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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Town of Shaftsbury Select Board Meeting

Date of Meeting: Monday June 16, 2025, at 6:00 PM, 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), Mike Cichanowski, and Tony Krulikowski. Also present were Town Administrator Paula Iken, Operations Coordinator/Cemetery Superintendent Jen Holley, and various members of the public as mentioned in the minutes.

2. Conflict of Interest Statement:

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

3. Minutes

The requisite personnel were not present to approve the minutes from the regular Select Board meeting of June 2, 2025. Minutes for the Special Select Board meeting of June 9, 2025 meeting were reviewed. Ms. Miller asked for a motion to approve. Mr. Cichanowski moved; Mr. Krulikowski seconded. Ms. Miller noted that many previous minutes said "Ms. Miller made a motion to adjourn..." which is confusing as she asks, not moves. This was amended to "Ms. Miller asked for a motion to adjourn...". Minutes were approved 3-0-0.

4. Announcements

Ms. Iken had an announcement regarding the new office building: all the linoleum and carpet have been ripped up, plumbing and electrical are on site preparing for the vault. The plumber is removing medical office sinks, and the electrician is mapping all the electricity to help prepare for the vault construction. In about 2 weeks the demolition of designated walls between soon to be offices will start.

5. Warrants

Check warrant #25030 for \$47,652.16

Ms. Miller asked for a motion to approve. Mr. Krulikowski moved; Mr. Cichanowski seconded. Motion approved 3-0-0.

Items over \$1,000.00:

- Cemify \$1,359.00 Annual fee for cemetery records software
- Hathaway Electric \$1,403.15 DPW electrical service for Howard Park
- Harrison Shrader Enterprises (HSE) \$1,720.00 Extrication equipment for Fire Dept.
- Innovative Surface Solutions \$5,447.82 DPW calcium chloride
- M & T Bank \$1,216.30 Credit card used by various departments (office supplies, postage etc.)
- RCS Consulting \$1,640.45 Network maintenance
- Nicholas Spur \$125.00 DPW Employee boots reimbursement
- VLCT \$6,156.00 Annual dues
- VT State Treasurer \$22,880 Loan payment for tractor mower

Payroll warrant #26: \$18,895.77

Payroll warrant #17: \$22,403.69 (from February)

Mr. Krulikowski moved to approve; Mr. Cichanowski seconded. Approved 3-0-0.

Payroll warrant #25: \$19,986.92

Payroll warrant #11: \$24,689.60 for VMERS and tax payments

Approved 3-0-0.

6. Public Comments:

None.

7. Treasurer's Report

No Treasurer's Report.

8. DPW Report

Because the DPW has been working in the cemeteries, Ms. Miller asked Jen Holley, in her role as the Cemetery Superintendent, to give the DPW report. Ms. Holley said that the historical section of Center Cemetery had about 125 stones fixed then the crew went to Grandview where they were working on Division 2. She noted that most stones, from the 1700s and 1800s with no foundations, were crooked. Ms. Holley and the DPW were straightening the stones and putting in stone underneath. Ms. Iken added that the DPW had been awarded a \$49,000 grant for culvert work on Murphy Hill Rd.

9. Green Mountain Hometown Heroes: Shirley Adams

Ms. Adams presented information on the Green Mountain Hometown Heroes banners, a nonprofit coalition of groups from the Bennington American Legion and VFW that offers banners of veterans, both living and deceased, Sponsors purchase and own the banners which last from 2 – 3 years. The town is responsible for contacting Green Mountain Power for permission to install banners on their poles and for installation of banners. Placement is at the discretion of the town. There have been 4 applications for banners from Shaftsbury residents. She asked the Select Board for approval of the program in the Town of Shaftsbury. Mr. Krulikowski moved to approve; Mr. Cichanowski seconded. Approved 3-0-0.

10. Cemetery Committee Reappointments: Margaret Wilson, Rosemary Lindsey, Betsy Habberfield & Kathy Cardiff

All members of the Cemetery Committee had submitted requests for reappointment Mr. Cichanowski moved to reappoint Cemetery Committee members Margaret Wilson, Rosemary Lindsey, Betsy Habberfield, and Kathy Cardiff. Mr. Krulikowski seconded. Reappointment was approved 3-0-0.

11. Cemetery Committee Interview: Abby Dansereau

Ms. Miller asked Ms. Dansereau about her interest in the Cemetery Committee. Ms. Dansereau responded that her family had been interested in genealogy and she visited cemeteries while traveling. She loved the peace and the way they talked back. She valued veterans and wants to honor and respect them and give something back by helping to care for the cemeteries. Mr. Cichanowski moved to appoint Ms. Dansereau to the Cemetery Committee. Mr. Krulikowski seconded. Appointment was approved 3-0-0.

12. Emerald Ash Borer Committee interview: Cinda Morse

Ms. Miller asked Ms. Morse to speak to the board about her interest in the Emerald Ash Borer Committee. Ms. Morse said that she did not have a scientific background but was an avid gardener who had lost an ash tree on her property. She had over many years been part of many boards and committees in and around Shaftsbury and thought it would be fun to be active again and participate on this committee. Ms. Morse said that dealing with the ash tree problem is sobering, and she was interested to see if there were any new solutions. Ms. Miller noted that the problem is societal as well as scientific and the town would like a committee member representing societal concerns. Mr. Cichanowski moved to appoint Ms. Morse to the Emerald Ash Borer Committee. Mr. Krulikowski seconded. Appointment was approved 3-0-0. The board had a brief conversation about ash trees and not removing

them unless they are injured, resistant chestnut trees, and elm disease.

13. Institution of new Town position: Coordinator of Special Projects

Ms. Miller read the proposal for a Coordinator of Special Projects:

"Special Projects Coordinator would be an individual appointed annually by the Select Board to support the select board in managing and tracking strategic projects that advance municipal goals and to facilitate communication and joint planning between and among Town communities and commissions.

Activities and roles would include:

- facilitating cross departmental collaboration on current initiatives and providing updates to the select board and town administrator.
- liaising with community organizations, government agencies and consultants to advance project goals
- researching grant possibilities relevant to current initiatives assisting with the management of special projects that support the town's community development goals, including housing programs, neighborhood improvements and local economic initiatives.

Position would initially be provided with an annual stipend equivalent to that provided to select board members and would work under the direction of the select board chair and vice chair."

Ms. Miller asked the other board members present for amendments. Mr. Cichanowski said that they should make sure the town administrator and this person aren't working across purposes, that this person should coordinate with the town administrator. This person should report to the town administrator who reports to the Select Board Chair or Vice-Chair, so there isn't any confusion over who's reporting to whom. Wording in the last line of the proposal was amended to "would work under the direction of the town administrator and in coordination with the select board chair and vice chair."

Ms. Miller asked for a motion to approve the proposal as amended. Mr. Krulikowski moved to approve; Mr. Cichanowski seconded. Approved 3-0-0

14. Other business

The Cemetery Committee chair provided amendments to its rules and regulations, nothing substantive, for the select board to sign. Mr. Cichanowski moved to approve amendments. Mr. Krulikowski seconded. amendments were approved 3-0-0.

Ms. Iken brought up the sheriff's contract for discussion. The town is allocated 24 hours, 15% of which occur in late afternoon, evening, and weekends at the town's request. The contract for \$80 per hour is included in the town budget. Mr. Cichanowski moved to approve the contract; Mr. Krulikowski seconded. The contract was approved 3-0-0.

Ms. Iken said that Sullivan and Powers is coming to audit the town, as they do every year at the town's invitation. The contract is the same. Ms. Miller asked for a motion to approve the contract. Mr. Krulikowski moved to approve; Mr. Cichanowski seconded. The contract was approved 3-0-0.

15. Review of Action Items

Ms. Iken will talk to DPW Foreman Mike Yannotti when they both return to work on June 23rd.

Ms. Holley will post Hometown Heroes information on the town website.

Ms. Miller will confirm with the rest of the Select Board that she will be the liaison to the Emerald Ash Borer Committee.

Ms. Iken reminded all that the Town Offices are closed on Thursday, June 19th for observation of a federal holiday, Juneteenth.

16. Adjournment

Ms. Miller asked for a motion to adjourn. Mr. Krulikowski moved; Mr. Cichanowski seconded. Motion approved 3-0-0. The Select Board meeting was adjourned at 6:46 PM.