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Town of Shaftsbury

Municipal Offices

Meeting Minutes

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Shaftsbury, VT
05262-0409
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Planning Commission

July 22nd, 2026

Shaftsbury Town Offices and teleconference

Attendees: Planning Commission: Tim Scoggins, Pracilla Sachs, Sarah Costin, Michael Algus; BCRC: Callie Fishburn; Zoning Administrator Carlyn Mickle Operations Coordinator Jen Holley. Also Select Board Chair Zoe Contros Curl Fire Chief Joe Vatican, Treasurer Melanie Dexter, Martha Cornwell (teleconference), Resident Kyrra April.

The chair, Tim Scoggins, called the meeting to order at 6:00 pm.

A motion was made to approve the minutes for June 24th, 2026 as circulated by Mike and seconded by Sarah. The motion passed 4-0-0.

Callie Fishburn introduced herself and the BCRC's roll in updating the town plan. Shaftsbury applied for but did not receive a municipal planning grant to aid in this task. But BCRC will still be assisting in a limited capacity. BCRC are collecting comments utilizing a survey (found online and hard copy in the town office) and two Planning Commission meetings, one with the intention of hearing from town staff and officials (7/22/2026) and one to focus on hearing from local businesses (08/12/2026). General public comment is always welcome. Questions were sent ahead of time to specific town officials. Shaftsbury's current town plan expires in December 2027. The following are summaries of suggestions presented during this meeting:

Ms. Cornwell spoke on the ageing population and a need for support in this community for that population and spoke to accessibility and access and consideration for housing, services, and connection (e.g. town dances/potlucks/brown bag lunches), and pop up medical services at the town offices Cole Hall and adjacent properties.

Ms. Kearl:

- Preparing a sinking fund for repairs and maintenance for New Town Hall at 677 VT 7A.
- Admin needs for long term success: Referred to turn over of staff and the loss of some institutional knowledge.
- Working on professionalizing our communication channels (twice monthly news letter). Looking for volunteer municipal positions to be filled (volunteer fire fighters).
- Long term Functioning: Lots of dedication, rising costs of administration (inflation, insurance costs). PFAS monitoring, testing, long term planning \

- Committees: EDC
    - Town Green Planning; REC: Dog Park is being constructed, Pickleball/Tennis Court;
    - Water Dept is executing phase 1 of infostructure improvement;
    - Emerald Ash Borer Committee is looking at a plan to stay on top of that infection;
    - Housing: Addressing infostructure development including wastewater system.
    - Environment: Want to protect forest and water recharge locations; Addressing Solar and what might be needed to maintain safe access for fire suppression;
    - Gaps in health care at large – potentially addressed by developing a free public benefit of a medical office, grant funded through GBCS. Space would be in town offices for now but could be elsewhere in the future, grants would be applied for and administered by GBCS, it would not take space during business hours nor would it require municipal staff time.
    - Big Goal for town green a goal could be to work to provide more opportunities for connection and services and improvement in quality of life.

Ms. Dexter:

- Provided insight on the overspending in our budget and so suggested a budget committee, as we have had in the past.
- She suggests the idea of potentially having a standing finance committee in thinking big picture about the towns finances.

Mr. Vatican:

- A plan was developed for a sinking fund for facilities and apparatus for Fire Department. Mr. Vatican expresses the importance of sticking to that plan. Fishburn asks if the development plan of the town is in line with needs for the fire dept, Mr. Vatican says yes, he feels that it is.
- Ms. Mickle mentions PUC and being unsure about ability to regulate at a town level for access on solar farms and plans for fire suppression. Mickle will follow up with Fishburn.

Ms. Holley:

- Resources: No budget for the cemeteries, Ms. Holley has been paying out of pocket for expenses
- Long term projects: open up area between village cemetery and town hall, move war wall to new town hall area (which would need funding for moving and expansion for additions
- Adding benches/parking, putting in flag holders for vet grave sites (approximately 700 vets).

Kyrra April

HO 3 - Sachs seconded by Costin- passes unanimously 4-0-0.

STRV3 - Motion to approve Moved by Costin seconded by Algus, approved unanimously 4-0-0.

PoultryV3 – Due to newer legislation, we will change six chickens to 11, and added in authority. Sachs moves, Algus seconds, motion passes unanimously 4-0-0.

Moved by Costin second by Algus. Meeting adjourned at 7:33 pm.

Proposed Schedule

May-June 2026	Assess Current Town Plan
June 2026	Draft Outreach Plan
June 2026	Outreach and Scoping Meeting
July-August 2026	Outreach and Survey Facilitation
September 2026	Presentation of Outreach Findings
October – December 2026	Plan Update Preparation
January 2027	Presentation of Updated Plan
February 2027	Finalize Deliverables