

TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING

Tuesday, October 4, 2022
7 PM at Craftsbury Town Hall

Present: *Susan Houston, Jim Jones, Bruce Urie | Farley Brown, Kelly Carpenter, Rudy Chase, Lise Erickson, Trisha Ingalls, Michelle Warren*

SELECT BOARD AGENDA

- **Action** – Call Meeting to Order

Meeting called to order at 7:03 pm by Jim Jones.

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

None

- **Action** – Approve Minutes

Bruce Urie motioned to approve the September 20 meeting minutes. Susan Houston seconded; all aye. Motion passed.

- **Discussion** – Follow-Up Re September 20 Meeting Items

1. Re: Susan Clark – Bruce contacted Ms. Clark. Good idea to have multiple towns attend meeting. Timeline is whatever works for her. She'll get back with Select Board to schedule.
2. Re: Electricity on the Common – Susan spoke individually with various stakeholders. Provided a map. Want to keep moving on this project. Follow up planned to determine others to include. Must have the info before proceeding. Topic will remain on Select Board agenda. Want to have info by town meeting.
3. Re: Alan Dawson Letter – Court involvement; Mr. Dawson happy with what Select Board did. Quinn to come later.

- **Discussion** – New Dog Warden: Kelly Carpenter | Position - Possible Ordinance - Job Duties

Ms. Carpenter introduced herself; has been assisting former Craftsbury Dog Warden Emily Thompson for years. Already the Animal Control Officer for Albany and Irasburg, she says Craftsbury case load somewhat light; most matters resolved by phone calls. She's on Facebook and uses to spot potential cases. Biggest issue is pet licenses. Town Clerk will notify pet owners of new warden. Discussion ensued: review of sample ordinances, differences between a "Dog Warden" and an "Animal Control Officer". Wardens handle registration issues, dogs-at-large, lost-and-found dogs. The ACO deals with dogs and other types of animals, such as cattle on the road, humane matters; police involvement when required. Dog wardens cannot issue tickets for enforcement, but an ACO can. Requires an ordinance to issue tickets. Federal employment docs to be submitted to Town Clerk. Payment: yearly stipend? Transportation costs? Hourly/time? Whatever Select Board decides will be suitable. Bruce to draft an ordinance and share with Ms. Carpenter for review and follow up.

- **Discussion** – Assessing Spaces and Needs; Follow-Up to ARPA Committee Request (Lise, Rudy, Farley)

Planning Commission Chair Farley Brown and Vice Chair Rudy Chase joined ARPA Working Group Chair Lise Erickson in presenting space requirements items relative to potential recipients of ARPA funds -- at request of Susan. To avoid using ARPA funds for architectural, construction, building purposes, group asks whether existing facilities can be used, and an outside consultant hired to evaluate options and provide suggestions: proposals received for ARPA fund dollars cover childcare, food storage, food storage, dog parks - everything proposed has a space-oriented aspect -- whether indoors or outdoors. Not a discussion of historic preservation of buildings but rather use of available options. Discussion ensued: Planning Commission efforts on the Craftsbury Village Plan visioning process assisted by two DuBois & King consultants. Work does not address issues of available space. Specialists with the Northeastern Vermont Development Association (NVDA) could be tapped as a neutral facilitator. For prudent use of funds consider coordinating efforts among various

groups/programs/entities. Parking, traffic flow, potential school relocation and more must be taken into consideration. Prior to hiring consultant, Ms. Erickson will prepare a preliminary survey of existing properties within upcoming months: two parts - will cover interior spaces and exterior sites. Will present consultant option at upcoming ARPA meeting and determine a dollar-amount to present to Select Board for consultant costs: must use someone skilled - from D&K or NVDA.

- **Discussion – Class 4: TH 23**

Town Highway 23 extends to Colburn Hill Road (from 14 North - near Post Road). Listed as untraveled/Class 4. More details required: what untraveled means; culverts paid /completed by town? VTA queried town regarding status of road (new?), permits, property owner costs for culverts shared with town; further information required from resident – will road be accessible for public travel; location of home? Bruce will contact resident for details and report back to Select Board.

- **Discussion – Investment in Dustan Preservation Account**

Edward Jones representative inquired about Craftsbury investing in certificates of deposits, etc., given the market interest rate increase. Staggering them ensures not all mature simultaneously. Consideration toward upcoming big expenses for town – fire truck – and what will be borrowed from the Dustan Preservation Fund.

History of funds: original \$450K donated about ten years ago by Dustan family as Augusta Dustan Family Preservation Fund. Interest on account all returned to Craftsbury; makes borrowing easier for town – town can borrow from the fund rather than a bank. Follow up with Edward Jones planned.

- **Action - Sign LEMP | Should be Updated with Names**

As part of annual update to the Local Emergency Management Plan, old contacts removed; current ones added. Relevant emergency components reviewed. The “Barton Chronicle” must be added to local media list. Updated LEMP to be submitted to NDVA. **Sue motioned that the Select Board accept the LEMP as updated with co-chair signatures. Bruce seconded; all ayed. Motion passed.**

- **Action – Authorize Select Board Member(s) to Examine/Approve Town Expense Payments**

Weekly review of town expenses requires approval of payments ahead of Select Board meetings. Must determine which Select Board members can/will examine and approve the payment of town expenses.

Bruce can review weekly and approve for payment; however, in his absence either of the two remaining Select Board members should be able to fill in; Bruce will advise when/if he’s unavailable. **Bruce motioned that all three Select Board members can review and approve town expenses. Susan seconded; all ayed. Motion passed.**

- **Administrative – Use of the Common for October 9, Mental Health Walk**

Approved and signed. On agenda as an FYI.

- **Review – Letter from Joe Houston, Source Protection Area for Craftsbury Elementary School**

Letter submitted to various area residents, businesses, town agencies regarding water source protection area in advance of any development. Must include in Village Master Plan. Copy to be sent to Planning Commission.

- **Committee Reports**

- *ARPA Working Group* – meeting tomorrow
- *Recreation Committee* – Kris Coville will remain on the committee; said she was going to resign but changed her mind. Two new members. Need a couple more members. Seeking suggestions. “Trunk or Treat” and parade walk on the Common plans in the work for October 31 (5 to 7 pm). Seeking musician(s) to lead: horn players, drums. Also investigating how to offer swimming lessons in Craftsbury at Caspian Lake. Through [“Teach America to Swim”](#) rather than the Red Cross. Liability insurance required. Will be for a week.
- *Conservation Commission* – Last week for Tree Measuring program.
- *Energy Committee* – Students helping with firewood project: splitting, stacking (tomorrow) and another effort planned for this weekend with local residents.
- *Mental Health Resource Group* – Craftsbury Suicide Awareness Walk planned for October 9: meet at 1 pm on the Common. Walkers choose which organization will receive their donations: AFSP, NAMI, Mental Health Fund, etc. Event includes speakers, a Circle of Appreciation (142 luminary bags with battery-powered candles representing those who died by suicide last year in Vermont).

● **Clerk Report**

- September P & L – submitted printouts to Select Board
- Last payment of ARPA expected mid-October \$114,212.10 – as an FYI (other payment received at end of August)
- When to stop the Town Port A Potty on the Common, after Halloween (one on beach already stopped); pick up day after Halloween party
- **Action – Review/Approve Contract for Digital Work**
Digitally covert and index volumes 61-78: two proposals – one for \$67.80 and one for \$8,016. Most economical, practical, extensive and professional to use Recordsforce, which then allows town to offer records, maps online in high-grade imagery. **Bruce motioned to accept the [Recordsforce](#) proposal for \$8,016; cost to be paid from Preservation Funds account. Susan seconded; all ayed. Motion passed.**
- Review Renewal BC/BS – will review for any changes; may be a slight decrease in insurance this year
- Review [KnowBe4](#) – recommended by VLCT: cost is \$1,600; cyber security protection. Requires a unique email and all subsequent email addresses.

● **Road Foreman Report**

Finished Hatch brook..and will submit this week...and they finished the job up on south Albany road and ... catching up on a lot of little jobs; planks for young bridge...coordinate with the center...oen of the big jobs remaining: lawn cave...small excavator...

● **4 C's Title Search and Opinion** – Must be on deed paper; has opinion written but requires signed deed before submitting; Mortgage title search , 4 C's with Sarah Davies (Irene requesting update/need bank info and W-9) – sarah wrapping UP SELECTOBOARD MUST SIGN MORTGAGE DEED FIRST

● **Upcoming Projects to Keep on Agenda**

1. Town Fair in October
2. Young Bridge Planks
3. Appreciation Certificates
4. Electricity on the Common

● **Other Business & Walk-ins that have business to come before the Select Board**

None

● **Decide Next Meeting Date & Adjourn**

Next meeting at 7pm on Tuesday, October 18, at Craftsbury Town Hall. Meeting adjourned at 9:30 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk