



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

SELECTBOARD MEETING AGENDA SHELBURNE TOWN OFFICES, 5420 SHELBURNE ROAD SEPTEMBER 9, 2025

Join Zoom Meeting

<https://us06web.zoom.us/j/81288336683?pwd=b0l3UGJ4NXMlWHd0SjdubkgyL0RsUT09>

Dial by your location

- +1 929 205 6099 US (New York)
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)

Meeting ID: 812 8833 6683

Passcode: 1763

- | | |
|---|-----------|
| 1. Call to Order/Roll Call | 7:00 P.M. |
| 2. Approve agenda | 7:05 |
| 3. Disclosure of conflict of interest for items on the agenda | |
| 4. Approve meeting minutes of August 26, 2025 | |
| 5. Public Comments re: items not on the agenda | 7:10 |
| 6. Selectboard Comments | 7:20 |
| 7. Town Manager report | 7:25 |
| 8. Commissions, Boards, and Committee matters | 7:30 |
| a. Community & Economic Development appointments | |
| 9. Tax waiver request | 7:50 |
| 10. Renewal for Bond Anticipation Note | 7:55 |
| 11. Adjourn to next regular meeting September 23 | 8:00 P.M. |

**SELECTBOARD MEETING AGENDA
SHELBURNE TOWN OFFICES, 5420 SHELBURNE ROAD
SEPTEMBER 9, 2025**

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a. Community & Economic Development Committee

Following the January 21 vote to establish a community and economic development committee, recruiting interest continued. Experience Shelburne has gained broad involvement from residents with a wide range of skills and perspective. New volunteers have applied to be formally involved. In addition to introducing new members, there is also space to share project updates and detail the work of this new group.

Possible Motion: I move to appoint Patricia Carpenter, Matt Sleeman, and Jeff Trussell to the community and economic development committee for a term beginning September 10, 2025 and expiring March 30, 2028.

9. Tax Waiver Request	7:50
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Staff enforce a set of fees and penalties to collect tax revenue efficiently. The Selectboard has an adopted policy for certain penalty waivers. From about 3,000 tax bills sent out each quarter, there is about 95% compliance and timely payments. Two requests for waivers have come in; they are consistent with policy.

- Julie Bibleheimer, \$55.93. Serious family medical condition.
- Mark Woodmansee, \$262.42. Mail forwarding delay due to a recent change of ownership.

Possible motion: I move to approve the tax penalty waiver requests as presented, consistent with the Selectboard's policy.

10. Renewal of Bond Anticipation Note

The Town uses long-term debt through Vermont Bond Bank to secure the lowest interest rates for capital improvements. The bond bank issues money from bonds when a construction project is completed. Often, municipalities use a bond anticipation note, construction loan, or other short-term debt to protect their cash on hand before a bond issue.

The Town of Shelburne's water meter replacement project is complete, but the Town's bond anticipation note is due for renewal now, before the scheduled bond issue this winter.

Possible motion: I move to renew the bond anticipation note financing for the Town's water meter replacement project.

11. Adjourn to next regular meeting, September 23rd

8:00 P.M

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH MEDIAFACTORY.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 REGULAR MEETING
MINUTES OF MEETING
AUGUST 26, 2025**

***Hybrid meeting**

SELECTBOARD PRESENT: Mike Ashooh, Chair; Matt Wormser, Vice-Chair; Andrew Everett; Luce Hillman; Chunka Mui

SELECTBOARD ABSENT: None

ADMINISTRATION: Matt Lawless, Town Manager; Joe Cavanaugh, Assistant Town Planner; Aaron DeNamur, Director of Planning & Zoning; Susan Elliot, Assistant to the Town Manager; Josh Flore, Acting Police Chief

OTHERS PRESENT: Michael Bissonette, Peggy Coutu, Rod Romeyn, Steve and Debbie Mayfield, Susan McClellan, Rosalyn Graham, Corrine and Charlie Bissonette

1. CALL TO ORDER/ROLL CALL

Mr. Ashooh called the Selectboard meeting to order at 7 PM.

2. APPROVE or AMEND AGENDA

MATT WORMSER made a motion, seconded by **ANDREW EVERETT**, to approve the agenda, as presented. Motion passed 5-0.

3. DISCLOSURE OF CONFLICT OF INTEREST FOR ITEMS ON THE AGENDA

None.

4. APPROVE MEETING MINUTES OF AUGUST 12, 2025

MATT WORMSER made a motion, seconded by **ANDREW EVERETT**, to approve the minutes of August 12, 2025, as presented. Motion passed 5-0.

5. PUBLIC COMMENTS RE: ITEMS NOT ON THE AGENDA

Mr. Romeyn said that he would like an update on the Conway Report on Pond Road and requested additional speed limit signs. Mr. Lawless said that this will be discussed with the budgetary priorities review.

6. SELECTBOARD COMMENTS

Mr. Everett said that the start of school is tomorrow and reminded everyone to keep watch for students. Ms. Hillman and Mr. Ashooh said that Shelburne Day went very well and they were happy to be part of the celebration.

7. TOWN MANAGER REPORT

Mr. Lawless encouraged members of the community to volunteer for committee vacancies. Bryce Turner has been hired as the Parks & Recreation Program Coordinator.

8. COMMISSIONS, BOARDS, and COMMITTEE MATTERS

None.

9. STREET NAME

Mr. Lawless said that the assignment of street names is one of the responsibilities of the Selectboard. The applicants have a strong preference for “James Way” as the name for new private road behind the Dutch Mill. Mr. Cavanaugh said that the applicants would like to honor their late son with this name. The Bissonettes, property owners, said that they appreciate the Board’s consideration.

MATT WORMSER made a motion, seconded by LUCE HILLMAN, to approve the new private street name of James Way. Motion passed 5-0.

10. FARMERS MARKET

Mr. Mayfield, president of the Shelburne Business and Professional Association (SBPA), provided a history of the market. He said that more staff are needed to operate the market as it has grown. He discussed the operational structure of other farmers markets throughout the state. Mr. Mayfield is proposing that the Shelburne town government take over the Farmer’s Market. This would provide protection to ensure that the market would never be moved out of town. This would not be possible if the market was taken over by a private entity. He would like to see these changes put in place for the Winter Market and would like to see a plan in place by the end of this year. SBPA members would still like some input in the market and the ability to have a booth for Shelburne Day. Mr. Mayfield said that the market generates revenue and is very solvent. Mr. Lawless will work with Mr. Mayfield to further look at this issue and develop a plan to bring back to the Board.

11. PARKING ORDINANCE

MATT WORMSER made a motion, seconded by LUCE HILLMAN, to open the public hearing concerning amendments to the parking ordinance. Motion passed 5-0.

Mr. Flore said staff is suggesting a \$50 fine for all violations, except for fire safety violations, which would be \$75. Subsequent violations in a calendar year would incur a \$25 fee increase per violation.

MATT WORMSER made a motion, seconded by LUCE HILLMAN, to close the public hearing concerning amendments to the parking ordinance. Motion passed 5-0

MATT WORMSER made a motion, seconded by ANDREW EVERETT, to approve the amendments to the parking ordinance as presented. Motion passed 5-0.

12. ANIMAL CONTROL ORDINANCE

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to open the public hearing concerning amendments to the animal control ordinance. Motion passed 5-0.

Mr. Flore said that the main change is that dogs will be held by the town of Shelburne for seven days, rather than thirty days.

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to close the public hearing concerning amendments to the animal control ordinance. Motion passed 5-0.

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to approve the amendments to the animal control ordinance as presented. Motion passed 5-0.

13. WATER ORDINANCE

Mr. Lawless said that the main change is that disconnection can be an enforcement method for noncompliance.

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to open the public hearing concerning amendments to the water ordinance. Motion passed 5-0.

Mr. Ashooh requested public input, of which there was none.

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to close the public hearing concerning amendments to the water ordinance. Motion passed 5-0.

ANDREW EVERETT made a motion, seconded by MATT WORMSER, to approve the amendments to the water ordinance as presented. Motion passed 5-0.

14. CONSTRUCTION UPDATE

Mr. Lawless said that Shelburne has several historic public buildings which are currently in use. These buildings have many needs, coupled with other public safety and utility needs. Implementing multiple complex projects at the same time can be concerning, and Mr. Lawless would like advice on how to move forward. Ms. Hillman suggested hiring a Project Manager or Public Works Director position and adding this cost to the overall project costs. She said that this person could also oversee water, wastewater and sewer projects. The level of experience required for this position was discussed. The Board would like to learn about what other communities of a similar size are doing. Ms. Hillman and Mr. Lawless will work to develop a plan to bring back to the Board. Mr. DeNamur spoke in support of implementing a Public Works Director position. Mr. Lawless said that he will prioritize this position in his budgetary request for the next fiscal year and said that this position may be able to save additional funds by minimizing contractors and reducing change orders.

15. ADJOURNMENT

MATT WORMSER made a motion, seconded by ANDREW EVERETT, to adjourn. Motion passed 5-0 at 8:16 PM.

Respectfully submitted,
Darby Mayville

For the Selectboard

Date

Participant Details

Email: pcarpenter@shelburnevt.org

Referrer: unavailable

Date Taken: 4 hours ago

Time Spent: 00:38:12

OS: Windows 10

Browser: Edge 139

Location: [Jericho, United States](#)

Results Snapshot beta



Q1

Applicant information:
Form

Name: **Patricia Carpenter**

Mailing Address: **466 Acorn Lane**

Phone number: **8502422356**

Email address: **pcarpenter@shelburnevt.org**

Q2

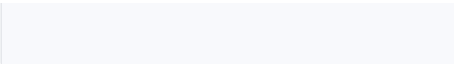
We plan to form working groups in a number of areas. Which might you be interested in? Please check all that might apply.
Multiple Choice

Tourism & Visitation

Events & Audience Engagement

Comments:

Tourism, events, and community engagement are powerful drivers of both economic vitality and local pride. By supporting events and experiences that showcase our community's unique character, we not only attract visitors but also strengthen the connections among residents themselves. This work balances economic growth with community well-being. Promoting tourism and events isn't just about increasing numbers; it's about creating meaningful experiences that highlight our culture, history, and natural assets. Community engagement ensures that residents feel included and represented in shaping how we welcome visitors and share our story. Through this committee, I hope to contribute ideas that foster sustainable growth, encourage collaboration between businesses and residents, and create events that bring people together while enhancing the community's reputation as a welcoming and vibrant place to live, work, and visit. For me, it's not just about bringing people in—it's about making both visitors and community members have experiences that feel meaningful and welcoming. I really enjoy being part of things that strengthen that sense of connection and help our town grow in a way that's positive and inclusive. Being on this committee feels like a chance to help make that happen.



Q3
There are a number of ways to contribute to Shelburne's Community and Economic Development Committee's efforts. Please select all in which you are interested.
Multiple Choice

Committee/Board member
Advisory Board member
Comments:
I would like to serve as Treasurer of Shelburne's Community and Economic Development Committee because I value strong financial stewardship and understand how important it is for the committee's success. I enjoy working with numbers and organization, and I believe I can help ensure resources are managed responsibly so the committee can focus on creating events and opportunities that strengthen our community and local economy.

Q4
Are you a Shelburne Resident?
Multiple Choice

Yes

Q5
Do you own a business or property in Shelburne, or are an authorized representative of a business or property owner?
Multiple Choice

No

Q6
Please share your reasons for your interest, and how you will help achieve the mission of the Community and Economic Development Committee.

As Finance Director for the Town of Shelburne, I bring a strong foundation in financial management, budgeting, and accountability that would directly support the work of the Community and Economic Development Committee. Serving as Treasurer, I could ensure that the committee's resources are managed

Essay

transparently and efficiently, allowing members to focus their energy on creating programs, events, and initiatives that strengthen tourism, local business, and community engagement. My experience with municipal finance means I am familiar with public budgeting processes, compliance requirements, and long-term financial planning. This perspective can help the committee align its goals with the Town's broader priorities, while also ensuring that projects are sustainable and fiscally responsible. In this way, I can provide the financial oversight and guidance needed to help the committee achieve its mission of fostering economic opportunity and enhancing the vitality of the Town of Shelburne.

Q7
Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town?
Multiple Choice

Yes

Q8
For applicants for a Board/Committee role, are you able to attend at least 75% of our monthly meetings?
Multiple Choice

Yes

Q9
Please affirm the following statement : "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...

Yes, I affirm.

Comments:
Patricia Carpenter

Participant Details

Email: msleeman@gmail.com

Referrer: unavailable

Date Taken: May 23

Time Spent: 00:06:07

OS: Mac OS 10.15.7

Browser: Chrome 128

Location: [Montpelier, United States](#)

Results Snapshot beta

Q1

Applicant information: Form

Name: **Matt Sleeman**

Mailing Address: **520 Sycamore St**

Phone number: **8023795007**

Email address: msleeman@gmail.com

Q2

We plan to form working groups in a number of areas. Which might you be interested in? Please check all that might apply.
Multiple Choice

Business Retention & Enhancement

Strategic Recruitment

Comments:
New Shelburne resident with minimal experience in community development, but an interest in getting plugged into the community. My background as an actuary in life insurance, so I have some business acumen and quant familiarity if useful! But mostly just an interest in helping where I can.

Q3

There are a number of ways to contribute to Shelburne's Community and Economic Development Committee's efforts. Please select all in which you are interested.
Multiple Choice

Working Group Volunteer Committee Member

Comments:
See above

Q4

Yes



Are you a Shelburne Resident?
Multiple Choice

Q5
Do you own a business or property in Shelburne, or are an authorized representative of a business or property owner?
Multiple Choice

No

Q6
Please share your reasons for your interest, and how you will help achieve the mission of the Community and Economic Development Committee.
Essay

I don't have any formal experience with community development, event planning, or business engagement, but I do have interest in strategy questions (how do we make it easier for businesses to get established in Shelburne) & a research orientation (what have other communities done). My background is as an actuary in the life insurance industry, so I have some business / quant acumen through my professional experience, which may or may not be useful here. However, I view this as an opportunity to quickly get plugged into the Shelburne community -- which is one of the primary reasons we moved here -- and help shape it for the future. If there's anywhere that makes sense for an analytical or strategic skillset to get plugged in (though again recognizing I am very new to community development & the community itself), let me know!

Comments:
<https://www.linkedin.com/in/matt-sleeman-9b935626/>

Q7
Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with

Yes

the Town?
Multiple Choice

Q8
For applicants for a Board/Committee role, are you able to attend at least 75% of our monthly meetings?
Multiple Choice

~~Not applying for a Board/Committee position~~
YES

Q9
Please affirm the following statement : "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...
Multiple Choice

Yes, I affirm.

Comments:
Matt Sleeman

Participant Details

Email: jeff@lot7media.com

Referrer: unavailable

Date Taken: Mar 12

Time Spent: 00:37:33

OS: Mac OS 10.15.7

Browser: Safari 17

Location: [Middleborough, United States](#)



Results Snapshot

beta



Q1

Applicant information:
Form

Name: **Jeff Trussell**

Mailing Address: **81 Ferndale Way**

Phone number: **2024070411**

Email address: **jeff@lot7media.com**

Q2

We plan to form working groups in a number of areas. Which might you be interested in? Please check all that might apply.
Multiple Choice

Strategic Recruitment

Tourism & Visitation

Business Retention & Enhancement

Comments:

Through my work owning Lot 7 Media, I've created video content extensively in the travel and tourism space, as well in promotion of new home and mixed use communities, and in support of economic development campaigns. Our clients have included the US Travel Association, Loudoun County Economic Development, the Northern Neck Planning District Commission, and Craftmark Homes. We've worked with government entities, convention and visitors bureaus, destinations and events across the country. I understand how to use beautiful visual content and storytelling to attract tourists and new businesses and residents, and I was so happy to see the formation of this team because I've wanted to work on this for Shelburne since moving here.

Q3

There are a number of ways to contribute to Shelburne's

Working Group Volunteer

Service provider (please explain)



Community and Economic Development Committee's efforts. Please select all in which you are interested.
Multiple Choice

Committee/Board member

Advisory Board member

Sponsor/Partner (please explain)

Comments:
I'm open to discussing the most effective ways to use my time and talents based on what the town needs, including video production services (which could include concept development, scripting, filming, editing, and motion graphics).

Q4
Are you a Shelburne Resident?
Multiple Choice

Yes

Q5
Do you own a business or property in Shelburne, or are an authorized representative of a business or property owner?
Multiple Choice

Yes

Comments:
*I'm a homeowner in Shelburne and I own a Shelburne based business, Lot 7 Media.
www.lot7media.com www.lot7weddings.com*

Q6
Please share your reasons for your interest, and how you will help achieve the mission of the Community and Economic Development Committee.
Essay

My family and I immediately felt at home when we moved to Shelburne a few years ago. This is such a special town, and the best community for my kids to grow up in. That said, I see so much potential to invite more visitors to Shelburne, responsibly attract more of the kinds of businesses and services we need, and ensure the long-term vibrancy of the town so that our kids can have the option to raise their own kids here one day. As an active parent of three kids at SCS, I can speak to the needs and desires of families. As a small business owner, I can speak to the needs and challenges of small and local business. And as a videographer, drone operator, editor and motion graphics artist, I can showcase everything

Shelburne has to offer in a strategic, targeted, and compelling way. If we can introduce people to our places, events, and town spirit through compelling, visually stunning video content, I'm convinced they'll want to experience it all in person.

Comments:

www.lot7media.com www.lot7weddings.com
<https://www.linkedin.com/in/jefftrussell/>

Q7

Are you current with all of your financial obligations (property taxes, water, sewer, etc...) with the Town?

Multiple Choice

Yes

Q8

For applicants for a Board/Committee role, are you able to attend at least 75% of our monthly meetings?

Multiple Choice

Yes

Q9

Please affirm the following statement : "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...

Multiple Choice

Yes, I affirm.

Comments:

Jeff Trussell