

TOWN OF CRAFTSBURY

REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, MAY 2, 2023
7 PM | CRAFTSBURY TOWN HALL

Present: Susan Houston, Jim Jones, Bruce Urie | Farley Brown, Rudy Chase, Michelle Warren

Meeting Agenda

- **Action – Call Meeting to Order**

Jim Jones called the meeting to order at 7:05 pm.

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

Add: Culvert Work in Village; Pike Industries Quote; Kelly Carpenter, ACO; Grant Draft – Lise Erickson

- **Action – Approve Select Board Special Meeting Minutes of April 25 & 28; Regular Meeting Minutes of April 18, 2023**

Susan Houston motioned to approve the minutes of all three meetings; Bruce Urie seconded. No further discussion. All aye. Motion passed.

- **Discussion – Culvert Work**

Need to start culvert work; camera will be used. Will keep Planning Commission updated – related to Village Plan; storm drain work was done years ago. Leaking and coming through on resident's lawn. Potential grant dollars to cover costs; must await project cost estimates.

- **Discussion – Dog Situation Update**

Pet owner with wandering dog cited twice, according to Town Animal Control Officer (who was not present but presented report before meeting). Will wait to send certified letter from Select Board.

- **Action – Pike Industries Quote**

Pave section of North Craftsbury Road: from top of hill by new cabin to the Sterling's library to the Common toward the school. Quote for work: \$116,720 (4,315 feet). Bruce motioned to approve the quote for the work; Jim Jones seconded. No further discussion. All aye. Motion passed.

- **Action – Appoint Delinquent Tax Collector Position**

Had several quality candidates. Fortunate to have people who stepped up. Jim motioned to appoint Alison Blaney as the Delinquent Tax Collector. Bruce seconded. No further discussion. All aye. Motion passed. The Town Clerk will send letters to those not selected.

- **Administrative – LEMP (Local Emergency Management Plan) Form Due May 1**

Bruce signed; already reviewed and approved.

- **Discussion – Committee/Commission Tent at the Block Party**

Neighbor-to-Neighbor Committee wants a tent at Block Party; last year there was an issue. Want Select Board to determine how to correctly respond. Discussion. It's a party; inappropriate to have committees / commissions recruiting or doing business. Old Home Day is an alternative.

- **Discussion – Bulky Day Planning; June 17 Tentative Date**

Saturday, June 17, is confirmed as date. Use same advertisement.

- **Discussion – Gravel Contract Quotes, Manchester Brooks Materials**

Hauling sand/gravel.

- **Discussion – Zoom for Committees**

The Town Clerk is having to set up and coordinate for committees/commissions; had been offered training but Town Clerk is still having to set up equipment. Unless holding a special session with a major governmental agency, members can facilitate and set up themselves. Susan to send a letter to all Commission / Committee chairs regarding the Zoom setup parameters. Warn of “Zoom Bombs”.

- **Discussion – Fair Housing Training May 8 & June 12 | Needed to Satisfy a Condition of 4C Grant**

Planning Commission member or Select Board member must attend. Condition of the grant.

- **Weight Permits**

Signed: Casella Waste; R.L. Morin & Sons Construction

- **Committee Reports**

- *Planning Commission* | Co-Chairs Farley Brown and Rudy Chase discussed appointments made; one more slot to fill. Two applicants: Reed Holden and the architect David Koschak. Both are quality candidates.
Will be closing out Municipal Planning Grant at end of the month. Town must put up money and will be reimbursed. There’s also a Municipal Planning Grant for the Town Plan (is it rewrite or re-adoption with updated details?). Commission will discuss the two ways to accomplish task at upcoming Friday meeting. Main purpose of meeting: to develop a list of survey questions to mail to Town residents. Survey mirroring what was sent out years ago to determine areas requiring change. Two payments: one from state and one is a reimbursement (NVDA - Northeastern Vermont Development Association); regional plan will be an updated – not enough time to do a full rewrite (NVDA is doing it).
- *Conservation Commission* | Town Bio-Blitz; working with group about how to set up iNaturalist program for Town. Town now has own site: [Town of Craftsbury VT Nature Inventory](#). Still hopeful to do training. Eleanor has put lots of time into this. Recommended two new members; letters were sent.
- *Energy Committee* | **Action** – Request for Funds: Need \$2250 (\$1100 set aside for low-income; and have paid Stoddard \$950 to deliver firewood; splitter costs provide \$500 now and perhaps toward year end.) Work’s ongoing to determine how solar array benefits Town. **Bruce motioned to approve the \$500 for Committee expenditures; Jim seconded it. No further discussion. All ayed. Motion passed.**
- *Freedom & Unit Group* | Meeting this week Thursday with Susan Clark.
- *Antiques & Uniques* | Meeting this Friday. Draft letter for \$4K grant for next year for review.
- *Recreation Committee* | Will be coming to Select Board to discussion events.
- *Mental Health Group* | Will be meeting at the end of the month.
- *ARPA Funds Working Group* | Has all monies been distributed? No. Not all have submitted the requisite form request for funds. Some disbursements had conditions.

- *Historical Society* | Shout-out to the group for the recordings of the personal history stories. Don Houghton doing a good job; Town Clerk is recording via Zoom. On [Craftsbury Historical Society YouTube channel](#).
- **Clerk Reports**
 - *P&L* – repair costs
 - *Reprint for the Appreciation* – Kevin Gregoire expressed gratitude for the recognition.
 - *Antiques & Uniques* – Locked container for spare table and chairs; can use library, which has a sign-out program for tables, etc.
- **Road Foreman Report**
 - Janice Maxfield asked for culvert, private – spoke with foreman. It’s a private culvert and must be worked out by themselves.
 - **Action** – VLCT Insurance Claim Denial – wanted Select Board to decide whether it agrees with decision. **Bruce motioned to agree with VLCT to deny the claim. Jim seconded. No further discussion. All aye. Motion passed.**
 - Radar Sign – East Craftsbury Road (warranty; signage out of order). Spoke with vendor; usually has been responsive.
- **Upcoming Projects to Keep on Agenda**
 - Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N
 - Group Process: Throw Up Class 4, TH 23, Bruce awaiting word from VTrans
 - VOREC Grant: Upgrade Sterling Trailing; Parking Signage - Gina Campoli
 - Appreciation Certificates
 - Electricity on the Common
 - Act 172 Municipalities
 - Assessing Spaces and Needs
 - Zoom Training for Commission/Committee Chairs – What Can Happen When Using Zoom
- **Other Business & Walk-ins with Business to Come Before the Select Board**
None.
- **Decide Next Meeting Date & Adjourn**
The next meeting will be at 7 pm on May 16 at Town Hall. Meeting adjourned at 8:53 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk