

TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING

Tuesday, December 6, 2022
7 PM at Craftsbury Town Hall

Present: Susan Houston, Jim Jones, Bruce Urie, | Mike Martin, Michelle Warren

SELECT BOARD AGENDA

Jim Jones called the meeting to order at 7:01 pm.

- Adjustments/Changes to Agenda
- **Action** – Approve Minutes
 - Correct: Village to “Common” under Cemetery topic
 - ARPA funds: adjust to show amounts provided

Bruce Urie motioned to approve the minutes – as corrected. Susan Houston seconded; all aye. Motion passed.

- **Discuss** – Common Cemetery Fence | Mike Martin, Craftsbury Common Cemetery

Four different cemeteries; each with own governing body that manages money, cares for property. Each association owns the cemetery land; cemeteries are not on town land.

1. East Craftsbury Cemetery
2. Craftsbury Common Cemetery
3. Craftsbury Village Cemetery
4. Branch Cemetery

Following up on the November Select Board meeting discussion introduced by Craftsbury resident Carol Ceraldi -- regarding the Craftsbury Common Cemetery, Craftsbury Common Cemetery Commission member Mike Martin stated all four cemeteries have challenges in affording maintenance, weatherization and other costs. The availability or lack of availability -- as well as usage -- of plots impacts budgets. If the Common Cemetery proceeds with plans to restore fence, must determine how often such repairs will be required. Group is mulling ideas to cover costs; none of the cemeteries has any church-affiliation. An article of warning could be issued for grant monies; would like to include all four cemeteries. One question about legality: can it be put on warning while the groups do fundraising? If there's an in-person town meeting held, the warning can be amended - to a certain point: the amount always can be less; just cannot be more than originally stated in warning. Grant options available; most missed for 2023 budget so must consider 2024. Possibility of town covering mowing costs. Mr. Martin will obtain costs for each cemetery and provide to town; after determination of mowing costs, Select Board could consider a one-time seed plan of \$10K (\$2,500 for each cemetery group) to assist with mowing costs.

- **Discuss** – Process to Throw up Class 4, TH23 | Bruce provided an update: permit required for curb cut. Big question: whether a survey will be required. When a road is being thrown up, state requires a survey be submitted with plans. This project doesn't follow the layout; must determine how much will require survey and what will be the associated costs. One public hearing required; it is a Select Board decision. Owner to maintain, plow. Mike Martin approved of the Select Board actions.
- **Action** – Revise Approval for ARPA Funds | Select Board members signed ARPA Award letters to be mailed with the ARPA Grant Agreement. The grant amounts, details, approval letters and documents for ARPA grant recipients all finalized. Recipients must sign check request form, which must be returned

before check can be released – an ARPA requirement. Letters for grant requests declined also prepared. See table on pages 4 and 5 of this document for fund details.

- **Discuss** – Letter from Dickinson Miller, King Farm Road Land | Routine letter seeking information about land on King Farm Road purchase. Has water source.
- **Action** – Authorize Bruce Urie to talk with Sara Davies re: unclaimed land | Bruce needs permission to start process to get land transferred into Town name. **Jim motioned to allow Bruce to talk with Sara Davies about the three parcels of unclaimed land. Susan seconded; all ayed. Motion passed.**
- **Action** – set date for Susan Clark Meeting in January | Bruce to coordinate meeting/planning session; will confirm January 10, 2023, at 11 am at Town Hall. **Bruce motioned to proceed with scheduling the meeting for January 10. Jim seconded; all ayed. Motion passed.**
- **Action** – Letter of Support Half Moon Movement & Healing Arts | Attempting to obtain grant; was unsuccessful in getting ARPA funds from town. Town has provided letters of supports for other groups. **Bruce motioned that Susie provide a letter of support for the Half Moon Movement & Healing Arts organization. Jim seconded; all ayed. Motion passed.**
- **Discuss** – Animal Control Ordinance | Another sample ordinance provided. Easier to understand and contains a legal disclosure; will be shared with the new Animal Control officer; Select Board members and Town Clerk to review and finalize at a budget meeting.
- **Discuss** – Antiques and Uniques Coordinator Position | Posted the position; received six responses and two recommendations. It is a paid position (\$3K/annually). Some people asked to be volunteers. Select Board to meet with candidates. Onboarding, operations documents required. May require revamping committee. Susan will contact respondents about salary, meeting dates and distribute resumes and other information to the members. Potential meeting days/times: Wednesday, Thursday, Friday (Dec. 14th, 15th, 16th) between 10 am and 1 pm.
- **Discuss** – Set Up Budget Meetings During the Day | Set up the budget meeting; need to know departmental requirements to know about budget levels – Friday, the 9th – 10 am for this week and Wednesday, 14th.
- **Discuss** – Meeting Date with Greensboro and Glover to Consider Part-time Grant Writer | Move to January meeting discussion; Bruce will coordinate with Greensboro and Glover participants. All similar towns can share in seeking same types of funds.
- **Update** – Craftsbury 2022 LEMP is Received and Accepted as of 11/22/22 | For the record.
- **Update** – Craftsbury Received the \$14,800 Grant-in-Aid | For the record. Another grant – Better Roads Grant application due by the 16th. Grants help town budget. May need a rewrite of a road survey.
- **Clerk Report**
 - P & L – distributed copies for Select Board members
 - Booster Club account established today
 - Budget Sheets – what was presented last week
 - Grant Management Symposium Dec. 8th – Bruce and Michelle to attend
 - 3.2% \$175K CD maturing Dec. 2, new CD 3.8% maturing Jan. 12 – rollover until January 12, 2023
- **Road Foreman Report**

Plowing. Sand. Salt costs/availability impact due to rail strike. Both bins are full of salt.
- **Committee Reports**

Energy Committee – **Action:** add Christina Finkelstein as Energy Committee Member and Leo Circosta as a liaison for Energy Committee: **Susan motioned that Christina be added to the Energy Committee and Leon be added as a liaison. Bruce seconded; all ayed. Motion passed.**

Planning Commission – D&K was asked to return with a more robust proposal; plan not as Commission had anticipated. D&K representatives returned; walked the town with commission members; more ideas generated. Hoping a better, more substantive plan will be provided by next week. Dubois & King was only group that responded to town request for this project. Commission is very hopeful.

- **Upcoming Projects to Keep on Agenda**

- Possibility of Antiques & Uniques for 2023
- Appreciation Certificates
- Electricity on The Common
- Act 172 Municipalities
- Budget
- Common Cemetery Fencing
- Assessing Spaces and Needs
- Town Report Dedication

- **Other Business & Walk-ins** (*w/Business to Come Before the Select Board*)

None.

- **Decide Next Meeting Date & Adjourn**

Next meetings for budget: Friday, Dec. 9 at 10 am; Wednesday, Dec. 14 at 10 am. Meeting adjourned at 9:09 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk

SUMMARY OF CRAFTSBURY ARPA FUNDS AWARDED 12/6/2022

Organization	Project	ARPA Award	Conditions
Craftsbury Public Library	Craftsbury Public Library Resilience Center: Ensuring community access to internet & information resources at Craftsbury Public Library during power outages — Battery backup for microgrid and installation of solar array	\$10,000	
Craftsbury Mental Health Resource Group	Craftsbury Mental Health Wellness — Purchase books on mental health for libraries and offer mental health wellness trainings	\$5,000	
NEK Broadband	Craftsbury ARPA Broadband Expansion, as described in their application.	\$116,000	Receive \$120,000 in funding for CUD's purchase of Craftsbury's existing dark fiber network
Craftsbury Fire Department	Communication Equipment, turnout gear & gear washer	\$37,000	
Craftsbury Food Share	Improve storage capacity for local community food pantry	\$60,000	Form an Advisory group to help further define the plan and investigate all storage options
Craftsbury Community Care Center	CCCC Building Renovation— HVAC system	\$23,000	
Craftsbury Saplings	Craftsbury Saplings classroom furniture and expansion	\$40,000	\$20,000 of the ARPA grant will be available now for a project manager and then the remaining \$20,000 will be available when a site is secure for expansion. Funds not to be spent on furniture.
Sterling College	Wellness Center & Outdoor Recreation Hub Project— Promote outdoor recreation including public exercise equipment, gear rentals and repairs	\$10,000	
Craftsbury Historical Society	Babcock House window restoration	\$5,000	
	Total Approved ARPA Funds 12/6/22	\$306,000	
	Total Amount of Funds Expended in 2021	\$ 10,000	
	Total ARPA Funds Received	\$351,537	
	Remaining Funds	\$ 35,537	Waiting for update on \$35,000 school generator, Possible alternate funding. Possibility of Facilities Planning Specialist/ Grant Writer to meet community needs.

Brian Lee
Janyson
Susan Houston

Craftsbury ARPA Projects Declined at This Time:

- Jennifer Keppel, Community Enrichment Coordinator
- Anne-Marie Keppel, Village Outings & Social Club
- Terry Martin, Craftsbury Dog Park
- Whetstone Wellness, Tent
- Half Moon Movement & Healing Arts, Barn Off the Common

Craftsbury ARPA Projects Withdrawn at This Time:

- Frances Rowell, Craftsbury Common Bandstand