

**TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING**

**Tuesday, April 19, 2022
7 PM at Craftsbury Town Hall**

Present: *Bruce Urie, Jim Jones, Susan Houston | Eric Britton, Rudy Chase, Penelope Doherty, Kevin Gregoire, Vince O'Connell, Kathy Swanson, Michelle Warren*

SELECT BOARD AGENDA

Meeting called to order at 7:05 PM by Jim Jones.

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

Add following items to the agenda.

1. Discussion item: Fire Department Dispatch Contract
2. Action item: Letter of Support - Sterling College Initiative: Improvement of Postsecondary Education

● **Action** – Approve Minutes April 5, 2022

Bruce Urie motioned to approve the April 5, 2022 minutes with one correction: under the Energy Committee report item, change the word “firework” to “firewood”. Jim Jones seconded, all aye; motion passed.

● **Action** – Lise Erickson for ARPA Working Group

American Rescue Plan Act (ARPA) Working Group Chair Lise Erickson updated the Select Board on the ad hoc committee work. It has met several times: a) devised draft project selection criteria that include proposed evaluation and process timelines; b) formulated ideas for obtaining community input/involvement and conducting outreach; c) determined importance of transparency about the process.

Items for Select Board consideration that are vital to overall efforts:

1. Any plans to earmark portions of the ARPA funds for "town" projects?
2. Any plans to earmark portions of the ARPA funds for grant-matching?

Additionally: should matching funds be a component? Some communities are setting aside some portion of ARPA funds to match federal grants, taking a “hybrid approach” combining federal and state dollars based on January disbursements. ARPA conditions: fund allocations must be completed by end of 2024; ARPA funds can be used to match federal grants but must be spent by the end of 2026.

A high priority topic and with goal to provide input to ARPA group by next week (Wednesday). **Bruce motioned to schedule a special meeting for Tuesday, April 26, at 7pm for further discussion. Susan Houston seconded, all aye; motion passed.**

● **Action** – Approve Letter of Support to Senator Bernard Sanders for Application by Craftsbury Community Care Center for Congressional Funds for Kitchen Renovation

Bruce read letter drafted for Select Board; it will accompany grant application due Friday, April 22. Craftsbury Town Clerk Michelle Warren will provide a copy of the signed letter to CCCC Board Member Penelope Doherty for inclusion. **Bruce motioned that all Select Board members sign letter as read. Susie seconded, all aye; motion passed.**

- **Action** – Letter of Support for the Sterling College Improvement of Postsecondary Education Initiative

Susie introduced letter drafted in support of the initiative that “aims to improve undergraduate learning outcomes in sustainable agriculture and food systems by providing students with interdisciplinary, experiential education in food and farming systems.” **Susie motioned to approve the letter as read. Jim seconded; no more discussion. All ayed; motion passed.**

- **Discussion** – Microgrid Decision

Energy Committee Members Kevin Gregoire and Vince O’Connor updated the Select Board on the microgrid research project: Hardwick Electric had various reasons to refrain from signing letter (timing, complexity of technology, impacts on low-income communities, current pending VPPSA project, etc.): project officially now terminated. Mr. Gregoire asked Select Board about its concerns, which included potential loss of grant dollars, service turn-around times for a rural community, length of time for obtaining community input.

Ms. Houston thanked the Energy Committee members for the “incredible research and investment” in bringing forth a proposal for the Select Board consideration. The work has been instrumental in introducing the topic to the public, helping educate the community about it and putting it on the radar for future consideration when timing is more beneficial.

- **Discussion** - Town Hall Painting Interest

Select Board seeking quotes for significant Town Hall painting project; contractor must have the [EPA Lead Safe Certification](#). Members discussed options for soliciting approved contractor; determined the scope of work must be finalized before officially seeking quotes.

- **Discussion** - Landlocked Parcels

Five parcels of unclaimed land – of various acreages – uncovered during review of tax parcel maps must be somehow sold; further legal and landowner discussions required. Craftsbury Town Clerk will provide further information / clarification on ownership options.

- **Discussion** – Quote to Brick Up Basement Windows

Kevin Gregoire explained options for securing / water-sealing / weatherizing three Town Hall basement windows and a door. Desire to use local contractor; Town must provide the brick and mortar – and price quote was for only two windows. Mr. Gregoire will have further discussions with local contractor and others and return to the Select Board, which would like work completed by Autumn this year.

- **Discussion** – Fire Department Dispatch

Bruce shared the Dispatch Services Contract Agreement between the City of Newport and Town of Craftsbury for 24/7 dispatch services to the Craftsbury Fire Department. Testing for dead spots ongoing. Craftsbury Fire Dept. has discussed; costs about \$5K annually. Paid this year by existing fire department carry-over funds and as a regular budget item starting next year. Topic to be added to the agenda for the special meeting on Tuesday, May 26.

- **Discussion** – Bulky Day: Finalizing for June 18 and Plans for Elimination of Bench Chairs

Two dumpsters have been requested from Hardwick; Select Board awaiting response. If unable to obtain from Hardwick will be able to obtain from Casella. Should know by next Select Board meeting. Volunteers to be sought.

- **Action** – Review and Adopt the Four Requirements to Satisfy the CCCC Grant

Based upon recommendations by attorney Sara Davies Coe, documents will be provided to CCCC board member Penelope Doherty for inclusion with the Vermont Community Development Program grant for HVAC renovation. Ms. Davies reviewed the policy and agreement; because the VCDP provides federal

Community Development Block Grant (CDBG) funding, terminology is standardized. Every town has signed the policies and subgrant/management agreement. Coe recommended that Craftsbury also sign them. Craftsbury will be lead on the grant with the Craftsbury Community Center for duration. CCCC has already approved that arrangement with the Town.

- a) Residential anti-displacement and relocation plan (part of the municipal policies and codes)
- b) Equal Employment Opportunity Plan & Accounting
- c) Model Accounting, Auditing and Financial Reporting Policy
- d) Purchasing Policy (Select Board will use policy previously adopted)

● **Action** – Appoint Ross Davis to War Memorial Committee Position

Ross Davis has agreed to serve on the committee. Town Clerk Warren to send a letter of acknowledgement to Mr. Davis. **Bruce motioned to appoint Mr. Davis to the War Memorial Committee position; Susie seconded. All aye; motion passed.**

● **Weight Permits**

E.C Morrison, Dana Sweet Trucking, IM Trucking LLC, Kelly View Farm: all signed and sent.

● **Committee Reports**

1. Conservation Commission – Susan Houston unable to attend meeting.
2. Planning Commission – meeting on Wednesday; starting on the Village Master Plan
3. Neighbor-to-Neighbor – gas cards have been distributed by Town; Neighbor-to-Neighbor also redefining what can be done for assistance: list of what types of activities that volunteers can do to provide broader assistance to be developed.
4. Energy Committee – grant from the Vermont Community Foundation will cover firewood project and the window dresser project; first of Spring firewood projects on The Commons

● **Clerk Report**

1. **Action** - Review Bills to be paid & P & L: Bruce reviewed; payment scheduled for Friday.
2. Review Late Dog Licensing Report – revenue from dog fees discussed; final list pending. Question about Town purchasing a microchip reader to assist dog catcher.

● **Road Foreman Report**

No report. Road foreman absent.

● **Other Business & Walk-ins**

Town Hall will be closed Wednesday, April 27; Ms. Warren to attend conference for town clerks.

● **Decide Next Meeting Date & Adjourn**

1. April 26, 2022 at 7PM: special meeting for ARPA and Fire Department Dispatch Services Contract Agreement topics at Craftsbury Town Hall
2. May 3, 2022 at 7PM: next regular Select Board meeting at Craftsbury Town Hall

Meeting adjourned at 8:40PM.

Respectfully submitted,



Victoria Hudson
Select Board Clerk