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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

PO Box 409
61 Buck Hill Road
Shaftsbury, VT
05262-0409
(802) 442-4038

Water Board & Select Board

Town of Shaftsbury Water Board Meeting

Date of Meeting: Monday April 21, 2025, at 5:00 PM, in person at Cole Hall and remotely via Zoom.

1. Call to Order:

The meeting came to order at 5:00 PM. Present were selectpersons Naomi Miller (Chair), Zoe Contros Kearl (Vice-Chair), Mike Cichanowski, Tony Krulikowski, Town Administrator Paula Iken and Water Superintendent Josh Brace.

2. Conflict of Interest Statement:

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

3. Minutes

Ms. Iken noted that the last Water Board minutes were combined with the Select Board minutes. There was no date given for the meeting and minutes were not reviewed.

4. Announcements

There were no announcements.

5. Public Comments:

There were no public comments.

6. Discussion of Leak Report

Ms. Miller reviewed the State's request that Shaftsbury request an increase in its water allocation from North Bennington. North Bennington wanted a leak report prior to the increase. Mr. Brace stated that a representative of Vermont Rural Water did extensive line leak detection, over the entire water system, and found no leaks. The report included the finding of no leaks and higher water usage at the school (Shaftsbury Elementary) and the daycare (MPCC campuses on Grange Rd.). Ms. Miller asked why the State had asked the Town to increase its allocation. Mr. Brace answered that Shaftsbury had been using more than its allocation for more than 20 years. North Bennington allocates 40,000 gallons/day to Shaftsbury. Shaftsbury uses approximately 55,000 – 60,000 gallons/day. There was some confusion about a 105,000 gallons/day amount. This is not the allocation; it is the number on the permit to operate. North Bennington must account for water allocation. The permit to operate gives an idea of the amount that the system can handle. North Bennington would like a short list (not specified) to move forward. Mr. Brace said he would ask North Bennington water about its capacity, an available increase in allocation, and how it would affect the North Bennington system. Aging water meters were discussed as a possible source of water loss. Mr. Krulikowski noted that meters were going to be replaced. The board then discussed phases of water line and meter replacement, the timing, and the legality and ethics of charging persons with new meters at a higher rate than those with older meters for the period it would

take to replace the approximately 300 meters. Mr. Brace brought up some of the possible issues during replacement, including water shut-off. He noted that it would cost more but take less time to hire the replacement out instead of having him do them one at a time. Ultrasonic meters are approximately \$200 each, radio read meters are approximately \$300 each, purchased with quantity discount. Mr. Brace said radio read in the meter is not necessary and can be added externally later. There was further discussion on meters, phasing of the replacement project and grants available. The first phase will be 100% covered by grants already in place.

7. Executive Session

Ms. Miller asked for a motion to move into executive session. Mr. Krulikowski moved, and Mr. Cichanowski seconded. Motion passed 5-0-0 and the board moved into executive session.

8. Review of Action Items

Ms. Iken will contact Christina Haskins from Dufresne to set up a meeting about Phase 1.

Mr. Brace will set up a meeting with Zack Bull, North Bennington Water Superintendent.

Ms. Miller and/or Ms. Iken will set up a meeting about PFOAs.

9. Adjournment

Ms. Miller asked for a motion to adjourn. Ms. Contros Kearl moved, and Mr. Krulikowski seconded.

Motion passed 5-0-0 and the water board adjourned at 5:55 PM.

Town of Shaftsbury Select Board Meeting

Date of Meeting:

Monday April 21, 2025, at 6:00pm, in person at Cole Hall and remotely via Zoom.

1. Call to Order:

The meeting came to order at 6:00 PM. Present were selectpersons Naomi Miller (Chair), Zoe Contros Kearl (Vice-Chair), Mike Cichanowski, Brad Peacock, and Tony Krulikowski. Town Administrator Paula Iken, Treasurer Melanie Dexter. Also present were prospective Planning Commission member Priscilla Sachs, Fire Chief Joe Vadakin, and Paul Dansereau.

2. Conflict of Interest Statement:

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

3. Minutes

Minutes from the April 7th and March 17th Select Board meetings were reviewed and approved.

4. Announcements

Ms. Iken announced that the ARPA funds are all reported to the State. She reminded everyone that Green Up Day is Saturday, May 3rd, green bags are available at Cole Hall, and the dumpster is ordered. Ms. Iken then mentioned the placement of the new sign at Howard Park and thanked Peckham for donating it, the DPW for placing it, and the Recreation Committee for designing and painting the sign. Ms. Iken is finalizing the LEMP, local emergency management plan, with Paul Dansereau. There is one appendix: what to do in an ice storm, that will be presented at the next Select Board meeting. Ms. Iken discussed the contractor walkthrough at the new town office building last week where only one company showed up. She noted that, according to the purchasing policy, bids must be solicited and asked the board for suggestions on other contractors.

Ms. Miller invited interested persons to join her at 3:00 PM on April 23rd at the new municipal building to explore concrete flooring options.

Ms. Holley announced the resumption of 4th Sundays for Veterans headstone cleaning. April 27th cleaning will be at the Village Cemetery from 9:00 AM until noon. The goal is to have all the veterans' headstones cleaned for the 250th celebration.

5. Warrants

Check warrant report # 25026: 80,021.82.

Ms. Miller asked for a motion to approve. Mr. Krulikowski moved; Mr. Cichanowski seconded. Motion approved 5-0-0.

Items over \$1,000.00:

- A & K Agriservices \$1,224.80 and \$3399.24 (gravel)
- A P Hoosick \$1,019.59 and 1,019.59 (fire truck fuel pump parts & maintenance)
- VT BCBS \$14,403.00 (Health insurance May)
- Casella \$8994.92 (Trash pickup transfer station)
- Dufresne Group \$8,250.00 (sewer feasibility study 60% report)
- National Business Technologies \$275.22 (printer monthly fee)
- Limerick: \$7,750 (contract for April)
- Northeast Municipal LLC \$1,004.00 (pavement patch for DPW)
- US Bank \$12,827.50 (garage bond payment)
- Wallingford Crushed Stone \$7,908.00 (crushed stone)
- Zwack, Inc. \$2,000.00 (gravel rake for road repairs DPW)

Items under \$1,000.00 passed 5-0-0.

PRC H2: Caterpillar Financial Services \$33,323.00 (backhoe DPW)

Ms. Miller asked for a motion to approve. Mr. Krulikowski moved; Mr. Cichanowski seconded. Motion approved 5-0-0.

6. Public Comments:

There were no public comments.

7. Treasurer's Report

Ms. Dexter discussed cash flow including receipt of delinquent taxes and a refund from Comcast. Ms. Dexter noted that the tenacity of Ms. Holley was largely responsible for the refund. As of April 21st, the cash balance is \$408,303.21 and the Reserve Fund is approximately \$850,000.00. Ms. Dexter pointed out that the ARPA Fund was at \$0.00, which is good because the town managed to spend the funds productively while other towns are having unspent money pulled back.

8. Planning Commission: Priscilla Sachs interview

Ms. Miller opened the interview by asking what Ms. Sachs thought she could bring to the Planning Commission. Ms. Sachs said that although she is new to town government, she has experience with legal issues and reading laws from time spent in the insurance industry. She also noted that she is detail oriented and very interested in affordable housing and addressing homelessness. Mr. Cichanowski mentioned the sewer committee and town land behind Cole Hall that the Planning Commission will probably be tasked with discussing possibilities, including the maximum number of housing units that could be built. Ms. Contros Kearn brought up workforce housing and long term rentals and noted that Ms. Sachs ability to read laws would benefit the Planning Commission. After more discussion of septic systems and housing, Mr. Krulikowski made a motion to accept Ms. Sachs on the Planning Commission; Mr. Cichanowski seconded. Motion approved 5-0-0.

9. SFD Request

Fire Chief Joe Vadakin proposed the purchase of battery operated extrication spreaders ("formerly Jaws of Life") for a total of \$18,189.00, with the town contributing \$10,000.00 and the fire department contributing the remaining \$8,189.00. These tools would complement existing tools. Ms. Miller asked where the \$10,000.00 from the town would come from. Mr. Vadakin said that there was money in the budget for the fire department and money in the fire department's equipment fund, but repairs to trucks

were costly and hoses needed replacement soon. Mr. Cichanowski made a motion to accept the proposal; Mr. Krulikowski seconded. Motion approved 5-0-0. Mr. Vadakin then talked a bit about Mike Yannotti of the DPW, and the road crew, noting how helpful they've been to the fire department. He read an appreciation plaque that the fire department is presenting to Mr. Yannotti and the DPW.

10. Southern Vermont Communications Union District appointments

Ms. Miller and Ms. Iken proposed that Tim Scoggins be reappointed to the SVCUD with Michael Corey as First Alternate. Mr. Krulikowski moved; Ms. Contros Kearl seconded. The motion passed 5-0-0.

11. Tree Warden reappointment

Ms. Miller proposed that David Mance III be reappointed as Tree Warden. Mr. Krulikowski moved; Mr. Cichanowski seconded. The motion passed 5-0-0.

12. Report on meeting with VTrans

VTrans met with Ms. Iken, Ms. Jenks, and Mr. Yannotti. Mr. Yannotti described truck traffic at the 7A/67 junction and Airport Rd.; Ms. Jenks highlighted the danger to children at the Buck Hill Rd. corner. Ms. Miller rode with the VTrans reps for 1.5 hours to dangerous traffic areas. Recommendations for a temporary change to speed limits from 50 to 40 in the Chocolate Barn/Clear Brook Farm area and "Death Valley", past Lake Shaftsbury were discussed. Recommendations for the intersection of 7A/67 were also discussed. Questions were asked about summer events at the Shaftsbury Elementary School and biking on 7A and East Rd. The town needs data on traffic issues. VTrans has bumped culvert replacement on Rt. 7 from Summer 2027 to Summer 2028 because the grant situation is unstable.

13. Ethics Training: List of positions required to attend and dates offered

Ms. Holley has set up 3 dates for the State required Ethics training: April 25th at 1:30, May 12th at 6:30, and May 24th at 6:30. This can be done online but must be completed by July 1st. There was a discussion about who is required to complete the training. The Select Board, Development Review Board, Planning Commission, and employees at Cole Hall are required, others may also be. Bring a laptop to one of the training dates to register.

14. Other Business

Ms. Iken proposed purchasing the vault from Firelock immediately because the price already went up from \$110,00.00 to \$114,480.00 due to tariffs and there is a 100 day lead time. Firelock requires 50% of the purchase price at time of order, 25% at time of shipping, and 25% by 30 days after final invoicing. Architect Ben Benedict has measured the space to within an inch and the quote was generated from that space. The board reviewed the funds available. Mr. Krulikowski moved to accept the Firelock quote for the vault and purchase with 50% down; Mr. Cichanowski seconded. The motion passed 5-0-0.

15. Review of Action Items

Ethics training.

Solicit more bids for contractors.

16. Executive Session: Legal

Adjournment

**A RESOLUTION APPOINTING A
REPRESENTATIVE to the GOVERNING BOARD of the
SOUTHERN VERMONT COMMUNICATIONS UNION DISTRICT**

Whereas the Town of Shaftsbury is currently a member of the Southern Vermont Communications Union District

NOW, THEREFORE, BE IT RESOLVED THAT:

The following person(s) is/are hereby appointed to the Governing Board of the Southern Vermont Communications Union District for terms of one year each or until the Town shall notify the Governing Board in writing of the revocation of such appointments, the substitution of replacement appointees, the resignation of a delegate or withdrawal of the town from the district (30 V.S.A. § 3059):

Tim Scoggins – 512 459 6865 – sbtim@jacksonresources.com _____
(Representative– Phone – eMail – Mailing Address)

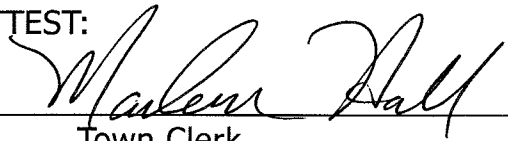
Michael Corey – 773 332 3706 - michael.corey@gmail.com _____
(First Alternate– Phone – eMail – Mailing Address)

(Second Alternate– Phone – eMail – Mailing Address)

Adopted at a regular meeting of the Selectboard of the Town of Shaftsbury duly held on

the 21 day of April, 2025.

ATTEST:



Town Clerk

Note:

Appointment of a delegate is required.

Appointment of an alternate delegate is desirable, not required.

Appointment of a second alternate delegate is optional, not required.