

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

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**TUESDAY, APRIL 2, 2024**  
**7PM | CRAFTSBURY TOWN HALL**

**Present:** Alison Blaney, Jim Jones, Bruce Urie | Town Clerk Michelle Warren | Marion Bok, Farley Brown, Rudy Chase, Melissa Jacobs, Brian Machesney, Elinor Osborn, Wendy Turnbull, Jeannine Young

***Meeting Agenda***

Co-chair Jim Jones called the meeting to order at 7:01 PM.

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

None.

- **Action – Approve Select Board Regular Meeting Minutes of March 12, 2024**

- Co-chair Bruce Urie motioned to approve the minutes of the March 12 Regular Meeting; Alison Blaney seconded. All aye. Motion passed.
- Alison motioned to approve the minutes of the March 27 Special Meeting (for approval of liquor, tobacco and catering licenses for local businesses); Bruce seconded. All aye. Motion passed.

- **Action – Appoint Chair / Co-chair**

Discussion: allow co-chairs Urie and Jones to remain. **Alison motioned that Jim Jones and Bruce Urie remain as Craftsbury Select Board Co-chairs; Bruce seconded. All aye. Motion passed.**

- **Administrative Action – Simpson Library; Letter of Support to Sign | Marion Bok**

JW Simpson Memorial Library Board Trustee outlined library efforts to obtain congressional funds through the offices of Senators Welch and Sanders. **Seeking signed letter of support from Select Board, which all three members signed.**

- **Discussion – Craftsbury F&U | Discuss Task Force / Committee Options / Current Members**

The Freedom and Unity Task Force requested an update on its status going forward. All volunteers – including those on the four issue groups formed during community meeting – are willing to continue. Options: continue as a task force affiliated with the town or discontinue. The project with Susan Clark is complete. Now up to Craftsbury residents – community. What do we want to do with the conversations and work? The Select Board thanked the F&U members; "the value of volunteer work...cannot be overstated. It's amazing!" Decision: continue as is; allow subgroups to determine direction.

- Outreach: Civic Ed Group (Memorial Day service, Craftsbury Academy visited cemetery); mock town meeting was successful. Craftsbury University (month-long list of courses offered by neighbors) • from community group; Mapril (about 20 classes organized, e.g., beer-making at home, spring prep for bicycles, Pilates.

- Discussion | various main and sub (working) groups formed; members not all part of the task force (or a committee/sub-group with the committee); questions regarding open meeting laws, requirements. **Note:** Conservation and Planning Commission are statutorily mandated (is Energy Committee also?).
- **Discussion & Action – Craftsbury Saplings | Finalize Signing Agreement / Resolution Papers**

Craftsbury Saplings Executive Director Melissa Jacobs updated Select Board on renovation / re-location projects related to Craftsbury Saplings Childcare Center Feasibility Study: applications closing in on conceptual design for new building. Requesting grants (should know status regarding invitation to next cycle); about to start second phase with civil engineer; had been on hold during winter – soil testing on church lot. Hope by June to finalize the planning phase (grant is partially funding). Questions? Sub-grant; boilerplate insurance requirements. A federal grant specialist is assisting. **Alison motioned that Bruce sign the VCDP Subgrant and Administrative Services Program Management Agreement on behalf of Select Board; Jim seconded. No further discussion. All aye. Motion passed.**
- **Action – Delinquent Taxes | Approve D-Tax Lawyer; Review D-Taxes w/out Signed Agreement**

**Alison motioned to accept Letter of Intent from the Bauer Gravel Farnham, LLP law firm to represent the Town in any delinquent property tax sales; Bruce seconded. All aye. Motion passed.** Discussion: notification of property owners of potential tax sales. Does Town want to send letters to each individual? There's an ongoing review of property deeds. **Jim motioned that Alison will contact owners of three potential tax sales properties; notify each of the April 16 deadline to either pay in full all outstanding balances or complete a payment agreement. Select Board will finalize decision for sales at April 16 Regular Meeting; Bruce seconded the motion. All aye. Motion passed.**
- **Discussion – Schedule Meeting with Auditors During Day**

Set for Tuesday, April 23<sup>rd</sup> at 11 am at Town Hall. Town Clerk will coordinate; discussion will cover benefits / pay package.
- **Discussion – FEMA Update | Bruce**

Only new item: working with Pearce from State re: washout from December flood; cannot submit full cost until paving quote but State will fund regardless. Probably with paving and everything: about \$10K. Pull all that together and submit.
- **Action – Sign Grant-in-Aid Paperwork | Bruce**

Will pay \$12,500 (\$3,050) up to \$15K (requires Town to have documents approved along with 24-payent for program). For: Hydrologically Connected Roads Segments – clean up rivers and streams; ledging and ditching. Eden Mountain Road; a bit ahead of what is required. **Alison motioned that Bruce sign the grant-in-aid paperwork; Jim seconded. All aye. Motion passed.**
- **Action – Sign Resolution for Annual Appointment of Representative to the NEK Broadband Governing Board**

Rudy Chase and Brian Machesney appointed representative and alternate members to the Northeast Kingdom Broadband Governing Board. NEK is the most active CUD in the state (exception: area which gave funds to Consolidated Communications to finish work on the town). Work ongoing to install an OLT (optical light terminal) cabinet in the area to provide

redundancy; will serve Craftsbury and surrounding towns. 30 x 30 feet; two cabinets; two generators; if power goes out, internet will still be powered. **Alison motioned that Select Board co-chair Bruce sign the resolution appointing Mr. Chase to the NEK Broadband Governing Board (A CUD – Communications Union District – representing Craftsbury and some portions of surrounding towns) with Mr. Machesney as alternate. Jim seconded the motion. All ayed. Motion passed.**

- **Discussion – Resident Concerns | Concern Form | Molly Ciecierski**

- Concern Form – Molly Ciecierski – left voicemail message. Asked for a call. Driveway is lower than the road.
- June Cook – exposed pipe in right of way in driveway; passed on to the road crew.

- **Committee Reports**

- Energy Committee | **Action** – Appoint Andrew Cochran (bio available) to Committee. **Jim motioned to appoint A. Cochran to the Energy Committee; Bruce seconded. All ayed. Motion passed.**
- Trustee of Public Funds | Leslie Taylor resigned; incompatible for office (conflict of interest)
- Planning Commission | Wonderful workshop: 52 people attended (people who had great interest to say what they like about Craftsbury). Digitizing maps (all six maps and bring into GIS program); 17% of town responded to community survey. Town Plan will include results of survey. The Commission will submit recommendations to the Select Board (for NDVA by end of June). Need approval; deadline approaching. May public hearings; NDVA has its public hearings. Have a vacancy on Commission.
- Appointments | **Action** – **Alison motioned to move approval of the appointments for the below three positions to the April 16 Regular Select Board Meeting; Jim seconded. All ayed. Motion passed.**
  - Delinquent Tax Collector Position
  - Trail Committee
  - Town Service Officer
- 911 Coordinator | **Action** – Appointments to Position • **Jim motioned to appoint Bruce and Alison as 911 co-coordinators; Alison seconded the motion. All ayed. Motion passed.**
- Conservation Committee | Committee member Elinor Osborn reviewed efforts with eliminating knotweed; successful effects noticed by residents – liked seeing the stream and hearing the water. Increased volunteerism. ANR Fish & Wildlife Department Land and Facilities Manager Mike Wichrowski (administers sites) spoke with group; emphasized that F&W and DEC (which own the site) have no money. Encouraged them to seek grants. They did. Pending Commissioner approval of authorization of award: F&W Watershed Grant (“stabilizing stream banks of the Little Hosmer Pond outlet stream”) \$4,938. All work except mowing to be done by volunteers. Stabilizing stream banks for flood control. Reduce sedimentation. Last fall, a Sterling College student saw a trout in stream. Portions of grant will cover

mowing, drying racks (materials), erosion fabric and staples and native plants. Other issue: letters of interest regarding potential new members; will forward list of potential candidates to Select Board.

- **Clerk Report**

- P&L – not accurate yet; still balancing with accounts
- Open Meeting Seminar April 17
- Town Map updated by Wayne Mutrux; also working on updating the bigger map

- **Road Foreman Report**

None.

- **Weight Permits**

- Signed by Jim Already: Dead River Company, Camp Precast Concrete Products Inc., JC Trucking and SD Ireland.
- Signed by SB Members: Packard Fuels, Grimes, Dana sweet Trucking Inc., EC Morrison Trucking & Excavating, Countryside Septic, Calkins Sand & Gravel Inc, Structural Wood. JP Sicard, Agri-Mark (dba Cabot Creamery); Beacon Sales Acquisition.

- **Upcoming Projects to Keep on Agenda**

- Unclaimed Parcel - Donald Darling, 5 years ago.
- 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 That Have Business to Come Before the Select Board**

Jenny Fun Run – received email from organizer; 10 miles and 5 miles option; date – May 12<sup>th</sup> (Mother’s Day) tentative date.

- **Decide Next Meeting Date & Adjourn**

Next Regular Select Board meeting: 7 pm, Tuesday, April 16. Meeting adjourned at 8:46 pm.

Respectfully submitted,



Victoria Hudson  
Select Board Clerk