

Town of Shaftsbury Select Board

Monday February 5, 2024

In person at Cole Hall and remotely via Zoom

1) Call to order

The meeting came to order at 6:30 p.m. Present were selectpersons Art Whitman (chair, via Zoom), Mike Cichanowski, Naomi Miller, Martha Cornwell, and Tony Krulikowski. Also present were treasurer Melanie Dexter, DPW foreman Mike Yannotti, and zoning administrator Shelly Stiles.

2) Conflict of interest statement

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

3) Outstanding minutes (abstainers were not present at the meetings represented by the minutes)

Ms. Cornwell moved to approve the January 2 minutes. Ms. Miller seconded the motion, which passed 5-0-0.

Mr. Cichanowski moved to approve the January 16 minutes. Ms. Miler seconded the motion, which passed 3-0-2.

Mr. Cichanowski moved to approve the January 22 minutes. Ms. Cornwell seconded the motion, which passed 4-0-1.

Ms. Miller moved to approve the January 29 minutes. Ms. Cornwell seconded the motion, which passed 5-0-0.

Mr. Cichanowski moved to approve the January 18 minutes. Ms. Cornwell seconded the motion, which passed 3-0-2.

4) Warrants

Ms. Dexter sought approval for an upcoming warrant for a check to her for reimbursement for an overnighing of a check to Prudential. The Prudential check was later cancelled when Prudential acknowledged receipt of a timely earlier payment. Mr. Cichanowski moved to create a warrant for reimbursement. Ms. Miller seconded the motion, which passed 5-0-0. Ms. Dexter asked that the board consider establishing a petty cash fund in the future to avoid having to issue checks for such items.

Warrant #32, \$32,179.55. Mr. Cichanowski moved to approve the warrant. Ms. Miller seconded the motion. Ms. Dexter noted that the warrant included a reimbursement check for the Town Clerk for postage. She said the reimbursement might have been better handled with petty cash.

5) Announcements

Mr. Whitman noted that members were needed for the town green, Cole Hall, sewer feasibility and economic development committees. Letters of interest should be sent to administrator@shaftsburyvt.gov. The letters will be routed to the appropriate selectperson.

6) Public comments

There were none.

7) Treasurer's report

Mr. Whitman asked that the agenda be re-ordered to permit Mr. Yannotti of DPW to speak afterward.

Ms. Dexter shared the cash flow and reserve fund reports. The budget report showed that as a percent of budget, revenues and expenditures were similar to last year's at the same time.

Ms. Dexter asked the Select Board to authorize her to become the primary credit card holder for an account with our bank, MTB. Mr. Kiernan was the former credit card holder. Ms. Dexter will not actually receive a card, but instead a number. Using that number, she will have issued a credit card to Mr. Yannotti, who can use it for purchases of fuel and other items. Mr. Cichanowski moved to approve the motion. Ms. Miller seconded the motion.

Mr. Yannotti explained that upon the sale of the Paulin gas station, a new Mobil card was issued to the town. Its payment deadlines are so short that the Town often misses them, at which point Mobil suspends the card. This new MTB card will solve that problem. He said he probably won't use the Mobil card much in future. Ms. Dexter said our bank manager assured her the bank would do its best to serve the Town well and fairly. She said she and Mr. Yannotti will have to manage the credit card paperwork carefully to meet the expectations of our professional auditors.

8) DPW Report

Mr. Yannotti presented the Shaftsbury Highway Mileage document for recertification (an annual requirement). There have been no changes to the road network in the last year. Ms. Miller moved to sign the certification of highway mileage dated 2/10/24. Ms. Cornwell seconded the motion, which passed 5-0-0.

Mr. Yannotti said he will have more documents for signing after Town meeting.

He said the crew has been filling potholes, e.g. on Cider Mill Rd., clearing trees downed in the recent wind storm, and waiting for snow.

9) Screening ordinance

Mr. Whitman will ask VLCT for information on scheduling hearings on the screening ordinance.

10) EV charging grant opportunity

After discussion, it was agreed to pursue the "Charge Vermont EV program" grant. The pre-application is due February 29. Awards will be announced this summer. Ms. Miller and Ms. Cornwell will work on the pre-application. Mr. Cichanowski moved to submit the application. Mr. Krulikowski seconded the motion, which passed 5-0-0.

11) Real estate purchase

Mr. Whitman noted that the Town has entered into a contract to purchase the lot behind Cole Hall using ARPA funds. The contract will be effected 4/15/24. The price is \$190,000.

12) Other business

Mr. Whitman said he'd heard from the engineer working on the Cole Hall renovation project that the RFP for a project manager the engineer issued received no responses. Apparently the \$750,000 price tag isn't large enough to be attractive. (The project manager

receives a percentage of the project cost.) Mr. Whitman wondered whether a bigger package could be designed, combining Cole Hall and the Town green projects.

Mr. Whitman said he'd been told the Grandview sidewalk study will be brought before the public in April.

Mr. Krulikowski reminded folks that the Town Meeting potluck would be held at 5 p.m. March 4. Karen Mellinger is in charge of organizing it. Mr. Krulikowski will confirm with the elementary school principal that everything, including audio equipment, is in order for March 4. An announcement of the meeting and the potluck will be placed on the town sandwich board.

13) Action items

Ms. Dexter will submit the application for the credit card.

Ms. Cornwell and Ms. Miller will work on the EV charging station grant application.

Mr. Whitman will inquire of VLCT about ordinances.

Ms. Cornwell will talk to the Town Clerk about the sandwich board.

14) Executive session

Ms. Miller moved to enter executive session to discuss personnel at 7:17 p.m. Mr. Cichanowski seconded the motion, which passed 5-0-0.

The executive session ended at 8:44 p.m.