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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Select Board

Date of Meeting: October 7, 2024, 6 p.m., Cole Hall and remotely via Zoom

Members Present: Naomi Miller (chair), Mike Cichanowski, Brad Peacock, Tony Krulikowski, and Martha Cornwell. Also present were Town Administrator Paula Iken and Operations Coordinator Jen Holley.

1. Call to Order

The meeting came to order at 6 p.m.

2. Conflict of Interest Statement

No one reported a conflict of interest with any item on the agenda.

3. Minutes

Mr. Cichanowski moved to approve the September 23 minutes. Mr. Peacock seconded the motion, which passed 4-0-1.

4. Warrants

- Check warrant 25-009, \$157,417.43. Mr. Krulikowski moved to approve the warrant. Mr. Cichanowski seconded the motion, which passed 5-0-0.
- Payroll warrant PRO-7, signed by Ms. Miller earlier, \$26,859.19. Mr. Cichanowski moved to approve the warrant. Mr. Krulikowski seconded the motion, which passed 5-0-0.
- Payroll warrant PRO-8, \$26,859.19. Mr. Krulikowski moved to approve the warrant. Mr. Cichanowski seconded the motion, which passed 5-0-0.
- VT Retirement Benefits check, \$3216.54. Mr. Krulikowski moved to approve the warrant. Mr. Cichanowski seconded the motion, which passed 5-0-0.
- Payroll taxes, PRW03, to US Treasury, \$19,187.47. Mr. Krulikowski moved to approve the warrant. Mr. Cichanowski seconded the motion, which passed 5-0-0.

5. Announcements

Marie Watson congratulated the Board on “a great job!”

6. Public Comments

There were none.

7. Treasurer’s Report

Melanie Dexter reminded citizens that they have until October 15 to file their homestead exemption.

Cash flow for September: taxes are coming in nicely. As for actual versus budget, expenditures this year are very similar to last year.

Cash flow for October: monies owed to the general fund from the reserve account were paid in October. There is \$18,000 left in the ARPA account. The White Creek paving project will be covered by grants to come in.

Ms. Dexter repeated: Open your tax bills now! Don't wait until it's too late to file your homestead exemption.

8. DPW Report

Mr. Yannotti reported that White Creek Paving is completed and a request for reimbursement was submitted today for \$194,000. The crew has a lot of road signs to fix; it seems like many are being stolen. The crew is setting the trucks up for winter maintenance. Weather permitting, the crew will be grading Shaftsbury Hollow and replacing a culvert on Airport Road in the near future.

9. Transfer station report and request for compactor

Ms. Iken said total revenue from the station totals about \$84,107 annually. Expenses total \$151,000+, not including paying the station agents or the constable. The town received a letter from Casella stating that a new compactor is needed at a cost of \$39,000 purchased or rented for about \$530+ a month over five years. Mr. Peacock moved to approve acquiring via rental from Casella a new compactor. Mr. Krulikowski seconded the motion. Mr. Yannotti reported that the station ends up dumping separately the garbage it can't get into the compactor, at additional expense. Mr. Yannotti also mentioned putting a window on the side of the transfer station shed so customers won't be opening the door to step inside during the winter, and each time letting heat out and tracking snow and sand in. He also mentioned that the traffic system needs to be rerouted. The motion to rent a new compactor from Casella passed 5-0-0. Ms. Cornwell moved to add a sliding window to the shed to allow for payment of trash fees from the outside and to alter the traffic flow at the transfer station. Mr. Cichanowski seconded the motion, which passed 5-0-0. It was agreed that a flyer – "transfer station by the numbers" – to hand out to citizens will be created. Ms. Iken will look into single sort recycling, as is done at other towns.

10. Community Center Development Committee report

Ms. Miller spoke. They meet every Thursday evening at 5 p.m. They have been brainstorming about the project and the potential need to move Cole Hall offices to the new building. They've been looking at various kinds of building product. They hope to design a building that is energy efficient, flexible as to use, and that has visual coherence with the area.

We don't know yet the details of the community septic system and can't come up with a siting proposal until that is in hand.

They expect to have provisional drawings and a proposed budget by the end of the year. The Board will ask voters to weigh in on the proposal at Town Meeting.

11. Revised purchasing policy

Ms. Iken said the policy hasn't been updated since 2017. In article 8, vendor selection, new steps to be taken should a bid other than the lowest are delineated. They include offering an explanation to the lowest bidder and to the public at the select board meeting at which that bid was chosen. Also, in section F IV, punctuality of the vendor in attending the site meeting was added as an item to be considered in choosing the vendor. (If the vendor is late, the bid will not be considered.) Mr. Cichanowski moved to approve the changes. Mr. Peacock seconded the motion. Mr. Whitman, in the audience, suggested that it be made clear that the Select Board is the purchasing agent. He also asked that the Select Board's explanation to the vendor be made in writing. Ms. Iken pointed out a possible conflict in language -- the "town administrator, under the direction of the Select Board, shall act as purchasing agent...." Mr. Cichanowski moved to approve the policy as amended as per the suggestion by Mr. Whitman. Mr. Krulikowski seconded the motion, which passed 5-0-0.

12. Microsoft Pricing

Jen Holley reported that RCS, our server provider, brought the cost of our email accounts to \$5 monthly. She spoke about town emails for committee members (those with a "gmail.com" suffix) and noted that those accounts

don't belong to the Town but to Google. Should a member leave the committee, those emails are unavailable to their replacement and to the Town. For legal reasons and efficiency, the Town needs to be able to get into those accounts. She recommended that committee members be assigned addresses maintained by RCS. For those holding several positions within the town, a "box" will be created for them from which Ms. Holley will forward emails to an account the committee member has chosen. Though forwarded, that message will remain in the "box." A discussion of logistics was held. Ms. Holley suggested, for those using Macs, that they might want to access their emails via a web portal. Ms. Miller noted that should a FOIA request be issued to a person who uses their personal email for government business, their personal emails would be subject to search. Ms. Holley said each "box" would cost \$5 and the service about \$265 monthly. Some of the committees are time-limited so their box expense will also be limited. Mr. Krulikowski moved to add the email "boxes" to the Town's Office 365 bundle. Mr. Cichanowski seconded the motion. Ms. Iken noted that cybersecurity can be costly.

13. Trailer rental

The Board discussed what size trailer to rent, who would move into it, what the timing of the move should be, whether the upstairs floor can hold the weight of additional file cabinets, and other items. Ms. Iken said she is still unsure whether to rent the bigger or smaller trailer but leans toward the larger trailer. Mr. Cichanowski moved to rent the 40' trailer. Mr. Krulikowski seconded the motion, which passed 5-0-0.

14. Other Business

Ms. Miller said she tried to contact three basement remediation specialists, none of whom called her back. She spoke with a friend who is in charge of restoration at the Shelburne Museum, who told her that though the interior option isn't the most desirable the Museum pursued that option because of cost. She said Paul Miller, a hydrogeologist, has agreed to visit on Wednesday this week. Ms. Iken noted that even if the interior option is chosen, it will preserve the foundation of the building.

Mr. Krulikowski said he chose the interior option for an old building he used to live in, but found it unsatisfactory. Only digging out the foundation is a real solution, although it would be very expensive. He also thought gutters could help. Mr. Whitman noted that there's a drain inlet near the building and one near the street. He said to his knowledge that flooding in the basement had never happened before. Ms. Coleman will try to attend the meeting with the hydrologist this week. Ms. Miller said she'd heard again from Adirondack Basement, who said he thought our own contractors could probably do the trenching and electric installation more cheaply than they, and that if the Town wished to pursue that option the cost would be reduced to \$13,000. Ms. Iken said we'd need to contract with Adirondack Basement by the end of December. It was agreed that a special meeting will be held after meeting with the hydrogeologist, on the Wednesday at 4 p.m.

15. Review of Action Items

16. Executive session

Mr. Krulikowski moved to enter executive session at 7:45 p.m. Mr. Cichanowski seconded the motion.

16. Adjournment

Mr. Krulikowski moved to adjourn after exiting executive session. Mr. Cichanowski seconded the motion, which passed 5-0-0.