

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH MEDIAFACTORY.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF 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 SELECTBOARD.

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
MARCH 10, 2026**

**Hybrid meeting**

**MEMBERS PRESENT:** Mike Ashooh (online); Matt Wormser; Andrew Everett, Luce Hillman; Chunka Mui

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Matt Lawless, Town Manager; Susan Elliot, Assistant to the Town Manager; Josh Flore, Police Chief; Sue Moraska, Assistant Town Clerk & Treasurer; Diana Vachon, Town Clerk; Lisa Mann, Assistant Town Clerk

**OTHERS PRESENT:** Gail Albert, Kenneth Albert, Tracey Beaudoin, David Boucher, Susan Bowen, Jessica Brumsted, Suzanne Fay, Joyce George, Colleen Haag, Maria Horn, Betsy Howland, Mary Hurley, Sue Irish, Barbara Johnson, John Kohler, Patrice Macomber, Lisa Mann, Sean Morna, Paul Reese, Linda Riell, Rad Romeyn, Judy Rosenstreich, Linda Schiavone, David Webster, Susan Wholey, Lori York, Jane Zenaty

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**1. CALL TO ORDER**

In lieu of a Chair, Mr. Lawless called the meeting to order at 7 PM.

**2. ORGANIZATIONAL MEETING**

**a. Nominate and appoint Selectboard chair and vice chair**

Mr. Mui thanked Mr. Ashooh for his service as Chair.

**CHUNKA MUI made a motion, seconded by ANDREW EVERETT, to nominate MATT WORMSER as Chair, and LUCE HILLMAN as Vice-Chair. Motion passed 5-0.**

Mr. Wormser thanked Mr. Ashooh for his service as Chair and spoke of a desire to have a more engaged and connected community.

**b. Adopt the Rules of Procedure**

Mr. Mui noted that, despite it being mentioned in the Rules of Procedure, no sign-up form is used, and thus he is suggesting that this be removed. He also suggested adding, “as practical” regarding the presence of a member of the Selectboard in-person for a meeting. He would like to include a clause stating that a draft agenda is distributed 48 hours prior to a meeting, and that any Selectboard member can propose an agenda item.

Ms. Vachon said that there still must be a physical place for members of the public to attend. Ms. Hillman said that there are some emergency situations in which this may not be possible. Mr. Mui said that nothing precludes public participation in a virtual meeting. Ms. Albert suggested that the meeting be rescheduled for these instances. Ms. Hillman said that this is a very rare occurrence for an emergency. This will be reviewed further by legal counsel. Regarding agenda setting, Mr. Ashooh said that agenda items can be added or removed by a vote of the Selectboard at the start of the meeting.

ANDREW EVERETT made a motion to readopt the Shelburne Rules of Procedure as amended by Chunka Mui. We will have Monaghan & Safar review the document. **Motion passed 5 – 0.**

### **3. APPROVAL OF AGENDA**

Ms. Riell requested that Item 12, Office Space, be moved to earlier in the meeting due to the number of people in attendance to discuss the issue. Ms. Zenaty said that this may exclude those who were planning on attending during the originally scheduled time. No changes were made to the agenda.

**ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to approve the agenda. Motion passed 5-0.**

### **4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

None.

### **5. APPROVAL OF MINUTES**

**CHUNKA MUI made a motion, seconded by LUCE HILLMAN, to approve the minutes of February 24, 2026 as presented. Motion passed 5-0.**

### **6. PUBLIC COMMENTS**

Ms. Beaudoin asked for clarification on the rules of procedure which was given.

### **7. SELECTBOARD COMMENTS**

Mr. Everett thanked residents for electing him to another term. Ms. Hillman expressed appreciation for being elected Vice Chair. Mr. Ashooh congratulated everyone who had won in the recent elections.

### **8. TOWN MANAGER REPORT**

Mr. Lawless said that Shelburne recently welcomed new Police Officer Darren Beers. He said that, due to safety concerns, additional speed enforcement will be in place throughout the town. Chunka challenged us all to drive the speed limit.

### **9. COMMISSION, BOARDS and COMMITTEE MATTERS**

#### **a. Chittenden County Regional Planning Commission**

##### **i. Unified Planning Work Program**

Mr. Lawless said that the Town of Shelburne is requesting assistance for support for the Town Plan update.

**LUCE HILLMAN made a motion, seconded by ANDREW EVERETT, to approve the Unified Planning Work Program request for research support for the Town Plan update. Motion passed 5-0.**

**ii. Northern Border grant coordination**

Mr. Lawless said that the Chittenden County Regional Planning Commission (CCRPC) acts as intermediaries for a variety of federal funding for Vermont municipalities. He said that Shelburne will receive federal funding for the sewer treatment plant, however assistance and oversight from the CCRPC is required. \$20,000 of the grant is necessary to be spent manage the grant itself. Answering a question from Ms. Albert, Mr. Lawless said that Shelburne was aware of this requirement and is happy to work with the CCRPC.

**ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to approve the contract for grant administration services as presented. Motion passed 5-0.**

**b. Planning Commission: Town Plan map updates**

Mr. Lawless said that a second public hearing is required on the Town Plan.

**ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to warn a public hearing for the updated Town Plan map, to be held at the March 24 regular meeting of the Selectboard. Motion passed 5-0.**

**10. SPEED LIMIT ORDINANCE**

Mr. Lawless said that the Board reviewed this in January and that it needs a second public hearing. None of the content has changed since the first meeting.

**CHUNKA MUI made a motion, seconded by ANDREW EVERETT, to warn a public hearing for March 24 on the Speed Limits Ordinance as amended. Motion passed 5-0.**

**11. HISTORIC BUILDINGS REPAIR PROJECT**

Mr. Lawless said that the town is currently utilizing three historical buildings (the Town Hall, the Town Offices, and the Pierson building). These buildings require maintenance and repair. Left untreated, the repair costs will be higher. Staff will be working with the architect firm Wiemann Lamphere to advise on and scope the renovations. Mr. Mui said that this cost is beyond Shelburne's ability to pay, which will require additional revenue. It is one of many deferred maintenance issues that Shelburne must contend with. Ms. Hillman said that wants v. needs will need to be addressed and includes the bell tower at Town Hall. Mr. Romyn asked when the public will be engaged in funding this project. Mr. Mui said that the only option would be a bond vote. He said that he would like to be able to give voters a solid answer on how much of a tax increase this would result in. Mr. Reese asked if Jamie Two Coats is interested in purchasing the building that they are renting from the town, or if there is an interest in selling the building. Mr. Everett said that the building is of significant value to the town and could be put to additional municipal use at a future date. Mr. Moran suggested that this building be used for municipal purposes. Mr. Lawless said that, should this happen, he would assist in finding a new retail space for Jamie Two Coats in Shelburne.

**12. OFFICE SPACE**

Mr. Lawless said that the Town's historic buildings will need significant repair work in the next year to three years. To preserve them for the future, repairs to roofs, walls, windows, electrical, mechanical, and other systems must be done. This work will require temporary moves and

inconvenience to many departments. The town is currently over capacity for space, as additional employees have been hired as town operations have grown in complexity. It appears the best way to do this is to move the Town Clerk's staff of three to the Town Hall. That lower-level space was the clerks' location for decades in the 20th century. It has a vault, office, kitchen, bathroom, natural light, ADA accessibility, and all utilities. Making this move allows the Finance staff to consolidate in one area for efficient operations. The current Finance suite can become several small meeting rooms or swing offices during repairs. Mr. Mui said that, since the last space allocation, 7-8 people have been added to town staff. The Town Clerk's allotted space square footage is 2-9 times larger than other departments. He said that employees in the Clerk's office only report to the Clerk, and do not follow the same reporting structure as the rest of town staff.

John Kohler said that he feels that the potential options are poorly thought through. He suggested that the meeting rooms could be used for staff office space. Ms. Hillman said that this space is used daily and nightly for meetings. Mr. Moran said that the space that is rented to the school district on the third floor should be taken over by the town. He expressed concern about moving the Town Clerk's office to the basement, as he said that this is the most public facing of the town departments. Ms. Hillman said that a non-police employee had to go through fingerprinting and have an office in the police department due to the seriousness of the space issues in the municipal offices. Ms. Riell said that she does not believe that the Town Clerk should have to move. Ms. Brumsted spoke of the role of election volunteers in the Town Clerk's office and said that this is important to consider when looking at space needs. She said that potential changes to federal law may increase the amount of work that the Town Clerk is responsible for in elections.

Mr. Boucher, of the Shelburne Historical Society, said that it is not fair to separate the Town Clerk's office from their records. He said that moving the Historical Society out of their current space in the basement would require temperature-controlled space for their records. Ms. Haag, former Town Clerk, discussed the high humidity rate in the basement space and said that it is an inappropriate place for records storage. Mr. Wormser said that the Selectboard and Town Manager will need to make both short-term space reconfiguration choices as well as long-term decisions. Mr. Reese said that he has worked as an election worker and feels that the Town Clerk's office is the center of the town. Answering a question from Mr. Reese, Mr. Lawless said that the lease to the school district on the third floor has over two years left on it. Mr. Webster said that he does not believe that the vault in the basement can be utilized.

Denis Barton, former Board of Civil Authority member, said that the Town Clerk has the experience and support to judge space needs and that her opinion should be strongly taken into consideration. Mr. Albert said that temporary changes can have a permanent impact and encouraged the offices not to be split up. Sean Moran said that the Shelburne Players utilize the basement space as a dressing room and could not do this if it was the Town Clerk's office. Mr. Mui said that there is an immediate space concern, and that none of these options are optimal. Ms. Hurley said that she is an elections volunteer and believes that space comparisons between departments are not useful as they are different types of jobs. She suggested that an office trailer be utilized. Mr. Ashooh said that this is a difficult and complex situation. The Town Clerk is an elected official, not a staff member. Ms. Irish said that she felt that the basement was too tight of a space for the Town Clerk and that other groups use the space. She also discussed humidity level concerns. Ms. George discussed concerns in the Town Hall space and suggested that the meeting

rooms be relocated to the upstairs of the Town Hall. Susan Wholly said that the Town Clerk is an elected official and needs to keep the town records safe. She said that if the Town Clerk is stating that the space in the basement cannot be used this should be taken into consideration. Ms. Vachon said that the Clerk's office is welcoming and accommodating. She would not support disruption during election times. She said that the Clerk's office is regularly audited by the State Dept. to keep their ability to process passports.

**13. ADJOURNMENT**

**ANDREW EVERETT made a motion, seconded by CHUNKA MUI to adjourn the meeting. Motion passed 5-0. The meeting was adjourned at 9:06 PM.**

Respectfully submitted,  
Darby Mayville

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Matt Wormser, Chair

Date