

**TOWN OF SHELBURNE  
SELECTBOARD  
MINUTES OF MEETING  
April 27, 2021**

**\*Meeting held via teleconference.**

**MEMBERS PRESENT:** Jerry Storey (Chair); Mike Ashooh, Kate Lalley, Luce Hillman, Cate Cross.  
**ADMINISTRATION:** Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Jerry Ouimet, Fire Chief; Chris Robinson, Water Quality Superintendent; Paul Goodrich, Highway Superintendent.  
**OTHERS PRESENT:** Members of the public participating in the meeting included Marcy Webster (Media Factory), Gail and Ken Albert, Barbara, Tracy Beaudin, Joyce George, Don Porter, Tom Tompkins, Susan McLellan, Kieran and Breana Killeen, Ron Smith, Judy Raven, "Town of Shelburne".

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**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

**MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the agenda with the following additions:**

- **Wastewater allocation of 552 gpd for 140 Webster Road**
- **Expenditure from Selectboard Fund of \$400 for "No Mow May" signage**
- **Approval to extend auditor contract for two years**

**VOTING by rollcall: unanimous (5-0); motion carried.**

**3. MINUTES**

*April 13, 2021*

**MOTION by Mike Ashooh, SECOND by Kate Lalley, to approve the minutes of 4/13/21 as presented. VOTING by rollcall: unanimous (5-0); motion carried.**

**4. PUBLIC COMMENT**

- Tracy Beaudin, school crossing guard, explained the unsafe situation that is occurring on Falls Road with people walking in the road due to snowbanks or parked vehicles or overgrown trees and shrubbery blocking the side of the road. Staff will investigate the matter.
- Susan McLellan voiced complaint about open burning/fire pits in yards and the impact on quality of life for neighbors and the potential health risk of smoke infiltrating nearby homes.

**5. SELECTBOARD COMMENTS**

- Jerry Storey announced Green Up Day is May 1<sup>st</sup>. Collection bags are at Town Offices.
- Mike Ashooh reported the response to “No Mow May” has been excellent. Posters have been created to be posted around town.
- Cate Cross spoke of getting vaccinated and having a sense of hope.

**6. TOWN MANAGER REPORT/UPDATE**

Lee Krohn reported:

- Thanks go out to staff for stepping up to ensure work continues in the Planning and Zoning Department during these unusual and challenging circumstances.

**7. MARTY ILLICK MEMORIAL**

Condolences were expressed to the family of Marty Illick and her husband, Terry Dinnan, who both tragically passed away in a boating accident on Lewis Creek. Words of gratitude and appreciation were said for the legacy left by Marty Illick and her dedicated work caring for the environment, especially Lewis Creek.

**8. NEW BUSINESS INTRODUCTION: Killeen Crossroads Farm**

Kieran and Breana Killeen described the new barn and terrace gardens at Killeen Crossroads Farm and the plan to grow vegetables, flowers, eggs, beef and sell their produce at the farm stand on the site and through CSAs.

**9. CBC Re/Appointments (subcommittees)**

*Housing Subcommittee*

**MOTION by Mike Ashooh, SECOND by Kate Lalley, to reappoint the members of the Shelburne Housing Subcommittee as presented for a three-year term. VOTING by roll call: unanimous (5-0); motion carried.**

*Fire/Rescue Project Steering Committee*

**MOTION by Mike Ashooh, SECOND by Kate Lalley, to appoint Lee Krohn to the Fire/Rescue Project Steering Committee for an indefinite term. VOTING by rollcall: unanimous (5-0); motion carried.**

Jerry Storey suggested the Fire/Rescue project steering committee develop its own tasks and elect officers.

**10. AUDIT PRESENTATION**

Auditor, Ron Smith, with the firm of RHR Smith reported the audit went well and showed Shelburne is in a good financial position with a healthy fund balance. The Town has lots of infrastructure to maintain, and it was recommended that reserve funds be created/funded/maintained for future maintenance and repairs.

Finance Director, Peter Frankenburg, stated per items identified in the Management Letter from the auditor, staff will continue working on reconciliations in a timely manner, documenting policies and procedures, and informing employees of payroll changes.

*Extending Auditor Contract*

**MOTION by Mike Ashooh, SECOND by Cate Cross, to exercise the option to extend the contract with the audit firm of RHR Smith for two more years. VOTING by rollcall: unanimous (5-0); motion carried.**

**11. RESTORING DEFERRED BUDGET LINE ITEMS**

There was discussion of the staff recommendation to restore identified budget line items including Selectboard expenses, beach house money (to be added to funds that have been raised), and the tree conservation fund.

**MOTION by Mike Ashooh, SECOND by Kate Lalley, to remove Selectboard Expenses (\$2,000), Tree Conservation Fund (\$10,000), and Parks & Rec beach house funds (\$20,000) from the deferred items in the budget. Per recommendation from Peter Frankenburg, the beach house funds would be allocated to the donated funds already in hand so they remain available for future use. VOTING by rollcall: unanimous (5-0); motion carried.**

Paul Goodrich explained his request to restore highway budget money to address needed work on Harbor Road, road retreatment, and street signs.

**MOTION By Kate Lalley, SECOND by Mike Ashooh, to release \$175,000 in budget funds previously deferred consisting of \$150,000 for retreatment, \$20,000 for capital use, and \$5,000 for street signs and caution lights. VOTING by rollcall: unanimous (5-0); motion carried.**

Jerry Ouimet explained his request to release \$6,000 in funds to be used for marine apparatus fees and fuel and membership events.

**MOTION by Cate Cross, SECOND by Kate Lalley, to restore \$6,000 in budget funds previously deferred consisting of \$3,500 for marine apparatus and \$2,500 for events and incentives. VOTING by rollcall: unanimous (5-0); motion carried.**

**12. ADJUSTMENTS TO 2021 WORK PLAN/GOALS & OBJECTIVES**

Jerry Storey noted the suggested adjustments are guidance for the work plan. The Selectboard agreed the work plan is a working document, and that these (and possibly further adjustments) are necessary under current staffing constraints.

**13. NEW WASTEWATER BILLING POLICY**

**MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve the new Wastewater Billing Policy as presented. VOTING by rollcall: unanimous (5-0); motion carried.**

**14. GRANT APPLICATION: Rescue Squad Repairs**  
**MOTION** by Kate Lalley, **SECOND** by Mike Ashooh, to approve the grant application for \$24,500 for maintenance/repairs to the Rescue Squad building and grounds. **VOTING** by rollcall: unanimous (5-0); motion carried.

**15. VALIDATION RESOLUTION: Fire/Rescue Bond Vote**  
**MOTION** by Mike Ashooh, **SECOND** by Cate Cross, to approve the validation resolution for the Fire/Rescue bond vote as presented. **VOTING** by rollcall: unanimous (5-0); motion carried.

**16. PLANNING COMMISSION APPROVED ZONING AMENDMENTS**  
**MOTION** by Mike Ashooh, **SECOND** by Kate Lalley, to accept the Planning Commission approved list of zoning amendments pertaining to nonconforming signs, exemption from permits, and fences, and schedule a Selectboard public hearing on May 25, 2021. **VOTING** by rollcall: unanimous (5-0); motion carried.

**17. WASTEWATER ALLOCATION**  
**MOTION** by Kate Lalley, **SECOND** by Mike Ashooh, to approve a wastewater allocation of 552 gpd for 140 Webster Road. **VOTING** by rollcall: unanimous (5-0); motion carried.

**18. SELECTBOARD FUND APPROPRIATION**  
**MOTION** by Kate Lalley, **SECOND** by Mike Ashooh, to appropriate \$400 from the Selectboard Fund for “No Mow May” signs as designed. **VOTING** by rollcall: unanimous (5-0); motion carried.

**19. ADJOURNMENT**  
**MOTION** by Mike Ashooh, **SECOND** by Jerry Storey, to adjourn the meeting. **VOTING** by rollcall: unanimous (5-0); motion carried.

The meeting was adjourned at 9:11 PM.

*RScty by tape: MERiordan*

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For the Selectboard

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Date