

**TOWN OF CRAFTSBURY**  
**REGULAR SELECT BOARD MEETING MINUTES**

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**TUESDAY, FEBRUARY 20, 2024**  
**7PM | CRAFTSBURY TOWN HALL**

**Present:** Susan Houston, Jim Jones, Bruce Urie | Marion Bok, Farley Brown, Kevin Gregoire, Steve Pike, Craig Taylor, Kent Young

**Meeting Agenda**

Jim called the meeting to order at 7 pm.

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

Adjust order; Review Town accounts warning; make it more user-friendly

- **Action – Approve Select Board Regular Meeting Minutes of February 6, 2024**

**Bruce motioned to approve the Regular Meeting Meetings; Susan seconded. All aye Motion passed.**

- **Administrative Action – Sign Retirement Form | Kent Young**

Form required for transfer of retirement funds; Vermont Municipal requires administrator approval. **Bruce motioned to move funds from two different retirement accounts - Vermont Municipal and Variable Annuity Life Insurance Company - to Kent Young for reinvestment in retirement option of his choice; Susan seconded. All aye. Motion passed.**

- **Discussion – Unclaimed Parcel | Donald Darling (5 years ago)**

Donald Darling being taxed for parcel? Discussion: why in his name? piece that's bordered by five different parcels/property owners. Back of Darling's property. Venezuelan company had hinted at purchasing - access issues. Must do more research; on future agenda items. Will advise Mr. Darling of ongoing discussions. Are the Darlings receiving tax bills? Get all owners together and find a solution. Find a time for gathering all stakeholders, determine fair pricing, Creamery, etc.

- **Discussion – Request Letter of Support for East Craftsbury Library | Marion Bok**

East Craftsbury Library facing a renovation overhaul; just started project. Structural rot, water infiltration. Architectural firm helped design renovation to maintain library inside and outside. Fundraising efforts underway; Dept of Libraries has two significant grants: by Treasury - AARPA monies - to build up infrastructure; review internet for health education and work. Applying for that and want letter of support from Select Board. Huge grant done in March through June. Under \$16M total. Another grant (summer / early fall) for small rural libraries to help them. Dept of Libraries has been very encouraging; wants to award at least one library in each county. Asking for letter of support for first grant and will see what happens. Have a draft with the basic text of letter; Susan will review, edit, circulate to board for approval as a group and send it on Town letterhead. Requires all three signatures. Select Board is happy to do it. Applications must be submitted by March 10. Marion will send it to Michelle for circulation to Susan and Board.

- **Discussion – Energy Committee / MERP Funding | Kevin Gregoire and Craig Taylor**

- **Action – MERP Funding Expenditure Approval Request** • Update (including Town and Garage Audit April 2 and brochure) | Action - MERP Update (including Town and Garage Audit April 2 and brochure) • Municipal Energy Resilience Program funds received; now have \$4K in checking account. Can be used for anything but hardware or equipment. Towns urged to make best use of funds; have been coordinating/collaborating/joining with five others including Greensboro and Hardwick; plan how best to spend money. Event held on February 2. Informational trifold mailing (weatherization and winterization details; May 4 presentation on heat pump / space heaters) to every address in those five towns; each town is paying through its mini-grants for share. Costs: ~\$600 for printing/ mailing; posters; catering. Must have approval for anything spent from grant funds. Have spent \$800 out of \$4K mini-grant to do these three things. Action items: approval of the \$800 expenditure to cover mailings and other items to end of March. MERP assessment of town buildings; Town Hall, Fire House and Garage: April 2 at 8 am presentation. Will lead to applying for \$500K for improvements; 2010 assessment improvements were completed. **Bruce motioned to approve the \$800 expenditures for activities funded through the MERP grant; Susan seconded. All aye. Motion passed.**
- Administrative Advisory – Request \$500 from Committee Expenses • Energy Committee - graciously acknowledges grants from VT Community Foundation. There's another program with that: Sudden Needs. Have a need to buy firewood logs; contractor is opting out this year so can't get logs (through state). Now must purchase: scarce ). Money available through Sudden Needs program; can apply for \$5K. Town Clerk stated in the process of submitting application. Decisions are made / awarded on a rolling basis. Funding opened first part of February 2024. \$5K is the maximum; for transportation and logs. \$500 for cords that would have been obtained from state. Requesting \$500 again this year. Built into budget for committee expenses; an FYI.
- **Action – Appoint Jamie Milholland to Energy Committee** • Select Board discussed bio provide on Jamie Milholland; has years of experience in home inspection industry; licensed in VT and FL; certified residential home thermographer. **Bruce moved to appoint Jamie Milholland to the Energy Committee; Susan seconded. All aye. Motion passed.** Appointment Notification will be mailed. The Select Board thanked the group for the work; still delivering wood with info about food pantry; thermal camera purchased; home assessments; troubleshooting. If people want to have a home assessment, can do a lot to cold spots, etc.

- **Discussion – Elected Officers on Warning, Discuss Open Positions**

Freedom and Unity wants to advertise for people open office positions. Select Board will have opening; Susan is stepping down and has decided not to run again for office. Some potentials have not voiced a desired. Awaiting word from others. Susan will post open positions on FPF. Freedom & Unity Group is promoting town meeting in many ways to encourage democratic engagement. Review of Town Accounts (see attached); no desire to continually just roll over funds, e.g., \$39K

Good Neighbor Fund. Can these be moved to interest-bearing funds? Must dedicate a meeting date with Town Clerk to review.

- **Discussion – FEMA Update | Bruce Urie**

Received notice from Burlington contact; money for town garage bridge will arrive in couple of weeks. Just one of the projects; one we've been concentrating on. Then start on the other ones: between now and July 1st, will get most of the money (98% of all reimbursement). FEMA engineers will work up possible replacement costs. 2026 estimated bridge completion date. Next one: Town Line Road: fix berm. FEMA / other engineering services will figure out how to prevent reflooding.

- **Committee Reports**

- *Conservation Commission* - \$4900 grant for Black River Road conservation. Third time applying.
- *Freedom and Unity Group* - Mock Town meeting (Woodbury); three grades (3, 4 & 5); will include a Select Board. Doing a ballot check in and vote. Thursday (at 12 and 1 pm) in [Vermont Edition podcast about Freedom & Unity](#) group will be played; Susan Clark will be interviewed about F&U Group and subgroups. Excited about that. Freedom and Unity Group is really excited about what it is doing and can do after Town Meeting day. Shout out to Wendy Turnbull, chair of the Freedom & Unity Task Force, for heading up the group in "stellar fashion."
- *Planning Commission* - Chair Farley Brown | discussed what is done as part of Planning Commission work; heard speaker discussion of [Bill H-687](#); considerations around restructuring of Act 250. Doesn't really apply to Craftsbury (no regulation in areas outside of flood plain bylaws). Researching conservation easements to conserve lands; community outreach. Where are we going: focusing on growth centers (planned growth centers) where we would grow. Interested in feedback; interesting process. Planning Commission plans a community values mapping workshop. Costs covered by municipal grant (have money available to do it). Format: Set up Room with Map With Town and break up into small groups with markers. List of values that Planning Commission has provided based on input; identify what do they value; where are those places? natural resources, historic areas, nature habitats, fishing, etc. Process provides a way to obtain direct community input, be informational and get people talking. Result from that; a report. Also will have a survey. March 20 at 6 pm is workshop. Hope Select Board can attend. Basement of Church on the Common (maybe a change, adjustments). Last point: need to recruit for position; one person left. Have an alternate who was confirmed; however, want to recruit for the alternate position.

- **Clerk Report**

- P&L - review
- Town Report Mailed
- Reminder: School Mock Town Mtg – 8 am Thursday, Feb 22

- **Road Foreman Report**

Head for truck perhaps arrival by tomorrow; awaiting approval for trucking costs (J&B wants to inspect the head; last one was rejected). This one is warranted. With aggravation and all, perhaps better decision to go with entirely new motor. Everything else is going; out of gravel.cc

- **Weight Permits**

Scott Brown Trucking, N.A. Manosh & Irving Energy signed by Jim

- **Upcoming Projects to Keep on Agenda**

- Community Development position
- Test Pits at Gravel Pit
- 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
- Act 172 Municipalities
- Assessing Spaces and Needs

- **Other Business & Walk-ins With Business to Come Before the Select Board**

None.

- **Decide Next Meeting Date & Adjourn**

Next meeting date is Tuesday, March 12, at 7 pm. Meeting adjourned at 8:37 pm.

Respectfully submitted,



Victoria Hudson  
Select Board Clerk