

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

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES
JUNE 28, 2022**

***Hybrid meeting**

MEMBERS PRESENT: Mike Ashooh (Chair), Luce Hillman, Cate Cross, Kate Lalley, Matt Wormser.
ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Mike Thomas, Police Chief; Ted Nelson, Town Assessor.
OTHERS PRESENT: Members of the public participating in the meeting included Don Porter, Jeff Carr, Lee Suskin, Roz Graham, Nancy Bellami, Steve Mayville, Gail Albert, Mary Kehoe, Rowland Davis, Media Factory.

1. CALL TO ORDER

Chair Mike Ashooh called the meeting to order at 7 PM.

2. APPROVE AGENDA

MOTION by Kate Lalley, SECOND by Matt Wormser, to approve the agenda. VOTING: unanimous (5-0); motion carried.

3. CONFLICTS OF INTEREST

None.

4. MINUTES

June 21, 2022

MOTION by Matt Wormser, SECOND by Cate Cross, to approve the minutes of 6/21/22 with the correction of the spelling of Calder-Venes under Selectboard Comments and under CBC Appointments add clarification with regard to CBC appointments that there was discussion around process and particularly for the potential need for updates in the process going forward and having a more comprehensive revisiting of how CBC appointments are done. VOTING: unanimous (5-0); motion carried.

5. PUBLIC COMMENT

None.

6. SELECTBOARD COMMENTS

- Application for the committee on use of ARPA funds will be posted on the town website and in the local newspaper. Membership and charge of the committee will be discussed at the next Selectboard meeting.
- Comment was made on the recent ruling by the Supreme Court and equity in the country.

- Enjoy the summer months.
- Planning Commission meeting on the Form Based Mixed Residential Character District was excellent. Consultant's report will be delivered June 30th.
- Happy to keep working to make a positive change in the town.

7. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Farmers Market is doing well.
- The State closed COVID testing centers. Towns and libraries can receive home test kits and make them available to the public. Shelburne is pursuing this.
- The new photo exhibit in the Town Center is by the Waldorf School students.
- Recruitment video for the Shelburne volunteer Fire and Rescue Squads done by Ken French and Marcy Webster at Media Factory received a national award.

8. REAPPOINT SHELBURNE HEALTH OFFICER

MOTION by Kate Lalley, SECOND by Luce Hillman, to reappoint Bob Lake as Shelburne's Health Officer for a three-year term beginning July 1, 2022 and ending June 30, 2025. VOTING 3 ayes, 2 nays (Mike Ashooh, Cate Cross); motion carried.

9. MAILING BALLOTS FOR NOVEMBER ELECTION

As suggested by the Town Clerk, MOTION by Cate Cross, SECOND by Matt Wormser, to authorize the mailing of ballots to all active, not challenged, voters for the November 8, 2022 election. VOTING: unanimous (5-0); motion carried.

10. UPDATE ON APPRAISAL PROCESS & OUTSIDE COUNSEL FOR UNIQUE PROPERTIES

Lee Krohn reported the Town Assessor has indicated the reappraisal will be complete by 2024 and independent consulting will be engaged for the three unique parcels in town. The cost will be covered by the reappraisal fund.

11. PRESENTATION: Local Option Taxes

Shelburne Finance Committee gave a presentation on local option taxes in Shelburne.

The following was noted:

- Local option taxes are another source of revenue for the Town to pay expenses.
- Local option taxes may be assessed on items already taxed by the State, and may be an additional 1% on retail sales and/or meals, rooms, and alcohol. The State administers the local option tax program.
- Based on data for the town from 2018-2021 on retail sales, rooms & meals, alcohol, and e-commerce (online sales), it was estimated conservatively that \$939,000 could be generated from local option taxes.
- Shelburne has a substantial visitor/tourist element annually. Visitors outside Shelburne buy more meals and retail in town than locals.
- There are 25 municipalities in the state with a local option tax. In Chittenden County there are six towns with local option taxes (Essex Junction, Williston, South Burlington, Burlington, Colchester, Winooski).

- The Town Charter would must be amended to authorize a local option tax and two public hearings must be held before a Town vote.
- Educational materials need to be developed to inform the people about a local option tax for the Town. A decision may be needed on how to use the revenue generated.

Concern was expressed about the potential impact on local residents by another tax and not yet having the tourist income for the Town to fully benefit from a local option tax. There was discussion of the time constraint of getting the charter change to the Secretary of State by mid-August, educating the public on the local option tax, and holding two public hearings as required to put the local option tax question on the November ballot. Another option discussed was to put the local option tax question on the March ballot and do an educational campaign prior to then. The Selectboard will further discuss and scope out the next steps for a local option tax at the next meeting.

12. WASTEWATER & STORMWATER UTILITY BUDGETS FY2023

Wastewater Budget FY2023

MOTION by Kate Lalley, SECOND by Matt Wormser, to adopt the FY2023 Wastewater Department Budget as proposed. VOTING: unanimous (5-0); motion carried.

Stormwater Utility Budget FY2023

MOTION by Matt Wormser, SECOND by Kate Lalley, to adopt the FY2023 Stormwater Utility Budget as proposed. VOTING: unanimous (5-0); motion carried.

13. COVID RELATED HAZARD PAY

MOTION by Kate Lalley, SECOND by Matt Wormser, to award \$500 in COVID related hazard pay for continued dedicated service during the COVID pandemic for frontline employees and volunteers who were or are most at risk including Water Department, Wastewater Department, Buildings & Grounds Department, Police Department and Dispatch, Fire Department excluding the Town Manager, and Rescue Squad; total cost for these 90 employees net is \$45,000 to come from the town's ARPA allocation for this one-time bonus.

DISCUSSION:

- There was discussion of also including other staff who deal with the public. No change was made to the motion as stated.

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

14. RECRUITMENT/RETENTION BONUS

MOTION by Matt Wormser, SECOND by Cate Cross, to award recruitment and retention bonuses to Police Officers and Dispatchers according to the following schedule:

- Recruitment for newly hired certified Police Officers and certified Dispatchers upon date of hire shall receive \$5,000.

- Retention incentive for newly hired certified Police Officers and certified Dispatchers as still employees in good standing in the Town of Shelburne at the following times: 12 months after date of hire shall receive \$2500; after 24 months of hire shall receive an additional \$2500.
- Recruitment for newly hired Police Officers and Dispatchers not yet certified shall receive \$5000 for a Police Officer following graduation from the Police Academy and successful completion of field training in the probationary period of 12 months, and \$5000 for Dispatchers upon successful completion of training required as a dispatcher and E-911 call taker probationary period of six months.
- Retention bonus for newly hired Police Officers and Dispatchers not yet certified, but can be certified and remain in good standing and still employed by the Town of Shelburne shall receive \$2500 at 12 months after hire and \$2500 at 24 months after hire.
- Retention incentive for existing Police Officers and Dispatchers employed in good standing as of June 1, 2022 and not yet received recruitment or retention bonus shall receive \$2500 as of June 30, 2022 and if still employed and in good standing shall receive \$2500 as of June 30, 2023, and \$2500 as of June 30, 2024 if still employed and in good standing. Bonus payments for part time employees shall be prorated to reflect average of FTE work over the 12-month period.
- Total estimated three-year program cost is \$207,500 with the first year funded by the regular budget and years 2 & 3 (\$142,500) funded by ARPA. It was noted that to the extent overtime is reduced with Police and Dispatch, the net cost to the Town may be lowered.

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

15. EXECUTIVE SESSION: Personnel

MOTION by Matt Wormser, **SECOND** by Kate Lalley, pursuant to 1VSA313 to to enter Executive Session to consider the appointment or employment or evaluation of a public officer or employee, and invite the Town Manager and Police Chief to participate. **VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 9:35 PM

MOTION by Cate Cross, **SECOND** by Kate Lalley, to adjourn Executive Session.

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

Executive Session was adjourned at 10:33 P.M.

16. ADJOURNMENT

MOTION by Cate Cross, **SECOND** by Kate Lalley, to adjourn the meeting.

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

The meeting was adjourned at 10:34 P.M.

RScty by tape: MERiordan

For the Selectboard

Date