

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 24, 2026**

Hybrid meeting

MEMBERS PRESENT: Matt Wormser, Chair; Mike Ashooh; Andrew Everett; Luce Hillman; Chunka Mui

MEMBERS ABSENT: None

STAFF PRESENT: Matt Lawless, Town Manager; Susan Elliot, Assistant to the Town Manager; Patty Carpenter, Deputy Town Manager/Finance Director, Josh Flore, Police Chief; Diana Vachon, Town Clerk/Treasurer

OTHERS PRESENT: Holly Brough, Peggy Coutu, Suzanne Fay, Joyce George, Rosalyn Graham, David Hall, Gail Henderson-King, Hope Johnson, Andrew Kloeckner, Jillian Knight, John Kohler, Jeanne Lonell, Sue Moraska, Jane and Tom Zenaty

1. CALL TO ORDER

Mr. Wormser called the meeting to order at 7 PM.

2. APPROVAL OF AGENDA

ANDREW EVERETT made a motion, seconded by CHUNKA MUI, to approve the agenda. Motion passed 4-0 with MIKE ASHOOH not yet in attendance.

3. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

4. APPROVAL OF MINUTES

CHUNKA MUI made a motion, seconded by LUCE HILLMAN, to approve the minutes of March 10, 2026 as presented. Motion passed 5-0.

5. PUBLIC COMMENTS

None.

6. SELECTBOARD COMMENTS

Mr. Everett said that he recently attended the Vermont Jr. Iron Chef competition and said that three teams from Champlain Valley Union competed.

7. TOWN MANAGER REPORT

Mr. Lawless discussed a recent incident where multiple town departments were able to work together to pull a stuck peanut butter jar off of a racoon's head.

8. COMMISSION, BOARDS and COMMITTEE MATTERS

a. Selectboard rules of procedure

Mr. Lawless said that the Board requested legal review of one change from the previous meeting, and the revision is ready. Vermont open meeting laws allow for remote meetings in certain emergency conditions.

CHUNKA MUI made a motion, seconded by MIKE ASHOOH, to re-adopt the Selectboard Rules of Procedure. Motion passed 5-0.

b. Appointing Town officials

Mr. Hall said that the agenda stated that he was “active and willing to serve” as Tree Warden, but that no one from the town had ever reached out to him to confirm this. Mr. Lawless said that this will be done in future years.

MIKE ASHOOH made a motion, seconded by ANDREW EVERETT, to appoint several town officers per state law and Town Charter, with terms commencing April 1, 2026 and ending March 31, 2027, specifically the firm of Monaghan Safar as town attorney, Robert Lake as emergency management director, Andrew Dickerson as emergency management coordinator, David Hall as tree warden, Linda Barker as treasurer, Andrew Kehl as health officer, Pete Gadue as deputy health officer, Dan Couture as harbormaster, Amy Albert as poet laureate, Roman Strayer-Benton as junior poet laureate, and the Board of Shelburne Food Shelf as town service officers. Motion passed 5-0.

Mr. Wormser thanked all who volunteer in Shelburne.

b. Appointing committee members

Mr. Lawless confirmed that all committee chairs were contacted to see if the potential re-appointees were still interested in serving.

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to reappoint the several volunteers listed below to new terms on their committees, boards and commissions, beginning April 1, 2026 and expiring March 31, 2029. Motion passed 5-0.

- Barb Johnson, Rich Flyer, and Joplin Wistar to the Bike & Pedestrian Paths Committee;
- Richard Donnelly and Liz Weir to the Climate & Energy Committee;
- Anne Bentley, Art Friedman, and Steve Kredell to the Development Review Board;
- Jennifer Hoenigsberg and Josh Flore to the Equity & Diversity Committee;
- Bill Deming to the Ethics Committee;
- Don Porter and Lee Suskin to the Finance Committee;
- Linda Barker to the Parks & Recreation Committee;
- Karen Schumacher to the Social Services Committee;
- Susan Dunning and Tod Warner to the Tree Committee;
- Jennifer Martin Brown, Deb Belcher, and Stuart Morrow to the Cemetery Commission;
- Tom Karlhuber and Pam Brangan to the Planning Commission;
- Pete Gadue to the Water Commission;
- Kristin Kelly Jangraw and Alice Brown to the Library Board of Trustees.

ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to appoint Jillian Knight as a student Trustee of the Library Board, with a term beginning April 1, 2026 and expiring March 31, 2027.

Discussion: Ms. Knight said that she is very excited to represent the youth of Shelburne on the library board.

Voting: Motion passed 5-0.

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to re-appoint Gail Albert, Jon Cocina, Christine Haines, and Sean MacFaden to the Natural Resources Conservation Commission for a term beginning April 1, 2026 and expiring March 30, 2030. Motion passed 5-0.

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to re-appoint several volunteers to regional committees, boards, and commissions, as detailed below, for terms beginning April 1, 2026 and expiring March 30, 2027.

- Margaret Wiener and Matt Lawless (alternate) to the Chittenden Solid Waste District board of directors.
 - Susan Grasso and Judy Rosenstreich to Green Mountain Transit board of commissioners.
- Motion passed 5-0.**

d. Shade Tree Management Plan

Ms. Henderson-King, Chair of the Tree Committee, said that Vermont state statues relating to tree wardens changed several years ago. The updated Shade Tree Management Plan meets all state standards and helps to define the responsibilities of both the town and Tree Warden. She would like this to be publicly warned for a Selectboard meeting next month. This plan will also provide updated information on how to manage public trees. A tree inventory is planned. Mr. Hall spoke of a desire for a tree database, with potential planting sites selected and maintenance records for town trees.

ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to warn a public hearing for the Town of Shelburne Public Tree Management and Shade Tree Preservation Plan the April 14, 2026 regularly scheduled Selectboard meeting. Motion passed 5-0.

e. Town Plan map updates

Mr. Lawless said that the mapping appendices update will allow Shelburne to comply with state regulations.

ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to move to open the public hearing for the updated Town Plan. Motion passed 5-0.

The Selectboard discussed the limits of the town water and sewer lines, and if the map presented is accurately drawn. As a result, the meeting will need to be continued so that staff can work with the Chittenden County Regional Planning Commission (CCRPC) to correct the mapping.

ANDREW EVERETT made a motion, seconded by LUCE HILLMAN, to continue the public hearing until the next regularly scheduled meeting on April 14, 2026. Motion passed 5-0.

9. OFFICE SPACE

Mr. Wormser said that office space continues to be a challenging topic, and one that has received a substantial amount of public comment. The Selectboard is listening and looking for solutions that will meet the needs of all staff and departments. Mr. Lawless said that it is important to keep all staff in the same building and thanked a resident for the suggestion of an office trailer. He is also working on pricing carpentry work. Mr. Lawless said that some change must occur because the current situation is reducing service delivery. Status quo is not an option. Ms. Johnson described the Town Clerk's office as a "democratic firewall" for election security. She encouraged working together with the clerks to meet space needs.

10. SPEED LIMITS ORDINANCE

Mr. Mui said that the five different planning studies for Bay Road have been incorporated into this document.

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to open a public hearing on the matter of the Speed Limits Ordinance. Motion passed 5-0.

Mr. Mui discussed the applicability of speed measurement, and the need to consider bikers and pedestrians. Ms. Zenaty expressed support for including these studies in the document but said that she would like to see a procedure in place for future roads that may not have had studies completed. She asked how the public can access the studies that are cited in the memo. Mr. Mui said that many of the studies discussed road conditions, rather than speed limits. Mr. Everett recommended checking on the CCRPC website for more data. Mr. Flore detailed the efforts that go into setting appropriate speed limits for a specific area. Ms. George spoke of the boat trailers, narrow bridges, and underpass on Bay Road. Ms. Graham asked what the data for lowering the speed limits would be, as she said that some of these areas do not seem problematic. Mr. Mui discussed accident data and resident interviews. He also discussed the significant impact that lowering the speed limit can have on pedestrian usability and safety.

MIKE ASHOOH made a motion, seconded by CHUNKA MUI, to close the public hearing. Motion passed 5-0.

MIKE ASHOOH made a motion, seconded by CHUNKA MUI, to approve the Speed Limits Ordinance. Motion passed 5-0.

11. ORDINANCE RECODIFICATION

Mr. Lawless said that there are some ordinance-related topics that he would like to bring forward to the Selectboard. The first is public indecency. A civil violation for public indecency is difficult to determine, and Mr. Lawless said that he would rather defer to the police and criminal statutes. All agreed. Regarding food trucks, Shelburne currently has a series of regulations. Mr. Lawless said that most of the problematic conduct that the ordinance is working to prevent can be enforced under other provisions. Ms. Hillman said that she wants to ensure fairness to brick and mortar restaurants. Mr. Lawless said that he has not received any food truck complaints. Mr. Mui discussed safety and sanitation concerns and said that he is happy to encourage food trucks if these

elements are addressed by other ordinances. The Board decided that they are comfortable repealing this unless specific incidents occur that would result in in being revisited.

Mr. Lawless discussed peddling and soliciting ordinance. He said that these permits are rarely issued and believes that there are other methods in dealing with problems that should come up with this. All agreed. Regarding the sewer service allocation, the current ordinance prioritizes several districts in Shelburne which have subsequently been renamed. Shelburne does not currently have any concerns about exceeding allocation. Specific types of use or areas of Shelburne could be prioritized. Mr. Mui encouraged flexibility. All agreed to take away the map labels, which would leave this at the Board's discretion.

Regarding solar, Shelburne has a current ordinance, much of which has been overruled by state law. There are restrictions in specific zoning districts in Shelburne. All agreed with a limit on non-rooftop solar panels in the Village 1 district, which Mr. Lawless will investigate. No restrictions will be placed on rooftop solar. Regarding telecom towers, Shelburne has a current ordinance prohibiting towers in most of the town, allowing them only in the commerce and industry zone. Mr. Mui expressed support for telecom access and said that this outweighs the aesthetics. Mr. Lawless will do further research into this issue and bring it back to the Board.

12. TAX PENALTY WAIVERS

Mr. Lawless said additional waivers are expected at the next meeting.

MIKE ASHOOH made a motion, seconded by ANDREW EVERETT, to approve the delinquent tax waiver request as presented, consistent with policy. Motion passed 5-0.

13. EXECUTIVE SESSION on LABOR RELATIONS

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to find that, because public discussion of contract and labor relations matters would place the Selectboard at a substantial disadvantage, the Selectboard should enter into Executive Session to discuss these issues. Motion passed 5-0.

ANDREW EVERETT made a motion, seconded by MIKE ASHOOH, to enter into executive session pursuant to Vermont Statutes section 313 a.1.B, labor relations agreements, and to invite town manager Matt Lawless for the session. Motion passed 5-0.

MIKE ASHOOH made a motion, seconded by ANDREW EVERETT, to exit Executive Session. Motion passed 5-0.

CHUNKA MUI made a motion, seconded by MIKE ASHOOH, to approve the AFSCME contract as presented. Motion passed 5-0.

14. ADJOURNMENT

MIKE ASHOOH made a motion, seconded by **ANDREW EVERETT**, to adjourn the meeting. Meeting adjourned at 9:15 PM.

Respectfully submitted,
Darby Mayville

Matt Wormser, Chair

Date