

TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING

Tuesday, June 21, 2022
7 PM at Craftsbury Town Hall

Present: Jim Jones, Bruce Urie, Susan Houston | Michelle Warren, Farley Brown, Penelope Doherty

SELECT BOARD AGENDA

● **Action** – Call Meeting to Order

Jim Jones called the meeting to order at 7:04 pm

● **Action** - Adjustments/Changes to Agenda

- Preliminary report on bulky day by Penelope Doherty
- Updates on Planning and Conservation commissions by Farley Brown; report on Village Plan, Village Center Designations
- Possible road change; discussion item (Mike Martin) under “Road Foreman Report”
- Update on Hazard Mitigation Plan – P. Doherty

● **Action** - Approve Minutes of May 17, 2022 Meeting

Bruce Urie motioned to approve the minutes as submitted; Susan Houston seconded. All aye. Motion passed.

● **Discussion** – Village Master Plan, Farley Brown

Craftsbury Planning Commission Chairperson Farley Brown said Commission members met with Dubois & King, Inc. representatives; D&K has assisted with crafting language for public outreach, e.g., focus groups on road safety and trail access. A Planning Commission working group is determining various entities for outreach: rental property owners, business owners, road safety, etc. At the July 3 Block Party, the Commission will have a tent replete with historic and current images of the village, maps. Will obtain initial public input re: concerns and possible solutions to problems. Focus groups are planned from end of July through October. A draft plan is anticipated by January. Proceeds from the Municipal Planning Grant from Dept of Housing and Community Affairs being used. Will communicate any new information to the Craftsbury Town Clerk.

● **Action** – Letter of Support: a Petition to Manage Wake Boats and Wake Sports in Vermont

Bruce read letter prepared for Select Board signature. **Susan motioned to approve letter to send in; Bruce seconded. All aye. Motion passed.**

● **Discussion** – Decision for OHD Party Allowed (6 to 8 pm or 9 pm) Is Alcohol Served by Licensed Server Allowed?

Member of Recreation Committee inquiry about possibility of holding a party on the Common; issue of whether a town-sponsored event, insurance. Can it be BYOB? Concerts have been held on the Common. Further follow-up required.

● **Discussion** – ARPA Committee Update

Susan reported that ARPA Chairperson Lisa Erickson wants to ensure the Select Board members see the postcard the group plans to distribute; it identifies various community groups they think will be applying for ARPA funds. Postcard will be sent to all Craftsbury residents and posted on Front Porch Forum. Seeking ways to engage the public; inform them that they can provide ideas in various formats. Group has three outreach ideas (and wants Select Board support for them):

1. Block Party – have a booth and use an easel and have citizens post sticky notes with their ideas for the community
2. Front Porch Forum – invite anyone with a great idea to contact the ARPA working group
3. July 6 ARPA Regular Meeting (5 to 6 pm) – invite people to stop by Town Hall and provide ideas for town

An ARPA Committee web page will be added to Craftsbury website. One sentence to be added to the postcard: an explanation about how ARPA fund amounts are based on town population. Susan will work with group and Town Clerk to ensure changes are made and will share with Lisa that the Select Board supports all three public outreach ideas.

- **Discussion – Gift Ideas for Yvette – July 3rd Block Party**

Discussion focused on what would be appropriate to honor her for 34+ years of service to the Town; preparations for the July 3 Block Party commemoration.

- **Weight Permit**

Warren Hill Trucking – signed

- **Committee Reports**

Recreation Committee: recruiting and reorganization ongoing through OHD. Has new members; will do the parade.

Energy Committee: working on wood for next year. Window dressers exceeded goal of 178 windows (did 190).

Seeking quotes for spray foam. “They’re doing a lot for a lot of people in the community.” Select Board thinks group should be recognized for volunteer efforts, which include helping Greensboro and Albany. Great testimonials received re: window effectiveness. Group is highly dedicated to its work.

Planning Commission: Craftsbury Planning Commission Chair said the group is seeking Select Board support for the Village Center designation due by July 5. To renew Village Center designation must decide whether to expand Craftsbury Common and Craftsbury Village; currently not talking about expanding the designated area. Can amend designations at any time. Planning Commission decided last month not to expand the map but recognized that the delineated areas can be changed upon request. Discussion followed about the process for amending designations. For the Center designation, recommendations would be made to the Planning Commission and then presented to the Select Board – or a request can be made directly to Select Board. Issue concerns expansion of Village Center designation to Café Bistro; 40% of towns in Northeast Kingdom have Village Center. Village Center designation – coordinated through the State Neighborhood Development Area program – includes several benefits, e.g., costs savings, potential exemptions from Act 250 regulations, etc. Farley presented draft information – maps, general cover letter, confirmation of designation – to be provided to the state. She said the group needs a copy of the Select Board meeting minutes showing when it gave the group the go-ahead for the renewal application. The topic will be added to June 28 special Select Board meeting on tax rate.

Conservation Commission: Craftsbury Conservation Commission member Farley Brown said the group met last night: implementing the Big Tree Contest – Big Tree Challenge. Asking residents and landowners to locate biggest tree on property – determine circumference and species. A statewide initiative of the Department of Forests - Parks and Recreation to document largest trees: some could/would go into the state registry. Commission Outreach Working Group will start publicizing in August to commence collecting tree data in September. A form is used to document trees; Forestry Committee and multiple other groups involved. Other focus of the Commission is follow [through with Act 171](#): new act that affects planning law – section 4411 of 24 VSA §4414(2). Coming up in 2024. Requires town produce large connectivity map. Group closely reviewed force block and connectivity set and overlaid current use parcels to locate properties state wants addressed for conservation. Landowners may be interested in the future. Key area: land that connects from Collinsville toward Lake Elligo. Considered a connector where wildlife may pass through to get to larger forest area; potential for future efforts. Conservation Planner

Hawkins-Hilke with the Vermont Fish & Wildlife Department (Essex Office) reported to the Conservation Commission that Craftsbury is experiencing sprawl; we don't see it, but it is evident throughout the forested landscape that is being cut up; he will provide more details.

● **Clerk Report**

- *Primary Election*: has started – today distributing all absentee ballots
- Actual vs Budget for May - distributed
- Upcoming Bills to Pay – bills reviewed
- Ballot Box – set up outside: will be set up by road crew – process will be completed

● **Road Foreman Report**

Mike Martin's son wants to build a house on the Martin Road; reviewed state map and state doesn't show it as a class 4 road. Must assess to determine if it is; if it's a class 4 road, Town must pay for culverts (there are five). Bruce will assess and report back to Select Board.

● **Other Business & Walk-ins** (having business to come before the Select Board)

- Bulky Day: Penelope Doherty report that it was a success. Total of 4.46 tons in two filled dumpsters; 67 cars; 230 tires; "whopper pile" of metals. Will post follow-up info on FPF.
- Hazard Mitigation Plan: P. Doherty updated Select Board on plan details and asked members to confirm the decision to do a cursory rather than arduous review – one section in the plan being drafted shows a more arduous review than what Task Force had recommended: do a cursory review every year in tandem with LEMP – Local Emergency Management Plan. Confirmed that a cursory review would suffice; will write up something simple based on what group discussed that meet the four criteria.

● **Decide Next Meeting Date & Adjourn**

Next meeting will be 7 pm Tuesday, July 5, 2022, at Craftsbury Town Hall. Meeting adjourned at 8:40 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk