



Town of Shelburne, Vermont

SELECTBOARD MEETING AGENDA

Tuesday, January 7, 2020

Shelburne Town Offices, 5420 Shelburne Road, Shelburne, Vermont

Call to Order	7:00 P.M.
*Approve Agenda	7:00 P.M.
*Approve meeting minutes of December 10 and 17, 2019	7:00 P.M.
Public Comments	7:05 P.M.
Selectboard Comments	7:15 P.M.
Town Manager Report	7:20 P.M.
* Approval of a 1-year loan with National Bank of Middlebury in the amount of \$87,000 and interest rate of 2.66% financing the purchase of the Sewer Dept. tanker truck. (This refunds a \$101,500 Loan with National bank of Middlebury issued in December 2018.)	7:25 P.M.
*Minor technical correction to previously accepted zoning amendments for Public hearing – review and accept	7:30 P.M.
*Social Media Policy amendment/update	7:35 P.M.
*Executive Session: discussion regarding evaluation of a public officer or employee	7:40 P.M.
Discussion of proposed budget for fiscal year 2020-2021	8:00 P.M.
*Adjourn	9:00 P.M.

* Decision Item

Times allotted to each agenda item are approximate and may vary depending on the discussion.

Reasonable accommodations will be provided upon request to ensure that this meeting is accessible to all individuals



Town of Shelburne, Vermont

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ANNOTATED AGENDA

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As with other similar matters brought before the Selectboard, Peter Frankenburg will offer a brief synopsis of purpose and rationale.

*Minor technical correction to previously accepted zoning amendments for public hearing – review and accept 7:30 P.M.

A minor error was discovered in one of the maps submitted to the Board recently in the request to warn a public hearing to consider adopting proposed zoning amendments. This matter is essentially a formality, asking the Board to accept this correction for the record, in advance of our publishing the legal notice for this upcoming hearing. The attached memo from Dean Pierce explains this in more detail. Given that the legal notice will not be published until January 16, in advance of the hearing to be held on February 11, the timing here works out well. A motion to accept this correction for the upcoming hearing will suffice.

***Social Media Policy amendment/update**

7:35 P.M.

Given recent events in at least one other municipality, it seemed prudent to amend our own social media policy (Section 6.21 of the Town's Personnel Policy, to add a new section as described below, which has been vetted by Town Counsel. I recommend adoption "as is" so that we get this on the books. If thought to need further enhancement, I suggest we do that at another time.

Proposed addition to Section 6.21 of the Town's Personnel Policy, "Use of Social Media":

Employees are prohibited from establishing anonymous social media accounts for any purpose related to their work for the Town, and are prohibited from commenting anonymously on social media on any aspect of municipal operations or Town government. Employees must exercise professional judgment to ensure that their conduct is beyond reproach in all social media interactions.

***Executive Session: discussion regarding evaluation of a public officer or employee**

7:40 P.M.

MOTION: I move to enter executive session to consider the evaluation of a public officer or employee, and to invite the Town Clerk, Finance Director, and Town Manager to participate.

Note that this matter only requires this single motion under statute; unlike certain other matters that come before us, it does not require the first motion and finding regarding 'premature public knowledge...'

Discussion of proposed budget for fiscal year 2020-2021

8:00 P.M.

Preparing a draft budget for review and consideration is one of the most important and fundamental aspects of municipal governance. More so than ever, it is this year a dynamic balancing act between wants, needs, fixed costs and debt, and fiscal accountability. While a budget is, reduced to its essence, dollars and cents, it also reflects a statement of goals, policies, and expectations about the services desired and expected by residents, but again, balanced against practicality, affordability, and need. Running a town is expensive, and different people have different ideas about what's most important. Yet, as a famous rock musician once sang, "You can't always get what you want".

Although there never seems to be a 'good year' where we can fund everyone's wish list, we all know that this year is perhaps the most challenging we have faced due to fixed costs and debt incurred from past or more recent projects. As discussed previously, fixed costs and debt alone constitute a 4.1% increase in the municipal tax rate. In some years, that itself might be the maximum increase thought acceptable to present to the voters.

While remaining aware of ability to pay, we must still keep the ship of state afloat and fund essential services. Here's a quick recap of this year's budget, where we started, and where we are today in this current proposal: if all committee and department requests were funded fully in the coming fiscal year, that would have caused a 20% tax increase. The early, preliminary budget proposal pared that down to roughly a 9% increase, which we knew was still too high, but was a starting point for discussion. The second draft sent to you for your review and comment on New Year's Eve pared that down further to about a 7% increase. Having sharpened our proverbial pencils further, the draft budget before you now, the formal Town Manager's proposal pursuant to the Town Charter, represents a 6.27% increase in the municipal portion of the overall property tax bill (which as you know, is a small proportion of the total tax bill; the School portion being the much larger part of the whole.

Changes and adjustments made recently (and not including changes made in the first draft, such as decreasing Fire Department capital expenses by \$20,000) include the following:

Revenue

*Increase transfer from recreation impact fees from \$7000 to \$20,000
NET CHANGE: + \$13,000*

Selectboard

Shown as \$0, but presumed that the voters will approve \$6300 as in past years as the separately warned article, so this is not included in the calculated net change below.

Legal: FYI, \$5000 is still proposed as a placeholder for costs we may incur if the Fire/Rescue property matter continues to move forward. This was in the last draft.

*Economic Development: decreased from \$50,000 to \$25,000
NET CHANGE: - \$25,000*

Administrative Services

*Computer software: decreased from \$17,000 to \$16,000
Computer hardware: decreased from \$18,000 to \$15,000
NET CHANGE: - \$4000*

Planning & Zoning

*Enforcement/special assistance: decreased from \$2000 to \$0
NET CHANGE: - \$2000*

Buildings and Grounds

*Decreased trail maintenance from \$20,000 to \$15,000
Decreased Town energy improvements from \$20,000 to \$10,000
NET CHANGE: - \$15,000*

Stormwater

Level funded on the tax base at \$206,000. Maintains \$25,000 for phosphorus control as per the CIP, but transfers funding to the stormwater utility
NET CHANGE: - \$25,000

Police Department

Overtime/doubletime: PD suggests it is essential to keep this where it was, level funded at \$139,573. This represents an increase of \$18,512 over the prior draft budget.

Just an FYI that we've been advised that the radio upgrade at \$210,000 should be a separately warned article for a bond vote. This had originally been thought of as a budget item entirely in this fiscal year. We continue to carry a capital improvement line item toward this purpose.

Also, as shown in prior drafts, the transfer to cruiser fund is increased significantly, reflecting a stated need to replace two cruisers next year.

NET CHANGE: + \$18,512

Fire Department

Decreased equipment replacement reserve fund from \$50,000 to \$25,000
NET CHANGE -\$25,000

Public Safety/Dispatch

Overtime/doubletime: No change from prior draft budget, but still a 25% increase over this year. PD suggests this is essential to maintain as a more accurate representation of actual costs over the past several years.

Decreased Communications transmission equipment improvement from \$28,000 to \$25,000

NET CHANGE: - \$3000

Highway

Decreased equipment replacement fund from \$120,000 to \$100,000

Pond Road: propose to chip seal only the stretch from Dorset Street to Frog's End, balancing the array of interests and concerns expressed. This \$210,000 is added into the CIP as a placeholder for fiscal year 2021-2022, so no impact upon this year's budget proposal. Please see attached document, "Pond Road Study Group" for background information submitted by residents of Pond Road.

Sidewalk maintenance/traffic safety improvements: this budget proposal contemplates blending these into a single line item, as these matters go hand in hand as part of a whole. Integrating these will help us do the necessary thinking from a more holistic, townwide perspective, so that we can focus our funding and our efforts efficiently and effectively.

Acknowledging circumstances as they are, this proposal includes an additional \$5000 above what was proposed in the New Year's Eve draft.

Beach parking lot paving: defer to fiscal year 2021-2022; decrease of \$30,000

NET CHANGE: - \$45,000

Library

Decrease books/tapes/materials from \$45,000 to \$40,000

Decrease computers from \$8000 to \$7000

NET CHANGE: - \$6000

Miscellaneous

Prospective Fire/Rescue property: added \$5000 for expenses that may be needed

NET CHANGE: + \$3000

Open Space

Understanding well Board sentiment and prior votes on this topic, this budget proposal includes the same zero funding as the prior drafts. My reasons were described in a prior budget memo, and I won't repeat them here. However, and in addition, in a year of dramatic fiscal challenge, where we are making drastic cuts in equipment reserve funds for absolute necessities (literally kicking the proverbial can down the road toward future debt), it seems that applying the same fiscal austerity here is prudent and warranted. This is not about ego; I'm not looking to create conflict; please don't shoot the messenger. Every committee and department believes in its mission and need, and wants cuts restored. I'm just doing my job, as stated in the introduction, to present to you a budget proposal that seeks to balance wants, needs, and affordability.

I hope you can understand that reasoning, even as you may disagree with the choices made in this budget proposal that have brought us to this point in our shared process.

I understand well that your job as the Selectboard, and our job together, will involve significant discussion about all aspects of this proposal, and may well involve significant rebalancing and reallocation of priorities and resources as we work toward a final draft budget that we can in good conscience adopt and present to the voters we serve.

***Adjourn**

9:00 P.M.

Thank you.

UPCOMING MEETINGS

January 14: key issues include CBC applicants, public hearing regarding Shelburnewood CDBG grant application, and public hearing/continued discussion on Town budget (and hear about School District budget), begin to formulate goals and objectives for 2020.

January 21: key issues include finalizing budget and warning for Town Meeting, public hearing on stormwater ordinance and credit manual, Town Manager evaluation.

January 28: would be our regular 'fourth Tuesday of the month' meeting – *do we want or need this, given the month's schedule to date?*

February 11: public hearing on proposed zoning amendments; other issues to be determined.

*** Decision Item**

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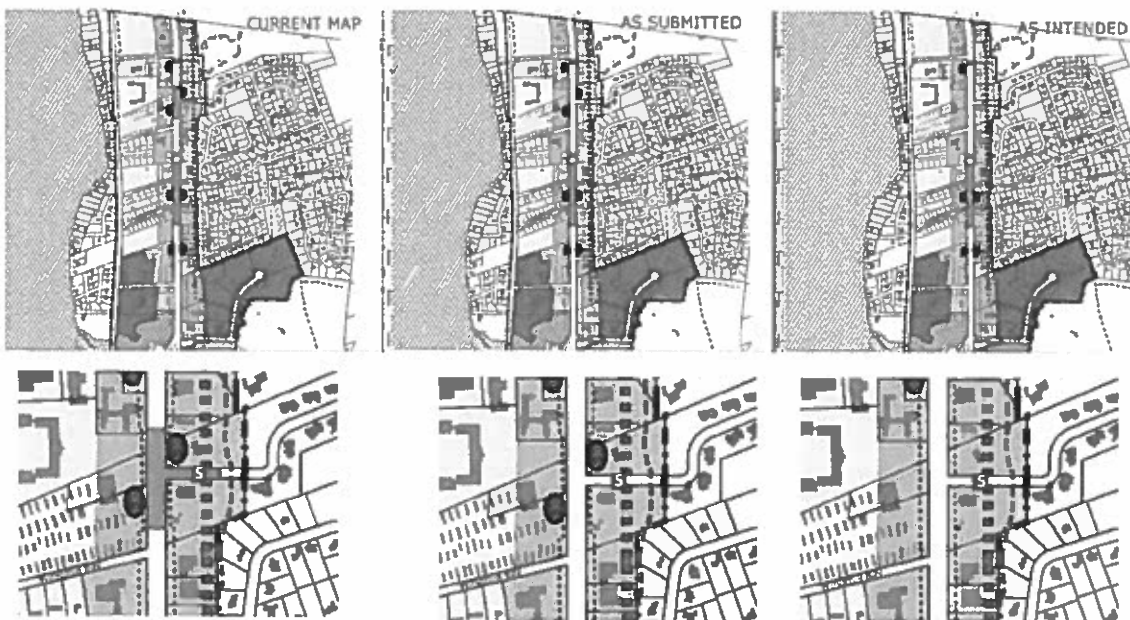
MEMORANDUM

TO: SHELBURNE SELECTBOARD
CC: JASON GRIGNON
FR: DEAN PIERCE
VIA: LEE KROHN

RE: CORRECTION OF ERROR IN HEARING DRAFT OF FORM BASED ZONING PROPOSAL

DA: DECEMBER 23, 2019

The hearing materials transmitted to the Selectboard contain a “map glitch” some might compare to a typographical error. The relevant portion of the Regulating Plan is depicted below, first in a general way (showing the northern part of the corridor) and below that in a detail (looking at the specific area with the glitch). The Planning Commission confirmed its intention for the Regulating Plan at the meeting on December 19. Thus, it appears there is no question regarding what they intended by way of the revised map.



Lee Krohn and I have discussed this matter thoroughly—as it raises questions regarding the bylaw-adoption process. We have concluded the Selectboard may incorporate a corrected version of the map in the hearing draft but must do so *at least fifteen days prior to the scheduled hearing*¹. Further, I believe transparency demands the change should not be made to the draft without having the Selectboard agree by motion (or resolution) to do so. Thus, we request that the Selectboard adopt such a motion at its meeting on January 7th or 14th.

¹ The fifteen day notice requirement is found in 24 V.S.A. §§ 4442 and 4444.

For Selectboard consideration on January 7, 2020

Proposed addition to Section 6.21 of the Town's Personnel Policy, "Use of Social Media":

Employees are prohibited from establishing anonymous social media accounts for any purpose related to their work for the Town, and are prohibited from commenting anonymously on social media on any aspect of municipal operations or Town government. Employees must exercise professional judgment to ensure that their conduct is beyond reproach in all social media interactions.

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 OF MEETING
December 10, 2019**

MEMBERS PRESENT: Jerry Storey (Chair); Jaime Heins, Mike Ashooh, Mary Kehoe. (Colleen Parker was absent.)

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Nina Anger, Executive Assistant to Town Manager.

OTHERS PRESENT: Tom and Sue Tompkins, Linda Riell, Susan and David McLellan, Jessica Brumsted, Anne and Don Porter, Cate Cross, Kate Webb, Lisa Scagliotti (Shelburne News).

1. CALL TO ORDER

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

2. APPROVE AGENDA

MOTION by Mary Kehoe, SECOND by Jaime Heins, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3. MINUTES

November 26, 2019

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to approve the minutes of 11/26/19 with correction of the spelling of "Flore" (Item 6) and changing "recognized" to recognize" in the next to last sentence in Item 13. VOTING: 3 ayes, one abstention (Jaime Heins); motion carried.

4. PUBLIC COMMENT

None.

5. SELECTBOARD COMMENTS

- Mary Kehoe suggested the Selectboard meeting be held in the new town center building at some point in time.
- Jaime Heins thanked all who helped with the tree lighting event.
- Jerry Storey wished all to enjoy the spirit of the holidays.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- Thanks to all for the tree lighting ceremony.
- Solar panel installation on the library has begun.
- Lee Krohn attended a First Responder wellness workshop.
- All day budget work session is 12/11/19.
- Shelburne Historic Society is holding the grand opening of their space in the town center on Saturday, 12/14, with a ribbon cutting at 11:30 A.M.

7. LEGISLATIVE UPDATE

State representatives, Jessica Brumsted and Kate Webb, reported on anticipated bills in the legislature including minimum wage, paid family leave, legalizing marijuana, special education, pre-K education. There was discussion of proficiency based learning, consolidated school districts, "community" schools providing services beyond education (i.e. dentist, doctor, etc.), workforce issues relative to childcare, skilled labor relative to tech centers, ban on flavored e-cigarettes/vaping, Older Vermonters Act, toxics in children's toys, child advocate bill, Reach Out funding to help single parents get back to work, nursing home protections, tax and regulate marijuana opt in/out options, economic development and Act 250 permit issues, climate solutions, and women's caucus on women's prisons (investment in existing correctional facilities in Vermont is desperately needed).

Jerry Storey asked what the most meaningful accomplishment will be at the end of the session. Reps. Brumsted and Webb said in their opinion legislation on vaping/e-cigarettes, and efficiencies and stabilizing education initiatives.

8. COMMERCIAL CANNABIS RESOLUTION

Lee Krohn summarized the proposed VLCT resolution on commercial cannabis asks the legislature to allow towns to retain as much control as possible if retail sale of cannabis/marijuana is legalized, including zoning and sales taxes.

MOTION by Mary Kehoe, SECOND by Jaime Heins, that the Selectboard Chair sign the resolution on commercial cannabis as proposed by VLCT. VOTING: unanimous (4-0); motion carried.

9. WAIVER OF PENALTY FEE FOR LATE PAYMENT OF PROPERTY TAXES

Following discussion of the request for waiver and before making a decision the Selectboard wanted more information from the taxpayer.

10. SETTLEMENT IN PROPERTY ASSESSMENT/VALUATION APPEAL

The Selectboard discussed serving on both the Selectboard and the Board of Civil Authority which decides tax appeals, and the tax implications of a mobile home park changing to a co-op.

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to approve the change in value for 132 Penny Lane downward by \$1,000 and approve the proposed stipulated settlement. VOTING: unanimous (4-0); motion carried.

11. OVERVIEW OF BUDGET REVIEW PROCESS

Lee Krohn reviewed the schedule for budget development and review leading to adoption at town meeting in March. Other items reviewed included General Fund revenue sources, significant expenditures (Police, Highway, debt service, Fire, Library, insurance for a total of \$10,300,000), budget considerations (storm water utility, property/casualty/workers comp and health insurance coverage, budget requests from

town departments, committees/boards, and citizen groups, debt service for library/town center project, capital projects, and collective bargaining agreement with the police union), and the estimated 4% increase in the budget based on fixed costs. The all-day budget work session is 12/11/19.

12. ADJOURNMENT

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to adjourn the meeting.

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

The meeting was adjourned at 8:49 PM.

RScy: MERiordan

For the Selectboard

Date

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**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
December 17, 2019**

MEMBERS PRESENT: Jerry Storey (Chair); Jaime Heins [arrived 7:54 PM], Mike Ashooh, Mary Kehoe [arrived 7:06 PM]; Colleen Parker.
ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Paul Goodrich, Highway Superintendent; Nina Anger, Executive Assistant to Town Manager.
OTHERS PRESENT: Tom and Sara Tompkins, Linda Riell, Rad Romeyn, Katherine Stockman, Gerry Rittenberg, Gail Albert, Ken Albert, Bruce Nunziata, Lisa Merrell, Tom and Jane Zenaty, Eric Morris, Susan Moegenburg, Mike Schramm, Lisa Scagliotti (Shelburne News).

1. CALL TO ORDER

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

2. APPROVE AGENDA

MOTION by Mike Ashooh, **SECOND** by Colleen Parker, to approve the agenda with the addition of scheduling a public hearing for the CDBG grant for Shelburnewood Co-Op. **VOTING: unanimous (3-0)** [Mary Kehoe and Jaime Heins not present for vote]; motion carried.

3. MINUTES

December 10, 2019

Postponed.

December 11, 2019

MOTION by Colleen Parker, **SECOND** by Mike Ashooh, to approve the minutes of 12/11/19 as presented. **VOTING: unanimous (3-0)** [Mary Kehoe and Jaime Heins not present for vote]; motion carried.

4. PUBLIC COMMENT

None.

5. SELECTBOARD COMMENTS

➤ Positive comment was made on the recent employee appreciation luncheon.

6. TOWN MANAGER REPORT

Lee Krohn reported:

- Shelburne Town Clerk, Diana Vachon, earned her Municipal Clerk Certification.
- Lee Krohn attended the GMTA board meeting. GMTA is facing personnel and budget challenges similar to other municipalities.
- The conference on First Responder wellness was enlightening.

7. WAIVER OF PENALTY FEE FOR LATE PAYMENT OF PROPERTY TAXES

A letter of explanation from the property owner for the late payment of property taxes was read (late payment due to illness and job loss).

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to grant the waiver of the penalty fee for late payment of \$212.69 requested by Allen Nathan, 886 Beaver Creek. VOTING: 3 ayes, one nay (Jerry Storey) [Jaime Heins not present for vote]; motion carried.

8. MUNICIPAL BUDGET FY2021

Lee Krohn highlighted increases and decreases in the draft FY21 budget which shows an 8.85% increase overall. Debt service on prior bike/ped projects as well as for the new library building project are included in the budget. Money to pave Pond Road and for the Open Space Fund is not included. There is a placeholder amount in the budget for the economic development position. Projected revenue increase is about 1% and Grand List growth is .5%.

There was discussion of revenue from dispatch services and rescue calls. Lee Krohn said a flat fee from the communities receiving dispatch services will be sought. Peter Frankenburg explained how the Ambulance Fund is used to balance the Rescue budget so there is no impact on the tax rate.

There was discussion of cost of living increases. Peter Frankenburg reviewed various COLA models (0.5% to 2%). The Selectboard agreed with a COLA of 2%.

COMMENTS ON POND ROAD

Rad Romeyn, Pond Road, spoke of the need to stabilize the road surface of Pond Road and urged the Selectboard to approve the recommendation of the Highway Superintendent to chip seal the road.

Katherine Stockman, Pond Road, said the state of Pond Road has declined and the road crew is fixing potholes several times a week. The road is not safe in its present condition.

Gerry Rittenberg, Monarch Road, said Pond Road is extremely dangerous in its current condition and needs constant repair.

Gail Albert, Shelburne Natural Resources Committee, spoke about amphibians and other wildlife species that cross the road to get to Shelburne Pond. Traffic volume and speed will increase with paving.

Eric Morris, Monarch Road, echoed the comments about Pond Road being dangerous and urged the Selectboard to follow the advice of the Highway Superintendent.

Linda Riell, Falls Road, asked for an explanation of 'chip sealing'. Highway Superintendent Goodrich said chip sealing is the base layer of hot mix.

Susan Moegenburg, Shelburne Natural Resources Committee, suggested that frogs, salamanders, and toads might be more likely to cross a gravel surface rather than a paved surface and that cars will travel faster on a paved surface which will endanger animals more. Ms. Moegenburg said dirt roads are part of the landscape of Shelburne.

A resident on Pond Road said the road in its current condition is not safe and dust from the road covers everything. Paving will be a cost savings in the long run.

The Selectboard requested more information on safety, impact on emergency vehicles and equipment, and environmental impacts of paving or not paving Pond Road. Mary Kehoe suggested a highway fund be started with \$20,000 to begin accruing money for larger projects, such as paving Pond Road.

COMMENTS ON VILLAGE TRAFFIC SAFETY ITEMS

Jane Zenaty, Falls Road, asked about the money for sidewalk maintenance in the budget. Lee Krohn said the funding is to fix the sidewalk by the crosswalk to the parade ground, the crosswalk on School Street, and older sidewalk that is breaking up and creating a hazard. Jane Zenaty asked about the increase in money for paving. Lee Krohn said the money is for paving a number of streets in the School Street neighborhood. Jane Zenaty said the village safety committee is concerned with the ability of pedestrians to move safely in the village area, especially the Upper Falls Road area, and urges the Selectboard to think creatively on how to share funds to do paving and sidewalk work.

Bruce Nunziata, Falls Road, urged prioritizing what is to be done and thinking safety first, stressing people do not feel safe walking in the village and this can be addressed for not much money.

Tom Zenaty, Falls Road, echoed the comments on safety, stating that using the funds for pedestrian safety will be money well spent.

The Selectboard asked that the safety committee provide ideas with dollar amounts on how to use the funding.

COMMENTS ON THE OPEN SPACE FUND

Susan Moegenburg and Gail Albert, Shelburne Natural Resources Committee, spoke in support of including funding for the Open Space Fund in order to be able to preserve parts of Shelburne for all the townspeople to enjoy.

Mike Schramm, Shelburne Natural Resources Committee, spoke in support of funding the Open Space Fund, pointing out conservation projects often come up and move quickly so the town needs to be ready to act. The voters should decide whether money should be in the budget for the Open Space Fund.

GENERAL COMMENTS ON BUDGET

Lisa Merrell, Library Trustee, stated the new library space is well used by the townspeople. The request for hours on Sunday is so the library resource is more available to everyone.

Ken Albert spoke of the economic development position and Open Space Fund being in parallel in that there are places that should be developed and natural resources that should be preserved.

Sara Tompkins, Falls Road, expressed concern a 9% increase in the budget will push people out of Shelburne because they cannot afford increased taxes. It was noted that this was a preliminary draft budget for discussion; that no one anticipates a 9% increase as acceptable.

The Selectboard will further discuss the Clerk and Assistant Clerk salaries, Dispatch overtime cost, consolidating the purchase of office supplies for better pricing, Open Space funding (town match of private donations), beach parking lot work (incorporate into the Highway budget rather than Recreation budget), Cemetery salaries, tree conservation funding, economic development position, and Pond Road paving. Further comments on the budget should be submitted to the Town Manager.

9. WARN PUBLIC HEARINGS*Town & School Budgets*

MOTION by Jaime Heins, SECOND by Mike Ashooh, to warn a public hearing on the town and school budgets on January 14, 2020. VOTING: unanimous (4-0) [Colleen Parker not present for vote]; motion carried.

CDBG Grant

MOTION by Jaime Heins, SECOND by Mary Kehoe, to warn a public hearing on the CDBG grant for Shelburnewood Co-Op on January 14, 2020. VOTING: unanimous (4-0), [Colleen Parker not present for vote]; motion carried.

10. ADJOURNMENT

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to adjourn the meeting. VOTING: unanimous (4-0), [Colleen Parker not present for vote]; motion carried.

The meeting was adjourned at 10:12 PM.

RScy: MERiordan

For the Selectboard

Date

Pond Road Study Group

December 30, 2019

To: The Town of Shelburne Selectboard

From: The Pond Road Study Group

Re: Follow-up Response to December 17th Request for Data

At the December 17th Preliminary Budget Meeting with the Selectboard, various Selectboard members requested that the Pond Road Study Group provide the Board with supportive data regarding the proposed chipsealing of Pond Road. In the ensuing days, we have conducted interviews with a number of individuals who have expertise in their fields of interest. They include the following individuals:

Lee Krohn, Town of Shelburne Town Manager

Peter Frankenburg, Town of Shelburne Financial Officer

James Mack, Town of Shelburne Police Department

Paul Goodrich, Town of Shelburne Highway Department

Peter Goslin, Town of Richmond Highway Department

With each individual, we discussed the pros and cons of chipsealing Pond Road, working with the Operating Line item budget as presented at the December 17th hearing.

Salient Conclusions

Real Estate Values:

With the help of Peter Frankenburg, we were able to ascertain the 2019 Grandlist values of the 37 properties on Pond Road, Monarch Drive and Frog's End. (approximately 2.5 miles) The cumulative values reaches \$22,078,400 or an average of \$596,713 per property. By comparison, we also analyzed the number of properties and their value on the stretch of Dorset Street from Cheesefactory to Pond Road (approximately 3 miles). The value of those 37 properties reached \$21,537,130 or an average of \$582,084 per property. Dorset Street has been

maintained regularly and paved regularly (every five years) on a prescribed schedule.

Best Practices For Maintaining a Gravel Road:

We were able to interview Peter Gosslin of the Town of Richmond Highway Department. The Town of Richmond has approximately 50 miles of roads, of which 25 or 50% are gravel. (By contrast, Shelburne has approximately 60 miles of roads of which 2.5 miles or 4.2% are gravel) Peter shared with us his maintenance plan for the gravel roads. Best practices indicate an annual maintenance of grading and calcium chloride application 5-8 times a year. (Shelburne grades Pond Road 5 times per year and applies Calcium Chloride once at a cost of \$3,000, due to budget constraints.) Gosslin also strongly recommended against utilizing limestone gravel because of its poor binding properties. (Shelburne utilizes Shelburne Limestone exclusively, again due to budget constraints). Gosslin also confirmed that chipsealing a gravel road has a very positive impact on cleaner runoff. Further, because of the significant gravel road mileage in the Town of Richmond, Gosslin maintains a fleet of road graders and Calcium Chloride dispersers. In contrast, the Town of Shelburne must hire the grader at a per session cost of \$1,100, not including a Calcium Chloride treatment cost of \$3,000 per application.

To maintain Pond Road properly, the Town of Shelburne would need to increase its highway operating budget by at least \$15,000.

Full Chipsealing Versus Partial Chipsealing:

In discussions with Paul Goodrich, we explored the possibility of limiting the chipsealing treatment to the stretch of Pond Road from Dorset Street to Frog's End. This approach has several mitigating advantages. One, it reduces the Operating budget cost from \$350,00 down to \$210,000. Two, by retaining approximately 1 mile of gravel road East of Frog's End, it has the effect of naturally reducing the prospect of speeding. Three, by retaining a gravel surface on the environmentally sensitive marsh area, the seasonal passage of various amphibians is protected.

Operating Budget Constraints:

Both Lee Krohn and Peter Frankenberg pointed out the realities of the 2020 Operating Budget shortfall. Due to the fiscal shock of payment of the year One principle on the Library Bond as well as intractable insurance premium increases, the Town is facing a 8.9% deficiency (even without the proposed \$350,000

chipsealing line item). They each also pointed out that in Years Two and Three, the fiscal pressure of debt service will begin to diminish, thus providing some room in the budget for funding the chipsealing of Pond Road as proposed.

Concluding Proposal:

Recognizing the various elements that come into play in consideration of chipsealing Pond Road, we propose the following:

1. Recognize the importance of completing the uniform network of roads in Shelburne to include Pond Road.
2. Reduce the chipseal treatment to the stretch of Pond Road from Dorset Street to Frog's End.
2. Shift the proposed Pond Road chipsealing project from the 2020 Operating Budget to the 2020 Capital Budget.

We thank you for your consideration.

The Pond Road Study Group

