

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
November 24, 2020**

***Meeting held via teleconference.**

MEMBERS PRESENT: Jerry Storey (Chair), Jaime Heins (arrived 7:18 PM), Mike Ashooh, Mary Kehoe, Kate Lalley.
ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director; John Goodrich, Deputy Fire Chief; Jacob Leopold, Rescue Chief.
OTHERS PRESENT: Members of the public participating in the meeting included Don Porter, Tom Tompkins, Jessica Brumsted, Chandler Noyes, Ruth Hagerman, Elissa Kestner, Lilly Young, Gail Albert, Ken Albert, Devin Major, Patricia Collins, Roz Graham Stephen Selin, Candace Page, Marcy Webster/Media Factory.

1. CALL TO ORDER

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

2. APPROVE AGENDA

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to approve the agenda as presented. VOTING by rollcall: unanimous (4-0) [Jaime Heins not present for vote]; motion carried.

3. MINUTES

November 10, 2020

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to approve the minutes of 11/10/20 as presented. VOTING by rollcall: unanimous (4-0) [Jamie Heins not present for vote]; motion carried.

4. PUBLIC COMMENT

None.

5. SELECTBOARD COMMENTS

- The Selectboard wished everyone a safe and happy Thanksgiving and urged everyone to wear masks and keep the group small.
- Town staff and Lee Krohn's leadership were recognized for the excellent work during the pandemic. School staff and administration were also recognized.
- The Selectboard urged everyone to support local restaurants by ordering takeout and leaving a tip.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Thanks are extended to the community for making appointments and wearing masks at the town offices.
- Shelburne Food Shelf is reporting increased demand and is returning to onsite shopping. Many steps have been taken to help ensure safety for all involved.
- The Scouts will be selling Christmas trees against this year. COVID requirements will be followed.

7. NEW BUSINESS INTRODUCTION: Monelle

The Selectboard welcomed Elissa Kestner and her shoppe, Monelle, to Shelburne. The store will do curbside pickup, local deliveries, and online sales.

8. APPOINTMENT(S): Historic Preservation & Design Review Committee

The Selectboard interviewed Ruth Hagerman for a position on the HPDRC.

MOTION by Mary Kehoe, SECOND by Mike Ashooh, to appoint Ruth Hagerman to a position on the Historic Preservation & Design Review Committee to fill out a term, commencing immediately and expiring April 1, 2023. VOTING by rollcall: unanimous (4-0) [Jaime Heins not present for vote]; motion carried.

9. RESOLUTION: Honoring Tom Little

Lee Krohn read the resolution highlighting Tom Little's education and professional experience and extensive leadership and public service at both the local and state levels. The Selectboard expressed gratitude to Mr. Little for his lengthy service to the town.

MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the resolution as read. VOTING by rollcall: unanimous (5-0); motion carried.

10. PRELIMINARY REPORT: November 16, 2020 Property Tax Installment

Peter Frankenburg reported collection of the second tax installment shows 5.4% still due, but payments continue to be received by mail. Late notices will be sent as needed. The delinquency rate for this year is somewhat higher than past years, and delinquencies are across the board. Peter Frankenburg expressed gratitude to staff and the townspeople for the cooperation during the pandemic and for the payments.

11. SHELBURNE FINANCE COMMITTEE UPDATE

Don Porter gave a status report on the work of the Finance Committee to date to provide support to town management. The focus of the work has been on capital requirements and funding, budget, investments and asset management, community outreach, economic development, CIP projects, debt service, enterprise funds (stormwater, wastewater).

There was discussion of the following:

- Refinancing debt and extending the term
- Accruing money in reserve funds to lessen need for future debt
- Addressing open space funding
- Leveraging development in town

12. ABATEMENT OF PENALTY/INTEREST ON LATE PROPERTY TAXES

The Selectboard discussed granting the waiver of penalties in its entirety or only a percentage of relief. There was also discussion of the circumstance of late payments (COVID, not receiving the tax bill, other reasons). Temporary COVID-related statute (Act 102) grants legislative bodies waiver authority at this time.

Bluelinx

MOTION by Jaime Heins, SECOND by Kate Lalley, to waive the late property tax penalty for Bluelinx in the amount of \$647.31 provided Bluelinx agrees to enroll in an automatic payment plan as soon as possible. VOTING by rollcall: unanimous (5-0); motion carried.

Days Inn

MOTION by Jaime Heins, SECOND by Kate Lalley, to waive the late property tax penalty for Days Inn in the amount of \$480.84 provided Days Inn agrees to enroll in an automatic payment plan as soon as possible. VOTING by rollcall: unanimous (5-0); motion carried.

Classic Restoration

MOTION by Jaime Heins, SECOND by Kate Lalley, to waive the late property tax penalty for Classic Restoration in the amount of \$85.04 provided Classic Restoration agrees to enroll in an automatic payment plan as soon as possible. VOTING by rollcall: unanimous (5-0); motion carried.

Stephen Selin

MOTION by Jaime Heins, SECOND by Mary Kehoe, to waive the late property tax penalty for Stephen Selin in the amount of \$116.01. Automatic payment plan was not required in this case. VOTING by rollcall: unanimous (5-0); motion carried.

Aldo and Donna Aborja

MOTION by Mike Ashooh, SECOND by Jaime Heins, to approve a 50% reduction of the late property tax penalty to \$154.97 for Aldo and Donna Aborja.

DISCUSSION:

- Mary Kehoe urged waiving the entire amount since the taxpayer is in sales and struggling during the pandemic.

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

13. BUDGET DEFERRALS

Lee Krohn recalled a list was drafted of deferred items for the first half of the fiscal year. The impact of the deferrals on the budget was approximately \$500,000. Staff advises releasing half the amount budgeted for the dispatch communications equipment improvement (\$12,500) for life safety reasons.

MOTION by Mary Kehoe, SECOND by Kate Lalley, to release \$12,500 from the funds deferred in the budget due to COVID for the purpose of purchasing

communications equipment necessary to replace failing equipment. VOTING by rollcall: unanimous (5-0); motion carried.

14. PRELIMINARY BUDGET MATTERS

The Selectboard discussed working on the budget via remote meetings. There are three meetings scheduled in December; the need for one additional meeting was discussed. Items to discuss include co-insurance, having a 0% increase budget, how to do more with less, and advancing economic development. Staff will provide a short synopsis of departmental needs and projects prior to the first budget meeting.

15. WASTEWATER ALLOCATION: 288 Caspian Lane & 59 Webster Road MOTION by Jaime Heins, SECOND by Mary Kehoe, to approve 210 GPD of wastewater allocation for a single-family house at 288 Caspian Lane. VOTING by rollcall: unanimous (5-0); motion carried.

The Selectboard requested further information from Chris Robinson on the allocation request for 59 Webster Road (i.e. any downside to granting the request before the necessary infrastructure – the upcoming sewer line upgrade on Shelburne Road- is in place to serve this need), and will discuss the matter at the next meeting.

16. EXECUTIVE SESSION: Arbitration/Mediation

MOTION by Mary Kehoe, SECOND by Jaime Heins, pursuant to 1 VSA 313 to find that premature public knowledge of arbitration or mediation to which the public body is a party would clearly place the town at a substantial disadvantage. VOTING by rollcall: unanimous (5-0); motion carried.

MOTION by Mary Kehoe, SECOND by Jaime Heins, pursuant to 1 VSA 313 to enter Executive Session to consider arbitration or mediation to which the public body is a party, and to invite the Town Manager to attend. VOTING by rollcall: unanimous (5-0); motion carried.

Executive Session was convened at 9:31 P.M. and adjourned at 9:58 P.M.

ACTION FOLLOWING EXECUTIVE SESSION

Lee Krohn read the resolution stating that the town authorizes or ratifies the settlement of a charge by Jeremy Fisher filed with the U.S. EEOC and Attorney General's Office while admitting no liability and enters into the settlement for the sole purpose of avoiding protracted litigation. The resolution also authorizes payment of settlement funds in part from VLCT PACIF and in part from the Town, and authorizes the Town Manager to execute any and all documents necessary for the settlement.

MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the resolution as read. VOTING by rollcall: unanimous (5-0); motion carried.

Lee Krohn read the statement for immediate release to the public regarding the settlement agreement with Jeremy Fisher.

17. ADJOURNMENT

MOTION by Mike Ashooh, SECOND by Kate Lalley, to adjourn the meeting.

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

The meeting was adjourned at 10:05 P.M.

RScty by tape: MERiordan

For the Selectboard

Date