

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
February 26, 2019**

**MEMBERS PRESENT:** Jerry Storey (Chair); Josh Dein, Mary Kehoe, Colleen Parker. (Jaime Heins was absent.)  
**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Jerry Ouimet, Fire Chief.  
**OTHERS PRESENT:** Sara and Tom Tompkins, Linda Riell, Ruth Hagerman, Steven Metz, Joan Lenes, Chris Boyd, Craig Wooster, Dave McLellan, Doris Sage, Vivian Jordan, Mike Ashooh.

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**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

**MOTION by Josh Dein, SECOND by Colleen Parker, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3. MINUTES**

*February 12, 2019*

**MOTION by Josh Dein, SECOND by Colleen Parker, to approve the 2/12/19 minutes with correction to the spelling of Cate Cross, Bella Luna, and Buono Appetito. VOTING: unanimous (4-0); motion carried.**

**4. PUBLIC COMMENT and LIBRARY/TOWN CENTER UPDATE**

- Ruth Hagerman, Library Trustee, reported Neagley & Chase are providing photographs of the construction activities at the library for future reference and quality control.
- Vivian Jordan announced the Lakeview Co-op is real. Ms. Jordan extended thanks to Josh Dein for his service to the town as a member of the Selectboard.

**5. SELECTBOARD COMMENTS**

- Josh Dein urged dog and cat owners to register their animals with the town and qualify for the Dog/Cat of the Year raffle.
- Mary Kehoe thanked Josh Dein for his service to the town and the focus on long term planning and policies, and urged everyone to vote and support Article 4 for the Fire/Rescue site.
- Jerry Storey recognized Josh Dein's service on the Selectboard from 2016-2019 and read a Certificate of Recognition and Appreciation to Dr. Josh Dein.

*Additional thanks and well wishes for Josh Dein*

Dr. Steve Metz said Shelburne is fortunate to have the services of Dr. Josh Dein who is an internationally recognized member of the veterinarian profession. Dr. Metz said he has never seen a public servant subjected to the kind of harassment and discouragement Dr. Dein experienced, and as a result of a change in circumstances Dr. Dein has a far brighter

outlook. Dr. Metz bequeathed to Dr. Dein three back issues of *The Journal of American Veterinarian Association* magazine.

Doris Sage thanked Dr. Dein for his service on the Selectboard, and noted that Dr. Dein came prepared to meetings, took strong stands, heard and represented the community. Honesty, integrity, leadership, and time are attributes Dr. Dein brought to the position, and he put his heart and soul into serving Shelburne. Ms. Sage thanked Dr. Dein for serving for all the right reasons.

Joan Lenes thanked Dr. Dein for his service and spoke of the mutual respect for one another that helped her become a better citizen. Ms. Lenes mentioned Dr. Dein's integrity and having big and honorable ideas.

Chris Boyd observed Josh Dein has gone through a lifetime of experience while on the Selectboard, enduring more than most have at any given point, but sticking with it and keeping his moral compass true. Mr. Boyd thanked Josh Dein for his service.

Linda Riell thanked Josh Dein on behalf of herself and many others in the community for his service, noting Josh Dein was inquisitive, resolute, steadfast, persistent, determined, and courageous, gave a voice to the quiet and not so quiet, and was always wanting to look at the big picture as well as details. The community is grateful and wishes him the best.

## **6. TOWN MANAGER REPORT**

Lee Krohn noted the following:

- The annual Town Report is now available, and all who worked hard to produce it were thanked.
- The dog park committee has an agreement with the state to help keep the dog park in its current location.
- The annual town meeting is Monday night, March 4<sup>th</sup> preceded by a community dinner.
- A coordinator is needed for Green Up Day the first weekend in May.

## **7. APPOINTMENT TO WATER COMMISSION**

Craig Wooster explained his interest in serving on the Water Commission and bringing his experience as member of the Fire Department for over 40 years to the position.

**MOTION by Colleen Parker, SECOND by Josh Dein, to appoint Craig Wooster to the Shelburne Water Commission for a term ending April 1, 2022. VOTING: unanimous (4-0); motion carried.**

## **8. TOWN MANAGER'S GOALS /OBJECTIVES**

Lee Krohn noted items added to the list of goals/objectives include:

- Survey of town facility maintenance needs and planning for addition to the capital improvement budget.
- Doing a graph showing projects and timelines.

- Being flexible to handle unanticipated items.

There was discussion of the sequence of the objectives and the overlap of projects. It was clarified the Town Manager's evaluation will not be solely based on the timeline of goals and objectives. Mary Kehoe observed two goals that are captured in the list are economic development and energy conservation including introducing a resolution for a standing energy conservation committee. Josh Dein urged coming up with a mechanism in strategic planning mode to look at how the goals and objectives fit together over the next five years and find out from the townspeople what Shelburne wants and needs. Do a holistic vision for making Shelburne a great place. Jerry Storey said that thinking will be done, but the goal now is to do an assessment of measurable achievement.

**MOTION by Mary Kehoe, SECOND by Colleen Parker, to approve the Town Manager's goals and objectives as presented. VOTING: unanimous (4-0); motion carried.**

#### **9. TOWN MANAGER'S OFFICE STAFFING PROPOSAL**

Lee Krohn recommended that the position in the Town Manager's office be filled with a high level Administrative Assistant to help all departments and assist the Town Manager. Mr. Krohn listed areas where assistance would be provided. Following discussion, the Selectboard expressed support for the proposal which satisfies the first goal in the Town Manager's list of goals and objectives.

#### **10. CURRENT YEAR BUDGET UPDATE**

Finance Director, Peter Frankenburg, reported:

- The town is 2/3 through the budget year and all line items are on track with no unexpected or negative variances.
- Tax revenues are billed out at 100%. There have been no significant appeals.
- The town collects both the town and school taxes.
- Presently there is \$470,000 in delinquent taxes (1.5% of what is billed). Staff is reviewing the delinquencies and looking at the larger accounts to make them whole. [Lee Krohn mentioned his intent to contact landowners with the largest tax delinquencies to work out a plan.]
- Police revenues are at 88% of budget due to grants for enforcement details which create a variance between revenues and expenses.
- The town will be receiving \$21,000 in FEMA funds for storm damage in May 2018 at the cemetery. A State grant will also be received.
- Planning & Zoning is under budget for the year with revenues due to grant projects that have not taken place yet.
- Miscellaneous/Other line item is at 71% revenues due to one-time revenue sources.
- Legal expenses are at 55% of budget (\$32,000 spent out of the \$60,000 budget).
- Town Manager's Office is at 40% of budget due to the vacant Director of Administration position.
- Administrative Services is at 45% of budget.

- Finance and Insurance is at 90% of budget. The number will go down with reallocation of insurance costs to the Water Department and Sewer Department and the cost for a shared person from the Assessor's Office in the Finance Department.
- Insurance costs are over budget, but not significantly.
- Police Department is at 71% of budget due to grants and officers working extra details. The department is working hard to limit overtime and keep expenses on track.
- The Fire Department is at 22% of budget and hopes to secure a grant for radio equipment replacement.
- Benefits are at 132% of budget, but costs are being transitioned to departments so the line item will disappear. Health insurance is the largest expense though the premium increase was about 6% this year compared to 10% in other years.
- Highway Budget has the largest variance due to expensive repairs on some trucks and overtime for storms.
- There are no major issues with the budget. Fund balances (General Fund, Water, Sewer) are increasing. The "to do" list from the auditors still has outstanding items. The auditor will attend the next Selectboard meeting to review and discuss the audit results.

#### **11. TOWN MEETING PREPARATION**

There was discussion of the memo from Tom Little on the sequence of events at town meeting. The Selectboard will be introduced and the Haag Award will be presented then the warning will be read. A short presentation on the Fire Department article will be done.

#### **12. EYE FORWARD INITIATIVE**

Jerry Storey said town departments have submitted information on technological changes, effect on operations, and next steps over 10-20 years. Of note were the Maker's Place (Library) and autonomous vehicles and enforcement (Police).

#### **13. GAS TAX PROPOSAL TO SUPPORT LOCAL ROAD MAINTENANCE**

The Selectboard discussed the lack of adequate state aid for roads and the fuel tax being regressive. The proposal can be further discussed when the state legislators update the Selectboard on legislative activities. In concept the Selectboard supports the proposal, but has reservations on whether the proposal is practical.

Chris Boyd, resident, urged the Selectboard not to support the proposal because Shelburne only has two gas stations and will not see much revenue from the tax and the citizenry will be hurt by the price increase. What is needed is responsible financing. A local options tax should be considered and looking hard at what essential services must be provided and what services can be suspended to get the budget to where it needs to be. The town needs to spend to the limits of the lowest income earnings which has not been the practice. One suggestion is not to fund the Open Space Fund this year and ask Shelburne Natural Resources and Conservation Commission to bring in outside interests

to help preserve land. Another suggestion is to have an ag tax rate for land so agricultural land is not taken off the tax roll.

#### **14. SOLAR VENDOR & POWER PURCHASE AGREEMENT**

Lee Krohn explained the Library/Town power purchase agreement and the construction committee's recommendation to negotiate a contract with Bullrock Corp. for solar panels on the new Library, and a power purchase agreement for up to the State limit of 500KW, which will help to offset the Town's significant power bills. Bullrock was selected over the other finalist being a vertically integrated company, and as they already have (or will have soon) offsite solar arrays online, so can achieve savings sooner. Bullrock will own, install and maintain the panels. Legal counsel has reviewed both finalists' proposals, and found them both reasonable options.

**MOTION by Colleen Parker, SECOND by Josh Dein, to accept the committee recommendation to pursue contract negotiations with Bullrock Corp. as the solar vendor for solar panels on the new Library building roof and a power purchase agreement for the Town. VOTING: unanimous (4-0); motion carried.**

#### **15. LIQUOR LICENSE APPLICATIONS**

**MOTION by Colleen Parker, SECOND by Josh Dein, to convene as the Liquor Commission to approve liquor license applications. VOTING: unanimous (4-0); motion carried.**

There were no announcements of conflicts of interest. The list of license applications was read: The Bearded Frog (1<sup>st</sup> Class and Outside Consumption licenses), Cucina Antica (1<sup>st</sup> Class license), Rustic Roots (1<sup>st</sup> Class and Outside Consumption licenses), Walgreens (2<sup>nd</sup> Class license).

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to approve the liquor licenses as presented. VOTING: unanimous (4-0); motion carried.**

The regular Selectboard meeting resumed.

#### **16. ADJOURNMENT**

**MOTION by Colleen Parker, SECOND by Mary Kehoe, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 8:48 PM.

*RScty: MERiordan*

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For the Selectboard

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Date