



Town of Shelburne, Vermont

SELECTBOARD MEETING AGENDA
SHELBURNE TOWN OFFICES, 5420 SHELBURNE ROAD
Tuesday, July 27, 2021, 7:00 P.M.

IN PERSON MEETING – ZOOM OPTION DETAILS BELOW

Join Zoom Meeting

<https://us02web.zoom.us/j/83035855954?pwd=dUV2K3BhVVE4dWNleEltODdLQ3dTz09>

Meeting ID: 830 3585 5954; Passcode: Rj6q5s

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 830 3585 5954; Passcode: 580133

Call to Order/Roll Call	7:00 P.M.
*Approve Agenda	7:00 P.M.
*Approve meeting minutes of July 13, 2021	7:00 P.M.
Public Comments	7:05 P.M.
Selectboard Comments	7:15 P.M.
Town Manager Report	7:20 P.M.
*CBC applicant: Laura Parks, Dog Park Committee	7:30 P.M.
*New road name:	7:35 P.M.
*Economic Development, continued: discussion of next steps/action	7:40 P.M.
*Approve a paving grant application for \$94,960 for Dorset Street (requires a 20% local match)	8:50 P.M.
*Approve updated CBC Guidelines as discussed on June 22, 2021	8:55 P.M.
*Adjourn	9:00 P.M.

*Decision item. Times noted are approximate, and depend upon how each topic's discussion flows.



Town of Shelburne, Vermont

SELECTBOARD MEETING
ANNOTATED AGENDA
SHELburne TOWN OFFICES, 5420 SHELburne ROAD
Tuesday, July 27, 2021, 7:00 P.M.

IN PERSON MEETING – ZOOM OPTION DETAILS BELOW

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Town Manager Report	7:20 P.M.
*CBC applicant: Laura Parks, Dog Park Committee	7:30 P.M.
*New road name: "Halcyon Ridge"	7:35 P.M.

This is a most unusual situation; perhaps the first we have faced here in Shelburne. As you'll see on the attached map, there is a short stretch of road off of Spear Street which for many years has been named Barberry Lane. That name was chosen by one of the homeowners. We now have a situation where the other current homeowner demands that we change this road name, stating that package deliveries intended for him are being delivered to similar sounding road names/addresses in other towns. To wit, one homeowner insists that this road name remain, and the other demands that it be changed.

I believe that Peter Frankenburg proposes an elegant solution to this dilemma: that at the fork in the road, the access drive serving the upset homeowner be renamed as he requests, "Halcyon Ridge".

Admittedly, this may not strictly follow E911 protocol, which only requires a road name where three or more homes or lots are served, but we are not aware of a prohibition on naming of what are essentially private driveways.

One would think that this approach might serve both persons' wishes or needs. However, that may not be the case here, as the person who seeks Halcyon Ridge for his own private drive also owns a non-contiguous lot on the other fork in the road that would continue to be served by Barberry Lane.

Typically, towns have sought landowner agreement on road naming wherever possible, and that has usually worked well – there is usually agreement on a single name, or agreement that they don't really care. Here, in this case, prior communication with Peter from one owner has been challenging, while the other has not responded until very recently with a request for an entirely new road name.

Ultimately, it's up to the Selectboard to decide; and while perhaps important to those involved, this is not a matter of major public policy affecting the Town at large, and not worthy of time-consuming public debate. I assure you that Peter has tried mightily to resolve this in house, but the result has been criticism and threat of litigation. As I see it here, there are four options:

Leave the existing road name in place, and suggest that the aggrieved homeowner work things out with the delivery services that he suggests are failing in their duties;

Send this back to the two homeowners to work out between them, and have them return with suggestions for one or several road names upon which they can agree and that meets our standards;

Adopt what I believe is Peter's elegant solution as described above; or

The Selectboard imposes a new road name of its own choosing, as is its right at any time.

Clearly, option #2 would be preferred; I believe that option #3 is next best. Either #1 or #4 are also legitimate options.

Note that this is not a public safety matter, as these addresses exist in the E911 system. To my knowledge, there are no problems with the U.S. Postal Service.

I am also now informed that the other homeowner may appear and suggest an entirely new name to serve these homes. Information to date suggests that the homeowner seeking 'Halcyon Ridge' will not agree to any other road name. In my many years of managing E911 addressing, I do not recall ever witnessing nor being party to such unfortunate conflict over road naming.

***Economic Development, continued: discussion of next steps/action**

7:40 P.M.

Following up on the presentation and discussion from our last meeting, the purpose of tonight is to focus more intently on recommendations and next steps in our economic development work. David Leckey will join us again in person to help lead this conversation; also joining us via Zoom will be Gary Holloway, who manages Vermont's Designated Downtown program. We are also seeking someone involved in an existing DD or similar program to help offer first hand experience.

Although we will not resolve tonight the question of "who" to task or to hire to help move these matters along, it will be productive for us to resolve the "what" so we can do our best to maintain momentum. That is, based on David's recommendations and guidance, as well as discussion to follow, let us define our priorities/first steps as an action plan.

As was once written in a book about mountaineering and Chinese philosophy, "The last step depends upon the first". Let's determine our course and set sail, so we can begin to work toward implementation.

***Approve a paving grant application for \$94,960 for Dorset Street
(requires a 20% local match)**

8:50 P.M.

Peter Frankenburg will present this routine request for approval to submit a State highway grant application. We've succeeded for several years in a row now, and it can't be expected that we'll receive a grant every year. However, as hockey star Wayne Gretzky said, 'You miss every shot you don't take'.

***Approve updated CBC Guidelines as discussed on June 22, 2021**

8:55 P.M.

Please see attached, as discussed and agreed at our June 22 meeting. We deleted references to 'legitimate' or 'relevant' groups or interests, and clarified that subcommittee formation remained the purview of standing CBCs that may wish to create them, and was not subject to the same formal process governing creation of new CBCs themselves.

***Adjourn**

9:00 P.M.

*Decision item. Times noted are approximate, and depend upon how each topic's discussion flows.

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
July 13, 2021**

***Meeting held via teleconference and in-person.**

MEMBERS PRESENT: Mike Ashooh (Chair), Kate Lalley, Jerry Storey, Cate Cross. (Luce Hillman was absent.)

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Diana Vachon, Town Clerk.

OTHERS PRESENT: Members of the public participating in the meeting included Marcy Webster (Media Factory), Don Porter, Gail Albert, Tom Tompkins, Joyce George, Jessica Brumsted, Dan York, bding, Mark Sammut, Erika Lea, Barbara Johnson, Amy Moreno, Mary Kehoe, Jason Grignon, Sue McLellan, Sean Moran, David Leckey, Tom Daniels, Tripp Muldrow, Steve Kendall, Tom and Jane Zenaty, Bruce and Janet Nunziata, Maria McClellan, Ruth Hagerman, Ken Albert, Fritz Horton, Dorothea Penar, David Webster.

1. CALL TO ORDER

Chair Mike Ashooh called the hybrid in-person and teleconference meeting to order at 7 PM and explained the protocol to be followed.

2. APPROVE AGENDA

MOTION by Cate Cross, **SECOND** by Kate Lalley, to approve the agenda as presented. **VOTING** by rollcall: unanimous (4-0); motion carried.

3. MINUTES

June 22, 2021

MOTION by Jerry Storey, **SECOND** by Kate Lalley, to approve the minutes of 6/22/21 as presented. **VOTING** by rollcall: unanimous (4-0); motion carried.

July 6, 2021

MOTION by Jerry Storey, **SECOND** by Cate Cross, to approve the minutes of 7/6/21 as presented. **VOTING** by rollcall: 3 ayes, one abstention (Mike Ashooh); motion carried.

4. PUBLIC COMMENT

- Gail Albert urged including the Planning Commission, DRB, Shelburne Natural Resources Committee, and members of the public as part of the search and hiring process for the town planner position.
- Tom Zenaty thanked Dean Pierce and urged recognizing him formally for the many years of service to the town as Planning Director.
- Jessica Brumsted reported Vermont Agency of Commerce and Community Development (ACCD) has information on their website about available funding to

towns. Also, the Agency of Human Services is investigating available funding to cover the cost of police services at housing sites during COVID for the homeless.

5. SELECTBOARD COMMENTS

- Jerry Storey thanked Megan McBride and Jeff McBride for their service to the Town and wished them the best. Appreciation is expressed for the effort to find funding to cover the Town's cost of dealing with the homeless and temporary housing. Town staff in the Finance Office and Assessor's Office are complimented for their work resulting in a decrease in the tax rate in Town for the first time since 2009.
- Cate Cross thanked the Palmers and Shelburne Business and Professional Association for moving the Farmers' Market back to the town center.
- Kate Lalley thanked everyone for the kindness and compassion that was shown in helping to find their lost dog.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Pictures displayed of the Farmers' Market back at the Parade Ground.
- Dean Pierce resigned as Planning Director and is wished well on his personal and professional journey.
- Tom Candon, 20-year veteran on Shelburne Rescue, has stepped down. It was noted that he never accepted his earned stipend for his time on Rescue.
- VTrans has agreed to convert the third lane on Route 7 by the Church Street intersection to grass. Various improvements are being considered.

Ken Albert, Shelburne Winery, requested VTrans be asked to reduce the speed limit on Route 7 to 35 mph north of the traffic light at Bostwick Road. Gail Albert suggested the study to make improvements to Route 7 be revived.

Tom Zenaty, resident, requested VTrans be asked to reduce the width of the pavement on Route 7 south of Church Street to help reduce the speed of cars and create more of a village setting.

Fritz Horton, Shelburne Historic Preservation & Design Review Committee, asked for an update on the status of the search for a new planner. Lee Krohn said a local, regional, national search has been initiated. There are two full time positions in the department to be filled.

7. CBC APPOINTMENT(S)

Housing Subcommittee

The Selectboard interviewed Maria McClellan and Joyce George for positions on the Housing Subcommittee.

MOTION by Kate Lalley, SECOND by Cate Cross, to appoint Maria McClellan to a three-year term on the Housing Subcommittee beginning immediately and ending April 1, 2024. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Jerry Storey, SECOND by Kate Lalley, to appoint Joyce George to a three-year term on the Housing Subcommittee beginning immediately and ending April 1, 2024. VOTING by rollcall: unanimous (4-0); motion carried.

Planning Commission

The Selectboard interviewed Marla Keene for a position on the Planning Commission.

MOTION by Cate Cross, SECOND by Jerry Storey, to appoint Marla Keene to the Planning Commission to complete Megan McBride's term effective immediately and ending April 1, 2022. VOTING by rollcall: unanimous (4-0); motion carried.

8. REQUIRED CERTIFICATIONS & APPOINTMENTS re: FEDERAL ARPA FUNDS

MOTION by Cate Cross, SECOND by Jerry Storey, that the Town of Shelburne accept the allocation of Coronavirus Local Fiscal Recovery Funding (CLFRF) from the U.S. Treasury along with the award terms and conditions, and assurances of compliance with civil rights requirements that are requirements of accepting the funds. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Cate Cross, SECOND by Kate Lalley, to appoint the Town Manager, Lee Krohn, to serve as the Town's authorized representative as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the U.S. Treasury and sign the award terms and conditions, and assurances of compliance with the civil rights requirements by July 15, 2021. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Cate Cross, SECOND by Kate Lalley, to appoint the Finance Director, Peter Frankenburg, to be the Town's contact person for the CLFRF award from the U.S. Treasury. VOTING by rollcall: unanimous (4-0); motion carried.

9. ECONOMIC DEVELOPMENT REPORT, PRESENTATION, RECOMMENDATIONS

Consultants, David Leckey, Tom Daniels, and Tripp Muldrow reviewed the methodology and scope of research for the study, and presented recommendations for consideration.

The study results showed:

- Shelburne is an affluent community dependent on visitors for the "gain" market.
- There are "leakage" areas where money is being spent out of town rather than in town.
- There are retail opportunities in home furnishings, specialty foods, personal care, gasoline and convenience stores, clothing, general merchandise, and limited-service restaurants (non-fast food).
- Of the employed people in town the majority commute either out of town to their job or into town to their job. A small number live and work in town.
- Seeking 'Designated Downtown' certification will help advance economic development in town.

- The town’s project review process and zoning regulations are causing a loss of opportunities and will stall economic development. Both the process and regulations need to be simplified.
- The town needs to curate visitors/tourism in town.
- An economic development person should be hired, and the town’s resources should be leveraged including the talented residents.
- More analysis should be done and the infrastructure supporting economic development should be set up to dive into opportunities. In a few years, another market analysis should be done.

Recommendations/action plan include:

- Simplify and change some regulations to benefit small business and economic development opportunities.
- Hire an economic development person to leverage what people and institutions in town can do together.
- Investigate/seek “Downtown Designation” certification.
- Begin initial placemaking activities (wayfinding signs) to support tourism in town.
- Draft an economic development mission statement.

There was discussion of value-added businesses (office space, hi-tech for which the town is well positioned), regulatory reform (priority for the town), and incentives to retain historic buildings in town that are part of the town’s identity.

10. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Cate Cross, to adjourn the meeting.

VOTING by rollcall: unanimous (4-0); motion carried.

The meeting was adjourned at 9:09 PM.

RScty by tape: MERiordan

For the Selectboard

Date

TOWN OF SHELBURNE, VERMONT

Application for Appointment to Town Commissions, Boards, and Committees

Name Laura M. Parks Date 6-28-21
Mailing Address 82 Mount Philo Rd. Shelburne
Phone number 802-598-8501
Email address: Laura.T.M.Parks@gmail.com

Are you a Shelburne resident? Y or N

If not a Shelburne resident, do you own a business or property in Shelburne, or are an authorized representative of a business or property owner? Y or N

Commission(s), Board(s), or Committee(s) in which you are interested. If interested in more than one, please indicate your preference as 1st, 2nd, or 3rd.

Bike and Pedestrian Path Committee

Cemetery Commission

Development Review Board

Dog Park Committee

Ethics Committee

Historic Preservation and Design Review Committee

Natural Resources and Conservation Committee

New Town Center/Library Construction Committee

Parks and Recreation Committee

Pierson Library Board of Trustees

Planning Commission

Social Services Committee

Tree Advisory Committee

Veterans Monument Committee

Water Commission

Representative to external agencies

Please share your reasons for your interest in being appointed, and how you will help achieve the mission of the CBC(s) in which you are interested – whether on this form, or in a separate cover letter:

I frequent the dog park with my dog, Ogie. I'm interested in being involved with this wonderful place!

I am willing to volunteer extra personal time to help with special events for the Dog Park Committee.

Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town? Y or N. If no, please explain.

For new applicants: Are you able to attend at least 75% of meetings/hearings? Y or N. If no, please explain.

For applicants seeking reappointment: Did you attend at least 75% of meetings/hearings during your previous term? Y or N. If no, please explain.

The information I have submitted is true and accurate to the best of my knowledge. If appointed, I agree to abide by all applicable Town and State rules and regulations, including the Town's conflict of interest and social media policies.



Signature of Applicant

7-14-21

Date

Please return application to:

Town Manager's Office
PO Box 88
5420 Shelburne Road
Shelburne, VT 05482

For Town Use Only

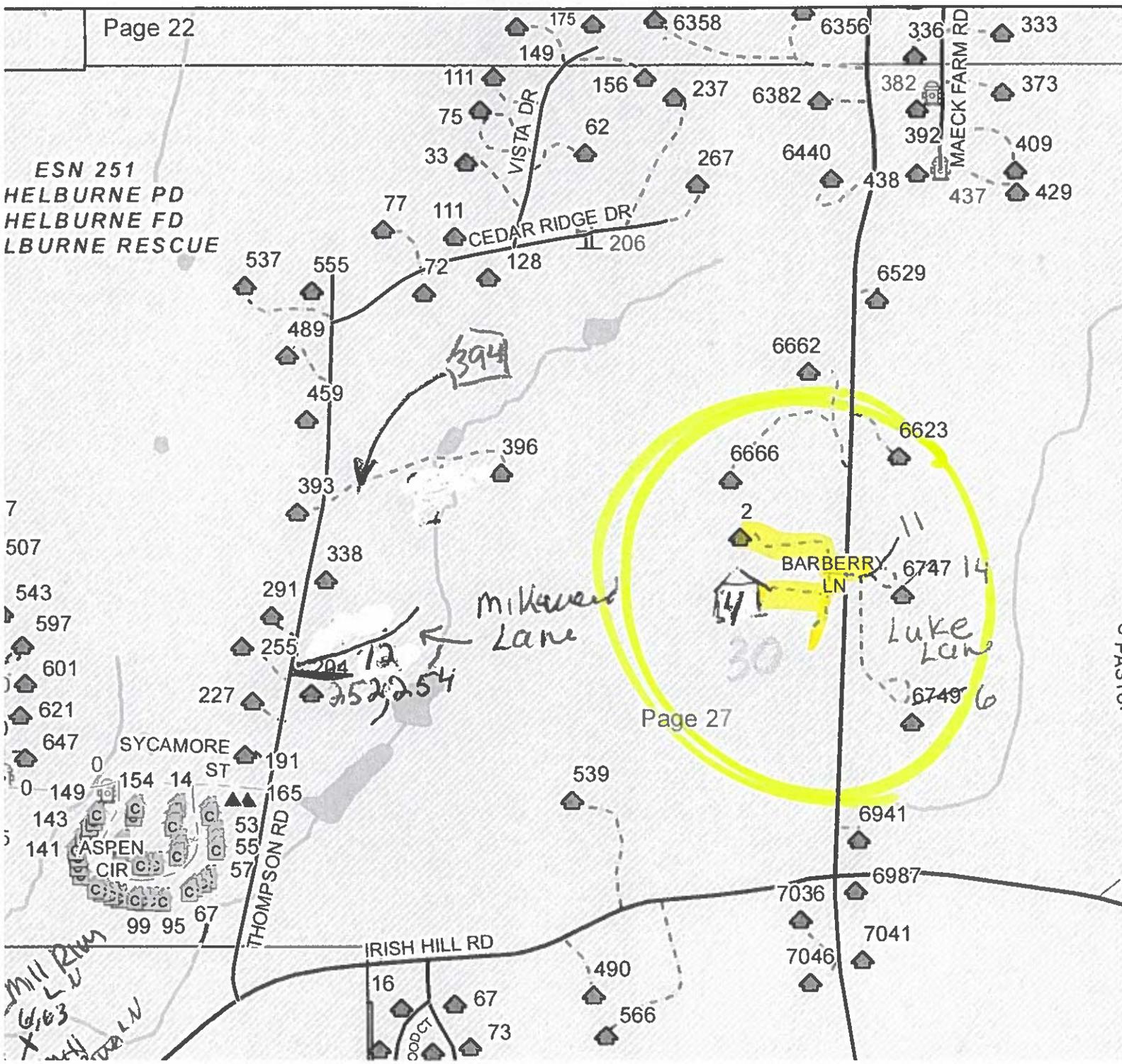
CBC appointed to: _____

Term expires on: _____

CBC appointed to: _____

Term expires on: _____

ESN 251
HELBURNE PD
HELBURNE FD
LBURNE RESCUE



7
507
543
597
601
621
647
0
149
143
141
99
95
67

SYCAMORE ST
CASPEN CIR
Milkweed Lane
6103
X
VAL LN

PACIFIC

PS: Affordability

I must mention the almost universal sentiment of “affordability” expressed by interviewees. This concept touches a spread of concerns from housing, to barriers to young families moving to Shelburne, to equity, and to allowing for a diversity of businesses services and needs that offer choices across the socioeconomic demographic.

The issues of “affordability” expressed by the interviewees are beyond the scope of this project. Nonetheless, increasing the commercial grand list within Shelburne will obviously increase the spread of tax base impact across the community. And some of the Tripp’s market analysis suggests diverse businesses leakages that, if plugged, would offer a choice of buying opportunities for residents across Shelburne’s demographic.

Recommendations List	Year 1	Year 2	Year 3
Strategy: Simplify Town Regulations, Process.			
Make the current Interim Bylaws for Outdoor Business permanent.	X		
Change Village lot requirements to 20 ft setback and 75 ft frontage.	X		
Empower more use of administrative review.	X	X	X
Change the zoning requirements for the Shelburne Green development, especially the Artisan Village to allow more flexibility and opportunity in dining, retail, signage.	X		
Hold early technical review meetings of Staff Department Heads and involve Committees early for significant development projects	X		
Require Planning staff to submit and retrieve project approval letters from Department Heads	X		
Set timeline input/response deadlines for Department Heads and Committees	X		
Create exemptions for signage and building maintenance. Make the decision on these administrative.	X		
Eliminate requiring local permits that duplicate state requirements	X		
Communicate proactively and directly with affected stakeholders when considering new regulations		X	
Create a sidewalk fund		X	
PC and DRB meet twice a year	X	X	X
Cut the review process by 50%		X	
Strategy: Curate the Tourism/Visitor (T/V) Economy			
Become a VT Designated Downtown			X
Town Manager engages in collaborative discussion with the three Tourism/Visitor "Anchor Institutions"	X	X	
Make the current Interim Bylaws for Outdoor Business permanent.	X		
SBPA coordinates business promotions and campaigns	X	X	X
Visit other communities for successful wayfinding projects	X		

Invest in wayfinding infrastructure	X	X	X
Request the State Place Making Program Manager visit to offer advice and recommendations	X		
Apply for State Place Making grants	X	X	X
Build a pedestrian friendly environment		X	X
Lease vacated Firehouse to Craft School rent free			X
Prioritize trails, sidewalk, and bike path investments to connect with T/V and local businesses.		X	X
Engage a firm to conduct full Market/Economy analytic research		X	
Strategy: Become an Intentional Community of Economic Development Communication, Collaboration, & Coordination			
Town engages an individual to begin communication and collaboration work	X		
Become a VT Designated Downtown			X
Town Managers engage in collaborative discussion with the three Tourism/Visitors "Anchor Institutions"	X	X	
SBPA organizes business mixers	X	X	X
SBPA leads conversations & activities with the business community, Shelburne Craft School, local art community	X	X	X
Business community proactively communicates with Town government	X	X	X
PC and DRB meet twice a year	X	X	X
Town communicates with affected economic development stakeholders when considering new regulations	X	X	X
Selectboard develops an economic development mission statement		X	
Next Comprehensive Plan develops significant economic development section.			
Strategy: Engage in Proactive Economic Development; Change "Anti-Business" perception			
Town engages a business development specialist	X		
Selectboard and Town Manager continue recent efforts in building and communicating a more positive business culture	X	X	X
Town establishes a vacant land survey of commercially zoned land.	X		
Planning office offers review workshops and discussions	X	X	
Town establishes a list of unused/nonoperating commercial properties	X		
SBPA develops and maintains a list of businesses.		X	
Collaborative discussions and information sharing occurs between Town and business community	X	X	X
SBPA organizes business mixers	X	X	X
Pursue "leaking" \$ business opportunities			X
Strategy: Become a Designated Downtown			
Ask the state DD coordinator to present the program	X		
Identify a local volunteer to organize and drive the application process	X		

SBPA serves as the legal and fiduciary agent, and serves as lead organizing collaborator with the Town.		X	
Start the application process with the State		X	
Establish Town line-item budget and local Business match		X	
Become a State Designated Downtown			X

Top 5 Actions

1. Aggressively make changes in regulations, process, and culture most notably:
 - a. Start early Department Head/Committee technical review/involvement when needed for project review.
 - b. Set deadlines for Department Head/Committee response that defaults to approval if missed.
 - c. Make Shelburne Green/Artisan Village zoning requirements similar to that of Shelburne Vineyard area.
 - d. Empower/support staff to make administrative review decisions.
 - e. Make Interim Bylaws permanent.
 - f. Chop number of meetings, reviews, reports, documents, and requirements that staff and applicants must endure.
 - g. Change lot setback and frontage requirements in the Village.
 - h. Begin bi-annual meetings of PV and DRB.

2. Engage temporary staff/consultant to immediately initiate recommended, proactive communication, collaboration, and economic development actions. Leverage the interest and engagement of economic development stakeholders expressed in interviews. Organize Town Manager and Anchor Institution meetings.

3. Start the work to become a VT Designated Community.

4. Invest time and resources in Tourism/Visitor infrastructure, most notably:
 - a. Wayfinding signs – parking, attractions, and amenities.
 - b. Prioritizing trails, bike path budgets to connect visitors to attractions and local businesses.
 - c. “Pop-Up”, experimental place making projects associated with the Farmer’s Market and planned Shelburne events.

5. Establish a Selectboard economic development “mission statement” to guide staff, committee and Selectboard direction and decisions.

TOWN OF SHELBURNE COMMISSION, BOARD AND
COMMITTEE APPOINTMENT PROCEDURES

I. Purpose:

The purpose of this policy is to standardize procedures and qualifications for application to, and appointment of, individuals by the Selectboard to Town Commissions, Boards and Committees (CBCs).

II. Procedures:

A. Standing Commissions, Boards and Committees (CBCs) and subcommittees thereof

These procedures for appointment shall apply to standing Town Commissions, Boards and Standing Committees (CBCs), including subcommittees thereof, established by the Selectboard and to which the Selectboard is authorized to appoint members per statute or Charter.

B. Ad Hoc, Pro Tempore, other impermanent and advisory bodies to the Selectboard, and external agencies

These procedures shall apply to Ad Hoc, Pro Tempore, other impermanent and advisory bodies the Selectboard may establish and appoint membership, and to appointments to external agencies as practicable.

C. Categories of appointment

1. Regular, 3-year term, voting
2. Ex Officio, indefinite term, non-voting, restricted to Selectboard members, the Town Clerk and Treasurer, Town staff, and contractors
3. Emeritus, indefinite term, non-voting in recognition of prior service on the same CBC.
4. Emeritus pro tempore, temporary, non-voting, by special Selectboard assignment
5. Pro tempore, temporary, voting in the circumstances of a CBC unable to conduct regular business

D. Eligibility for Appointment

1. Adult (Non-Student) Applicants for appointment to CBCs shall be either:
 - i. A resident of Shelburne;
 - ii. An owner of a Shelburne-based business;
 - iii. A landowner in Shelburne;
 - iv. An authorized representative of a business or landowner in Shelburne; or
 - v. A person with specific expertise in the subject matter over which the CBC has jurisdiction whether or not such applicant meets any of the above three criteria,

2. Student Applicants:

- i. High School students may apply for seats on CBCs. These seats shall be non-voting;
- ii. Students of families residing in Shelburne shall be given preference.
- iii. Student-members must comply with § III of this Rule.

D. Reappointment of CBC Members

1. Current CBC members who wish to be reappointed, are recommended for reappointment by the relevant chairperson, and who are judged by the Selectboard to be members in good standing may be reappointed by the Selectboard for an additional term in the following manner:

- i. The Selectboard shall seek feedback from the CBC chairperson, other CBC members, and relevant Town staff in determining whether a serving member is in good standing;
- ii. In the case of a chairperson seeking re-appointment, the Selectboard shall seek feedback from the CBC vice-chair, other CBC members and relevant Town staff; and
- iii. "Good standing" shall mean the serving member contributes to CBC goals and effective operation; maintains an annual attendance level of at least 75% at meetings (unless otherwise excused for personal or professional reasons); and conducts her- or himself throughout CBC activity in a respectful, collaborative manner.

E. Vacancies

1. A person appointed by the Selectboard to a CBC vacancy that occurs prior to expiration of the incumbent's term shall serve for the remainder of that term and shall be eligible for reappointment.

2. The process for Selectboard appointment of a person to a CBC vacancy shall be the same as appointment as described in § II(F)(2) of these Procedures.

F. Appointment Process

1. Current CBC Members

- i. Prior to advertising an open CBC position, the Town Manager shall contact all CBC members whose terms are expiring within nine months regarding their intention to seek reappointment.

ii. Current CBC members seeking reappointment will notify the Town Manager no later than September 1.

iii. Upon receiving an application, the Town Manager will forward it to the appropriate CBC Chair or Vice-Chair, as the case may be, for review pursuant to § II(D)(1) above.

iv. The Selectboard will review reappointments during the month of October and consider such reappointments based on the criteria referenced in § II(D)(1) above.

2. Vacancies

i. Vacancies remaining after the reappointment process shall be advertised by November 1. Vacancies will be advertised to the community via print media, social media, and the Town website.

ii. Persons interested in a CBC vacancy must submit a written application on a form for that purpose available from the Town Manager. Applications will be due to the Town Manager by December 1 of each year.

iii. Upon receiving an application, the Town Manager shall forward same to the appropriate CBC chair. The Chair is encouraged to contact the applicant to discuss the work of the CBC and to learn more about the applicant. The Town Manager will seek feedback from the Chair prior to routing the applicant's application to the Selectboard.

iv. The Town Manager will route all applications to the Selectboard, together with CBC feedback on or before January 1 each year.

v. The Selectboard will interview all CBC applicants in the months of January and February. CBC appointments must be completed by the last day of February of each year.

3. Interviews

All interviews for, and deliberations related to, those interviews will be conducted in open session. The Selectboard may enter executive session only per authority granted by statute.

4. Prior Applicants

In seeking to fill CBC vacancies and appointments, the Town Manager is authorized to contact prior applicants who were not previously appointed to alert them of the vacancy or opening.

H. Terms:

The term of appointment for each CBC position shall be three years.

III. Expectations for CBC Member Service

A. Expectations for performance of CBC duties:

It is expected that members, including student members, shall:

1. attend at least 75% of all meetings meetings (unless otherwise excused for personal or professional reasons);
2. make demonstrable contributions to the stated mission of the CBC;
3. respect fellow members; and
4. conduct themselves at meetings and public appearances of the CBC in a fair and courteous manner.

B. Removal:

With the exception of Planning Commissioners, who may only be removed prior to expiration of their term by unanimous vote of the Selectboard pursuant to 24 V.S.A. § 4323a, CBC appointees serve at the pleasure of the Selectboard, which may remove them by majority vote for reasons which include, but are not limited to, the following:

1. Excessive absence from CBC regularly scheduled meetings, specifically absence from more than 25% of such meetings in any 12-month period meetings (unless otherwise excused for personal or professional reasons).
2. Non-performance or other misconduct, including violation of the Town's Conflict of Interest Ordinance.

C. Duty to Acknowledge Ethics Ordinance:

CBC appointees shall acknowledge receiving and reading the Town's Ethics Ordinance, to which their service is subject, at the time of appointment and shall commit to such aspirational standards of behavior as may be adopted for Town volunteers as a matter of Town policy.

IV. Formation of a new standing CBC.

A. The following shall be the process for the formation of a new standing CBC:

1. On the occasion that the Selectboard, resident, or group of residents wishes to form a new CBC for some purpose, such individuals shall first propose to the Selectboard, either in-person or in writing, such a CBC, together with a rationale and explanation for its need.
2. If the Selectboard supports the formation of the proposed CBC, the individuals proposing it shall craft, perhaps in consultation with the Selectboard, a remit or charter, which should address the goals, purpose and function of the new CBC, its membership, scope of duties and processes for meeting, and any other relevant information relevant to its goals and function.
3. Additionally, any need or request for staff support from the town should primarily be kept to a minimum, but if essential, explained and justified in the remit or charter.
4. The Selectboard shall then consider whether to approve the formation of the proposed committee and its remit or charter.
5. Subsequent to the formation of the committee, the Selectboard, those individuals sponsoring the proposal, or any members of the community shall solicit membership on the newly formed CBC.
6. Membership on the newly formed CBC will then be vetted and considered as is standard for all CBCs; with an application to the new CBC, together with any relevant supporting material, which shall be reviewed and considered for appointment by Selectboard vote.
7. Subcommittees of standing CBCs are not subject to this process of formation, and remain a decision by the standing CBC of which the subcommittee is a proposed part.

As approved by the Shelburne Selectboard on August 14, 2018

Amended/updated by the Shelburne Selectboard on March 23, 2021

Amended/updated by the Shelburne Selectboard on July 27, 2021