Town of Shaftsbury
Municipal Offices

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Monday October 19th, 2026 – 9:00 AM at Shaftsbury Municipal Offices

Shaftsbury Budget Committee Meeting Minutes

Members Present : Karen Mellinger; Mike Gardner; Paul Guay; Gail Tiffany
Members Absent : Andrew Sparta
Others Present : Carlyn Mickle (Town Administrator); Melanie Dexter (Town Treasurer)

Meeting came to order at **09:06 am**

Call for Conflict of Interest; no conflicts noted.

Carlyn advised members that she had not received word from Andrew Sparta regarding his acceptance of appointment. She will continue in her efforts to reach him.

Mike Gardner nominated Karen Mellinger as Chair; seconded by Paul Guay. All in favor
Karen nominated Mike Gardner as Vice Chair; seconded by Gail Tiffany; All in favor
Karen nominated Gail Tiffany as Secretary, seconded by Mike. All in favor

The following materials were distributed by Carlyn Mickle:

- Town Policy/State of Vermont Municipal Ethics Training
- Town of Shaftsbury General Ledger/Chart of Accounts
- FY24 Town of Shaftsbury General Ledger
- FY25 Town of Shaftsbury General Ledger
- FY26 Town of Shaftsbury General Ledger
- FY27 Town of Shaftsbury General Ledger
- Treasurer's Report FY2023
- Treasurer's Report FY2024
- Town Report for 2025 Meeting and Election
- Town Report for 2026 Meeting and Election

Karen Mellinger asked if the committee could also receive the Water Department Budget and that it be included in the Annual Report so that residents would adequately know what may be being utilized from the General Fund to offset funding deficits. Carlyn Mickle explained that the North Bennington Water Board is currently undergoing **restructuring** and that the Shaftsbury Water Board Budget won't be available until at least next week.

Discussion continued which included a Capital Plan for DPW equipment; Landfill budget which will include new PFOA testing; cost sharing/job sharing with adjacent towns; regionalizing
fo ??? for duties; funding for future re-appraisal looks adequate (as per Melanie Dexter); ways to decrease expenses of “running the Town” (website; where it sources benefit packages; etc).

For the next meeting **Carlyn Mickle** and Melanie Dexter will put together: ZOOM setup; capital improvement documentation; new costs for FY28; job descriptions; list of vendors; DPW inventory and working hours; check register for past 3 years; capital building plans for new Town Office as well as Cole Hall

The Committee is tasked with **reviewing** the General Ledgers for trends and line items that can be archived/trashed **(i.e.** Hurricane Irene). The process will be to submit questions to Karen Mellinger/Chair who will then forward to Carlyn Mickle/Town Administrator.

Committee members should also complete the **State of VT Municipal Ethics Training** and submit documentation of completion to Carlyn Mickle.

A motion was made by Karen Mellinger and seconded by Michael Gardner to adjourn. The Committee adjourned at **10:55 am**.

Respectfully submitted,
Gail C. Tiffany, Budget Committee Scribe