next year.

Town Clerk: 5% salary increase.

Buildings and Grounds: \$15K includes carpet/stair treads... reduce field maintenance to \$6000, saving \$1000.

Stormwater: cut further from planning/engineering, reducing this to \$15,000, saving \$5000.

Police: cut from overtime/doubletime, saving \$10,000. Capital expense for non-lethal tools? Cut \$7500, divide over two fiscal years. Photos (really digital storage/backup now) cut \$3000.

Fire overview. Chief Ouimet spoke to the budget. Alternate budget proposed is quite a bit less than the original. Concern was expressed about the longer term ramifications of the apparatus replacement cycle if replacing Car 1 is taken out of next year's budget. Equipment is well cared for, anticipating a 20-year lifespan.

Public safety/dispatch: cut overtime by \$3000.

Highway: cut streetlights another \$5000. Keep the Irish Hill path project in or risk losing the grant.

Social Services/Health: minor increases to Health Officer salary/equipment; no further cut to Social Services.

Cemetery: no change.

Parks & Recreation: Davis Park: cut \$1500. Beach House preliminary design: cut to \$5000.

Library: cut acquisition to \$35,000. Cut computer to \$6000, cut \$2K. Can hours of operation/salaries be cut? Check again on maintenance and heating/cooling lines for sufficient funding.

Debt: new debt relates to the difference between the partial bond taken out for initial site work and construction for the Library/Town Center project, and now next year, the rest of the full bond amount will be borrowed. Older debt for the Town Office building renovation in 2000 has three years to go before it is retired.

MISC: CBC support – cut to \$1500. Regarding the Ethics Committee, they may request access to legal funds within the legal budget as per any other Town entity. Cut Energy Efficiency \$5000. Cut Capital improvements to \$10,000.

Restore tree conservation to \$9000 (up \$1000 from the prior cut).

Open Space. Understanding it may be a separate ballot item, it's still part of the budget. After much discussion about an appropriate and achievable amount, the Board settled on \$35,000, an increase of \$20,000 from the current draft.

The Board agreed we must look into other revenue sources, given the ever-intensifying pressures on the property tax.

With that, the Board asked staff to work with these or other changes and return with a new, revised budget proposal for the public hearing on January 15.

By consensus, the Board tabled item 11, Town Manager goals/objectives, to a subsequent meeting.

12: Town Manager reception budget: Motion by Josh Dein to set a budget for the Town Manager reception of up to \$300. Seconded by Mary Kehoe and approved unanimously. Josh Dein invited one and all to the event here at Town Offices on Saturday, January 26 from 2:00 – 4:00 P.M.

13: Executive Session pursuant to 1 VSA 313 to consider the negotiating or securing of real estate purchase or lease options

Motion by Mary Kehoe to find that premature public knowledge regarding the negotiating or securing of real estate purchase or lease options would clearly place the Town at a substantial disadvantage. Seconded by Jaime Heins and approved unanimously.

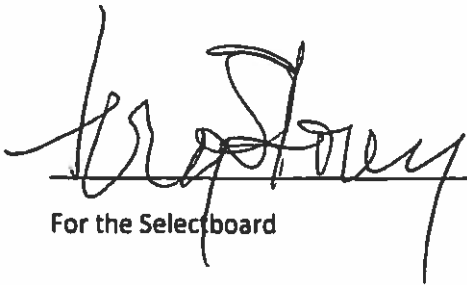
Motion by Mary Kehoe to enter executive session pursuant to 1 VSA 313 to discuss the negotiating or securing of real estate purchase or lease options, and to invite the Finance Director, Town Manager, Fire Chiefs, Rescue Chief, Andrew Martin, David White, and Joe Weith into the executive session. Seconded by Jaime Heins and approved unanimously.

The Selectboard re entered open session at 10:45 P.M.

Motion by Colleen Parker to adjourn the meeting; seconded by Mary Kehoe and approved unanimously.

The meeting was adjourned 10:50 P.M.

Respectfully submitted by Lee Krohn, Town Manager.



For the Selectboard

Date