

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
April 14, 2020**

[Meeting held via video/teleconference.]

**MEMBERS PRESENT:** Jerry Storey (Chair); Mike Ashooh, Mary Kehoe, Jaime Heins, Kate Lalley.  
**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; Britany Aube, DRB Coordinator; Kevin Unrath, Library Director.  
**OTHERS PRESENT:** Members of the public participating in the meeting included Don Porter, Tim Williams, Ken Albert, Gail Albert, Cate Cross, Roz Graham, Rep. Jessica Brumsted, Rebecca Jewett, Lisa Merrill, Alexander Nalbach, Eliza Brooks.

---

**1. CALL TO ORDER**

Chair Jerry Storey called the meeting to order at 7 PM, explained the procedure to be followed, and held roll call.

**2. APPROVE AGENDA**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to approve the agenda as presented. VOTING: unanimous (5-0); motion carried.**

**3. MINUTES**

*March 27, 2020*

**MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the minutes of 3/27/20 as presented. VOTING: unanimous (5-0); motion carried.**

**4. PUBLIC COMMENT**

There were no comments from the public at this time.

**5. SELECTBOARD COMMENTS**

- The Selectboard thanked everyone for their effort during the pandemic.

**6. TOWN MANAGER REPORT**

Lee Krohn reported:

- Thanks are extended to staff and Town crews for their efforts to keep the town operating and staying safe. We will continue alternate staffing arrangements during the COVID-19 pandemic, and will continue to keep the community informed.
- The Town will start seeing energy credits from solar array projects.

**7. APPOINT LIBRARY TRUSTEES**

The Selectboard interviewed Rebecca Jewett, Alexander Nalbach, and Cate Cross for positions on the Pierson Library Board of Trustees. Each candidate briefly described their

professional background and interest in bringing their skills and experience to the library board. Eliza Brooks, CVU student, explained her interest in serving on the library board as a student representative.

**MOTION by Mary Kehoe, SECOND by Jaime Heins, to appoint the following individuals to the Pierson Library Board of Trustees: Rebecca Jewett for a term ending 2022, Alexander Nalbach for a term ending 2021, Cate Cross for a term ending 2023, and Eliza Brooks as student representative for a one-year term. VOTING: unanimous (5-0); motion carried.**

**8. APPOINT ASSISTANT ADMINISTRATIVE OFFICER**

**MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the Town Manager's appointment (pursuant to the Town Charter) of Britany Aube as Assistant Administrative Officer. VOTING: unanimous (5-0); motion carried.**

**9. PRO TEM FINANCIAL ADVISORY COMMITTEE INFORMATOINAL UPDATE**

Don Porter introduced members of the financial advisory committee, reviewed the mission of the committee, and listed work completed to date. Recommendations at this time include completing review of the FY20 budget as soon as possible, reviewing the FY21 budget to prioritize expenditures in light of anticipated revenue reductions, consideration of issuing short term tax anticipation note/revenue anticipation note, and planning for town actions relative to tax reductions/deferrals and revenue and expenditure reductions.

**10. WAIVER OF PENALTY FOR LATE PAYMENT OF PROPERTY TAXES**

Lee Krohn explained the COVID pandemic is causing impacts. Seventeen taxpayers paid their property taxes up to seven days late. The sum of the penalty for all 17 taxpayers is \$3,119.98.

The Selectboard discussed getting guidance from the financial advisory committee and treating the group of 17 taxpayers as a class in a unique situation with regard to a waiver. Staff will draft a letter to the 17 taxpayers explaining the Selectboard is looking into a waiver due to current circumstances.

**11. ADOPT 2020 LOCAL EMERGENCY MANAGEMENT PLAN**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to adopt the 2020 Local Emergency Management Plan as presented. VOTING: unanimous (5-0); motion carried.**

**12. LIQUOR LICENSE RENEWALS**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to convene as the Liquor Control Commission. VOTING: unanimous (5-0); motion carried.**

**MOTION by Mike Ashooh, SECOND by Mary Kehoe, to approve the applications for First Class and Third Class liquor licenses and Outside Consumption permits for Chef Leu’s and La Villa Bistro. VOTING: unanimous (5-0); motion carried.**

**MOTION by Mike Ashooh, SECOND by Jaime Heins, to adjourn the Liquor Control Commission meeting and reconvene the regular Selectboard meeting. VOTING: unanimous (5-0); motion carried.**

**13. WASTEWATER ALLOCATION REQUEST: VT Rail**

**MOTION by Mary Kehoe, SECOND by Kate Lalley, to approve the wastewater allocation request for 1,805 GPD by VT Rail. VOTING: unanimous (5-0); motion carried.**

**14. ADJOURNMENT**

**MOTION by Jaime Heins, SECOND by Mary Kehoe, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:43 PM.

*RScty by tape: MERiordan*

---

For the Selectboard

---

Date