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Town of Shaftsbury

Municipal Offices

Meeting Minutes

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Select Board

1. Call to Order
   The meeting was called to order on Monday, June 15, 2026, at 6:00 PM at the Town Offices at 677 VT Rte. 7A and on Zoom. Present were Select Board members Zoe Kearl (Chair), Naomi Miller (Vice-Chair), Mike Cichanowski, and Marlene Hall. Also present were Town Treasurer Melanie Dexter and DPW Foreman Mike Yannotti.

2. Conflict of Interest Statement
   There were no conflicts of interest with the agenda.

3. Minutes
   The minutes for the June 1, 2026, Select Board meeting were reviewed. Ms. Kearl called for a motion to accept. Ms. Miller moved. Ms. Hall seconded. There were several corrections to spelling and names needed. The minutes were amended and accepted with amendment 4-0-0.

4. Warrants
   Ms. Kearl called for a motion to consider CWR 26029 for $94,484.40. Ms. Miller moved. Ms. Hall seconded. Ms. Kearl read out invoices over $2500.00. Ms. Kearl asked if there was any discussion. Hearing none, CWR 26029 was approved 4-0-0.

5. Announcements
   Ms. Hall announced that Bud Krawczyk refurbished the Town Hall sign and hung it.

6. Public Comments
   Andrea Bacchi made comments about operating a clinic out of the Town Office building. She is opposed for several reasons, most involving privacy and safety. Ms. Bacchi asked how residents would be informed. She asked if anything had been signed regarding the proposal and if the clinic was an idea being explored or if the Town was moving forward with implementation. She also asked if residents would have an opportunity to vote or weigh in on the proposal before decisions were made. Ms. Bacchi also wanted to know who would staff the clinic. She asked for more transparency from the Select Board and to not be ignored.
   Ms. Kearl attempted to answer Ms. Bacchi's questions, noting that many of the answers could be found in the June 1st Select Board recording or minutes when this subject was discussed. Ms. Miller answered questions about clinic staff, insurance etc. Ms. Kearl reiterated that the providers would be presenting information on the clinic to the Town.

Corinne Levin objected to having the clinic in the Town office building, saying ballots and other information were stored in the building and sick people could spread diseases. Gail Morin also objected, saying that the hospital and rescue squad are adequate resources. Bud Krawczyk spoke about the use of Cole Hall and that, instead of having a clinic, the room should be used for storage. Ms. Miller said that this issue will probably be on the Select Board agenda in mid to late July. Corinne Levin then brought up the continuing issues with chlorine in the water. She said that the Town hydrants hadn't been tested in 5 years. Ms. Kearl said that she would contact Joshua Brace, Water Board superintendent and Fire Chief Joe Vadakin about hydrants. Chlorine and hydrants will be discussed at the Water Board meeting on Wednesday. Andrea Bacchi then spoke about the importance of safety for residents.

7. DPW Report

   Mike Yannotti gave the DPW report. He said that the $40,000.00 grant for Cider Mill Rd. will cover 8 culverts to replace undersized ones. He continued that there is a culvert failing on Elmer's Way that will be replaced. The road will be closed for a couple of days, but there will be signs, and the Town will be informed ahead of time. The DPW received another grant for 9 more culverts on Cider Mill Rd. and a paving grant received for East Rd. where some culverts will also be replaced. Another culvert grant on Cold Spring Rd. will be for next year and La Clare Rd. will have a box culvert put in with a VTrans grant next year.

   Road grading has been done once on every dirt road and the crews are now working around again. Roadside mowing has begun and will continue throughout town. Mr. Yannotti spoke briefly about continuing issues with a truck that was ordered but won't be received for a while.

8. Treasurer's Report

   Ms. Dexter presented the cash flow which showed significant amounts coming in from delinquent taxes and water bills. Total cash available was $769,732.31. Total disbursements were $83,009.25. Cash balance for mid-June is $686,723.06.

   Ms. Dexter said she is getting calls every day about the reappraisal and reminded people that when appraisal goes up, the tax rate will likely go down. She said that as soon as the grand list is final, she will figure out the tax rate, but there are still a few steps left in the process. Ms. Dexter asked Ms. Hall for a timeframe on the grand list. Ms. Hall thought it would be at least a month.

   Ms. Dexter then displayed the information that is on the back of the tax bill. She said about 80% of the questions she is asked are answered there. She encouraged residents to read the back of their tax bills, and noted that it's easy to understand.

9. Update Zoning Fees: Carlyn Mickle

   Ms. Mickle asked if there was a copy of the zoning fees schedule to display. There was not, but Ms. Kearl offered to read them.

   Proposed fee schedule: Base fee $25.00 for application; Recording fee $15.00/page, $0.10/sq. ft. for decks, ramps, platforms, sheds, structures without water or electric; $0.15/sq. ft. for dwellings; $0.30/sq. ft. for industrial, motels/commercial. Ms. Kearl noted that the Planning Commission had discussed and approved the changes and asked Ms. Mickle to explain how the PC arrived at its decision. Ms. Mickle described the current system which in which smaller buildings are subsidizing larger ones. In addition, fees for smaller structures didn't cover the Town's costs. The $25.00 Base fee was based on the hourly wage of the Zoning Administrator. The Recording fee covers what it

costs to record in land records. Fees based on sq. ft. came from research into how most other local towns like Shaftsbury were charging. This aligns Shaftsbury with other towns in Vermont and removes the inequity that currently exists. She noted that bylaws state that the Select Board votes on and sets zoning fees.

Ms. Kearl called for a motion to approve the changes to Shaftsbury's zoning fees, reading the fees again. Ms. Hall moved. Ms. Miller seconded. Changes were approved 4-0-0. Ms. Kearl asked Ms. Mickle to work with Jen Holley to quickly get the information on to the Town website.

10. Stateline Road Legal Trail Request: Peter Fox

Ms. Mickle described a property purchase at 0 Stateline Rd. There are 2 access points, the first at the bottom of a hill by the railroad tracks, the second coming off Legal Trail 40. Ms. Mickle and Mr. Yannotti spoke to the State about the trail access. It is an option for the resident, under Mr. Yannotti's supervision, to clear a portion of the trail and have his driveway come off Legal Trail 40. The Select Board's approval is needed for this resident to maintain the trail access, since Legal Trail 40 is a town road, but the Town doesn't maintain legal trails.

Mr. Yannotti added that the trail is heavily wooded and hasn't been maintained but is still certified. The section that needs to be improved is on a different landowner's property but improvement is allowed because it is a legal trail. Ms. Miller asked what might happen in the future for maintenance. It was explained that the Town does not have an obligation to maintain trails. This will allow Mr. Fox to maintain his access.

Ms. Kearl then called for a motion that Mr. Fox, owner of parcel 120165, be granted permission to maintain Legal Trail 40 as access to his property. Public access of the trail shall not be impeded, and modifications shall not endanger public safety. Mr. Fox shall submit plans for modifications and maintenance to the DPW for approval before work begins. Ms. Miller moved. Ms. Hall seconded. Motion approved 4-0-0. Ms. Mickle said that she would contact Mr. Fox.

11. Appointment of Alternate on the Planning Commission: Nancy Burns

Ms. Kearl noted that neither the PC chair nor the alternate were present. Ms. Miller had communicated with the PC chair who said that since the PC was doing a lot of work on the Town Plan and updates, it was essential to have enough people present to conduct a meeting, so an alternate was needed. She noted that Ms. Burns was formerly the chair of the PC so is well qualified. Ms. Burns was appointed as an alternate, 4-0-0.

12. Discussion of Municipal Building Keys

Ms. Kearl opened a discussion on how keys for the building would be handled. Ms. Hall suggested that there be 1 revolving key that is signed out by the person who needs it. That person opens the building for the meeting/event, locks up after, and leaves the key in the outside box. All agreed that this was a good solution. Ms. Miller suggested that there be a policy that if the key is not returned, the person who signed it out can no longer access the key and must pay for a replacement. Ms. Kearl suggested the next step is to create a key policy and provide it to people who ask for a key. She also suggested having information for a contact person in any group that wants a key to use the space. Ms. Miller said that the policy could be developed by email and then brought together by the board.

13. 250th Anniversary Liberty Tree Discussion

Ms. Kearl said there is an opportunity for the Town to receive a 25' tree to commemorate the country's 250th anniversary. The tree is free and will have a plaque. Ms. Hall liked the idea. Ms. Miller also liked it but wanted to know the wording on the plaque. Ms. Kearl said that she would get more information.

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14. Other Business

    Ms. Kearl said she forgot to announce that Art and Kathy Whitman were the Shaftsbury Ordinary Heroes. She talked a bit about what a help Mr. Whitman had been to her personally as well as to the Town and congratulated the Whitmans. Others also mentioned the Whitmans long time service to the Town.

    Deena Ruege, chair of the Recreation Committee said she was there to introduce a prospective member of the committee to have her appointed before the next meeting. Julie Moore talked a bit about why she wanted to join the committee. Ms. Kearl made a motion to appoint Ms. Moore to the Recreation Committee. Ms. Hall moved. Ms. Miller seconded. Motion approved 4-0-0.

15. Review of Action Items

    Ms. Kearl asked Ms. Bacchi to send the Select Board her questions

    Ms. Kearl will first contact Mr. Brace about hydrants and then contact Chief Vadakin

    A board member will ask Corrine Levin to attend the Water Board meeting on Wednesday at 5:00 PM

    Ms. Iken will invite Mr. Goodrich to attend the Water Board meeting, and Ms. Hall will invite Joe Herman.

    Ms. Miller will contact the medical providers re: the clinic

16. Adjournment

    Ms. Kearl called for a motion to adjourn. Ms. Hall moved. Ms. Miller seconded. Motion to adjourn passed 4-0-0. Meeting adjourned at 7:51 PM.