

**TOWN OF CRAFTSBURY
SELECT BOARD MEETING
Tuesday, March 22, 2022
Craftsbury Town Hall**

MEETING WITH ERIC POPE, AGENCY OF TRANSPORTATION DISTRICT 9- 9 AM AT Town Hall

Present: Bruce Urie, Jim Jones, Eric Pope and Michelle Warren

Jim's notes are in the "Other Business" section below.

BOARD OF CIVIL AUTHORITY AGENDA- 7 PM at Town Hall:

Present: Bruce Urie, Jim Jones, Susan Houston, Dave Rowell & Michelle Warren

Jim called meeting to order at 7 PM

- **Action** - Board of Civil Authority - Decide on Ballot Box
Jim made a motion to order the ballot box (offered by the State at no charge), **Bruce seconded, all ayed, motion passed.** Hester Fuller and Yvette Brown had sent their approvals via email.

SELECT BOARD AGENDA - 7:15PM at Town Hall:

- **Action** -Adjustments/Changes to Agenda
No adjustments to the agenda.

- **Action** - Approve Minutes
Susan made a motion to approve the March 8, 2022 minutes as printed, seconded, all ayed, motion passed.

- **Action** - Approve Dubois & King as consultants for the Craftsbury Village Master Plan project- Farley Brown
Farley discussed with the Select Board the work to be done by Dubois and King for the Village Master Plan project. As consultants, they will be handling the outreach, gathering information such as traffic surveys. Dave explained that it will offer feasibility options for parking, sewer, water etc. NVDA will be handling some of the mapping instead however. Alison Low will be facilitating. \$23,000 estimation for the work, \$22,000 grant with match of \$3,000 town appropriation grant a few years ago, holding out \$1,000 for mailing, etc. Farley said it needs to be sewn up by May of 2023.

Bruce made a motion to approve the Dubois & King Craftsbury Village Master Plan project, Susan seconded, all ayed, motion passed.

Bruce requested making a separate checking account for the Village Master Plan with Michelle and Farley as signers, all Select Board agreed.

- **Action** - ARPA Working Group
 1. Will Select Board be submitting reports as needed to the state and/or feds?
The Select Board would like some one on the new ARPA committee to be able to submit the reports and have portal responsibility.
 2. Is there a budget for materials when we start convening groups to get feedback?
Bruce will reach out to Lise to see what they are requesting for a budget and also the reporting.

- **Action** - Review and Approve Model Purchasing Policy with Guidance, Model Accounting Auditing, and Financial Reporting Policy with Guidance, Equal Employment Opportunity Policy, Residential Anti-Displacement & Relocation Plan & Accounting, Auditing and Financial Reporting Policy & Purchasing Policy for the 4C's Grant-deadline March 31
After talking earlier today with representatives from the Care Center to help answer questions, Bruce proposed that this action item be pushed forward, until Sarah Davis, a local lawyer can review the documents, all agreed. Sarah will also need to write up a mortgage deed for town protection. The Care Center also has agreed to cover the cost of an audit if the grant has the town go over the \$750,000 that triggers an audit.

- **Action** - Decide if VCDP SUBGRANT AND ADMINISTRATIVE SERVICES /PROGRAM MANAGEMENT AGREEMENT document his needs to be sent to Town lawyer -March 31st deadline
Same as above, the action will be pushed forward until Sarah Davis is able to review the documents.

- **Action**- Appoint Fence Viewer, Ed Williams declined fence viewing position
The Select Board will work on asking a few people to see if they are interested in the Fence Viewing position and also War Memorial Committee.

- **Action** - Approve liquor licenses for the Black Bird Bistro, Craftsbury General Store & Craftsbury Outdoor Center
Bruce made a motion to approve liquor licenses for the Black Bird Bistro, Craftsbury General Store & Craftsbury Outdoor Center, all ayed, seconded and motion passed.
They signed the licenses. Michelle will send in to the State.

- Weight Permits
Weight permits were signed for RK Miles, Grimes Inc., Walker Construction, Dupuis & Son Inc, Packard Fuels, Dead River Company, Blow & Coty Inc, Agri-Mark, Structural Wood Concrete, SD Ireland, Harrison Redi-Mix Corp, Suburban Propane, Structural Wood Corp, Dale E Percy, Camp Precast Concrete Products, and Calkins Sand & Gravel Inc.

- Committee Reports
*Energy Committee New Member Request-Jenifer Forbes, see bio for details
After reviewing Jennifer's bio, Bruce made a motion to appoint Jennifer Forbes to the

Energy Committee, seconded, all ayed, motion approved. Michelle will send out an appointment letter.

- Clerk Report

- Michelle updated the Select Board about the Little League Opening Day and events on the Common.
- Review job application for Select Board Clerk:
The Select Board reviewed the job application. They suggested a trial basis, to see it is something interested in. Michelle will contact her and let her know about the position.
- Review Bills to be paid:
They reviewed upcoming bills to be paid.
- Town Clerk office closed for New Clerk Training April 27:
The Select Board okayed the Town Clerk's office be closed April 27th so Michelle can go to New Clerk Training that day.
- Copier Update:
Michelle said the new copier is scheduled to be delivered Thursday.
- Zoom Issues
Michelle said there has been a few issues, with meetings being scheduled on Zoom at the last minute, overwriting other already scheduled zoom meetings. They decided to have all zoom meetings first go through Michelle before scheduling, to avoid future double booking. Susan will send out an email letting committee chairs know.

- Road Foreman Report

Road foreman absent, no report given.

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

- Jim said he and Bruce met with Eric Pope and roughly will get \$145,200 from the State. The 2 for 1 grant will probably get scheduled again in 2026. The breakdown of the funds will be 50% summer and 50% winter, same as last year. Jim said Craftsbury is in great shape for the hydrologically connected roads. Possibly when the hydrologically connected roads are done, they may be able to work on some class 4 roads. Will need to do another inventory in 2023.

The Select Board reviewed a request for a letter of intent from Vince O'Connell. Because the request was given the same day as the Select Board meeting, they were unable to act on the letter, will need to postpone until the next Select Board

meeting.

The Select Board received an email from Steve Moffatt today, regarding the lighting on the wind towers. They discussed and will talk more about it at the next Select Board meeting.

- Decide Next Meeting Date & Adjourn
Meeting ended at 8:30 PM. Next Meeting is scheduled 7 PM on Tuesday, March 5, 2022 at the Craftsbury Town Hall.

Respectfully submitted,
Michelle Warren