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Town of Shaftsbury

Municipal Offices

Special Meeting

PO Box 409
677 Vermont RTE 7A
Shaftsbury, VT
05262-0409
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Select Board

1. Call to Order

The meeting was called to order on Wednesday, July 23, 2026, at 4:00 PM at the Town Offices at 677 VT Rte. 7A and on Zoom. Present were Select Board members Zoe Kearn (Chair), Naomi Miller (Vice-Chair), Mike Cichanowski, and Marlene Hall.

2. Conflict of Interest Statement

There were no conflicts of interest with items on the agenda.

3. Public Comments

Several members of the public and Town employees spoke in support of Town Bookkeeper Tiffany Mays. Ms. Mays described why she took over delinquent water collections. There was extensive conversation around the topic of management of the Water Department, relevant administrative duties, accompanying pay structures, and more.

There were further discussions of personalities and the work environment. Ms. Miller noted that Town Administrator Paula Iken was not present for the meeting, as she was on vacation.

Ms. Hall suggested a monthly employee meeting with a Select Board member, other than herself, present for the conversation. Ms. Kearn agreed that this would be a good idea and should be implemented soon.

4. Executive Session

Ms. Kearn asked for a motion to enter Executive Session to discuss Personnel matters as per the agenda. Ms. Miller moved. Mr. Cichanowski seconded. Motion approved 4-0-0 and the Select Board entered Executive Session at 4:52 PM.

No action was taken after Executive Session. Ms. Kearn said Ms. Iken would be working with Town employees on job descriptions. She noted that both employees, and elected positions, would be meeting regularly in the future to discuss general updates and the workplace. Finalized job descriptions will be revisited after a quarter to see if they are accurate. Water Department duties will be further discussed at the next Water Board meeting.

Ms. Kearn noted that the Select Board is not always aware of day-to-day happenings between staff at the Town offices, as that is the purview of the Town Administrator. She said that the conversation centered on having the Town offices be a positive workspace and one of the first steps to achieving that is to have jobs understood and managed well.

5. Adjournment

The meeting was adjourned at 4:59 PM.