TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, MAY 20, 2025
7PM | CRAFTSBURY TOWN HALL

Present: Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren, ROAD FOREMAN Steve Marckres, Steve Perkins [ROAD DEPT] | James LaRock [ONLINE]

Meeting Agenda

Jim called the meeting to order at 7 PM.

- **Adjustments / Changes to Agenda**
  - Sarah Mutrux wants someone to decide where food trucks can go for the event being held on the 29th of this month. (Can anything be driven on the Common given saturated-rain-ground/grass?) Can park at other end of the field near gazebo. Town Clerk to email Select Board Member Blaney re request and timing discussion; Use of Common form received.
  - Paving quotes to be discussed under Road Foreman report.
  - Approve Soccer Camp request.
- **Action – Approve Select Board Regular Meeting Minutes of Tuesday, May 6, 2025.**

  Alison motioned to approve the meeting minutes; Bruce seconded. All ayed. Motion passed.
- **Discussion & Action – Sand & Gravel Pit | Kurtis Mellett**

  Member Blaney spoke with Mr. Mellett; he's unable to do it today. Advised he may or may not get a check this next installment. He stated he was paid less ($1K); had been paying quarterly (about $6K or $7K). Going forward: Town should not pay in advance; must determine size of loads/usable materials. Based on what is hauled (loads); the next payment is due in July. Town does not get all the gravel needed from there; if done in late fall, will there be time to get amount needed from another location? Can obtain from Irasburg, Wolcott. Similar to what we already use. How much reserve? A little bit. Need to get more for summer tasks. Want to ensure materials are available to get road jobs done. How much further distance to Irasburg vs Wolcott? Might be easier. Can truck out of there. All other towns do it. Can start in July. Quotes/bids reviewed: 2,431 tons at $95/ton = $230,945. Craftsbury budgeted $120K (additional will be either $180K or $200k; Craftsbury has a total of about $300K). Hutchins: $101/ton. Like this bid; update address – should not be going to home address of former Town Clerk. Sign bid and return. **Bruce motioned to approve Pike Industries contract for $230,945; Alison seconded. All ayed. Motion passed.** Question: road grants - awaiting legislature. Will probably be between $40K and $50K and will be split. Ditching can get $18K for that.
- **Action – Approve Appropriations Policy**

  Alison reviewed the policy: included are the Craftsbury Volunteer Fire Department, Craftsbury Cemeteries, Craftsbury Village Improvement Society, Craftsbury Historical Society, Hardwick Rescue Squad and Craftsbury Block Party (which has a checking account). Should Block Party be lumped in with Rescue Squad? Not a Town entity. It's a community event. All fall under policy; must request funds but do not require signatures.

Alison motioned to accept and implement the Appropriations Policy presented by Town Clerk Warren and Attorney G. Bok; Bruce seconded. All ayed. Motion passed.

- **Discussion – Planning Commission: Town Plan & FEMA | Farley Brown |** Postponed.
- **FEMA Update**

  A new FEMAA manager; confirmed $78K is safe and going toward bridge design. Are we going to have a design but no money to do it? She confirmed money will be there; if quote is higher, FEMA may require an estimate and determine how best to fund. Awaiting the engineer to deliver the plans; work starts next May/June; new bridge by October 2026.
- **Action – Approve LEMP (Local Emergency Management Plan)**

  Must be filed annually; only change made on last year plan was under "Other Local Resources" on third page: added Town of Albany and Brian Fredericks; they'd be willing to provide backup and vice versa. The emergency operations: generator at school all connected. Under Resources: specifics needed – what needed besides own equipment: excavator and bulldozers (local contractors with heavy equipment); all info will be there once letters received from them. **Alison motioned to adopt the 2025 LEMP as presented to the Select Board; Jim seconded. All ayed. Motion passed.**
- **Discussion – Audit-Review Recommendations**

  Have begun drafting policies; VCLT doesn't have many applicable samples. Attorney Bok volunteered as a resource. Complete one a month. Question re: education billing fee (for collection and remittance of taxes) union vs Town school – and the pending consolidation of districts will impact how? Town Clerk will ask how others are handling. Two people should do all tasks: is that how it's currently handled? No. Cannot be stuck as a Town; by time of Town Clerk retirement, have a good deal of these procedures in place, e.g., tax matrix. Documentation of Internal Controls: does that exist? How is Town protected from embezzlement? Annual budget reviews cover expenditures, ensure in correct accounts. Procurement Policy: sample from Albany (following FEMA audit); have a written copy and awaiting a digital copy. Will require changes on spending limits, etc. Also should have a credit card policy. Should start with these policies. Also add the Conflict-of-Interest.
- **Discussion – Possible Elementary School Ownership**

  A good idea; buy for $1 and have a 99-year lease stating as long as being used as a school with understanding the school becomes responsible for costs and upkeep. If no longer a Craftsbury Town School, building will revert to the Town. Will need Town attorney to review. What are the boundaries of school / lot? Town Clerk will contact School Board Chair Allen and ask for a preliminary agreement; want to complete this year.
- **Weight Permits**

  One signed: Countryside Septic in Johnson.
- **Action – Approve Special Event Permit | Frost Beer Works LLC**

  Frost Beer Works LLC (out of Hinesburg) Application for a special event. Having an outdoor event and permit required for alcohol use. Craftsbury Outdoors Center on June 7, 2025; 11 am to 2 pm. Black River Grand prix race; tasters tables. Approximately 150-200 people. **Jim motioned to approve the Special Event Permit for Frost Beer Works; Bruce seconded. All ayed. Motion passed.**
- **Action – Approve Common Use Permit for Soccer Camp**

Challenger Soccer Camp – Brody Moran (Allen Hill Road, Craftsbury Common); August 14 – 18, 2025 (or August 11th – 15th), run by Challenger that provides soccer camps throughout the nation. Estimated people to attend 80: for children of all ages. Portable toilets? Dates are problematic: Thursday to Monday would conflict with the Farmers Market, church and festival events? **No action taken; Town Clerk will follow up to confirm dates/portable toilet options/plans.**

- **Action – Release Funds for Food Shelf & Electricity on the Common (ARPA Funds)**

  How will we ensure money/food shelf remains in Craftsbury? Need to provide receipts that money is used for the Craftsbury site – will provide money but need to provide receipt that money is going for something to be spent for Craftsbury site. Electricity work to be done Thursday.

- **Discussion – Bulky Day Plans (June 14, 2025: 9 am – Noon)**

  Big change: electronics people cannot do the 7th but can do the 14th. Should it be done on the 14th? Electronics recycling firm brings dumpsters and retrieves them. Will not charge anything for electronics. Logistics of box locations/travel for cars/vehicles. Tires: no rims. Charge for mattresses? Separate into different boxes: will bill Town for mattresses. Third dumpster allows for tracking or put them in salt shed until end: charge $45 for mattresses and $45 for box springs.

- **Committees**

  Village Improvement Society – Concert Dates (July 13th – Mango Jam; July 27th – Radio Rangers; August 10th – Red Hot Juba; August 24th – In the Pocket); ok'd and calendared.

- **Clerk Report**
  - **Action** – Decision Regarding ADP and Other Payroll Options: estimate price. For paychecks and providing a comparison. W2's completed; efficiency. Will track time off, workers comp, balances, etc. First year will not be that much, considering cancellation of Quick Books. Services provided save time; audit states should go to bi-weekly payroll versus weekly now being done. Town Clerk Warren doesn't want to do bi-weekly. Employer must determine what is best; not employees. Responsible for operating cost-effectively and efficiently. Can this two-year contract be changed in 6 months? Quick Book costs $1K for payroll and another $1K to use regular program. Quick Books is monthly. Will follow-up with vendor about process options/price changes. **Alison motioned to transition from Quick Books payroll accounting system to ADP for quote submitted; Bruce seconded. All ayed. Motion passed.**
  - Dog Warning: sample letter to send. Few people still need to register pets. Reminders sent. Some have never registered their dogs.
  - Borrow Money: had $50K in reserves. No longer have auto-transfer; must manually move. Must ensure have enough for truck; collateralization of accounts. Will need $50K. It's ear-marked for preservation of Town Hall. As soon as bills go out, should have funds. Figure out a worst-case scenario: figure out how much required to balance (fiscal year for most Towns). Approval takes a couple weeks: for next meeting, obtain a letter of credit/line of credit or amortization loan. Just borrow for a month or so. May need to liquidate an account. Have $183K for truck purchase. Need to borrow $150K for five years. Other CDs maturing in January. Copies of minutes and a formal approval of borrowing x-amount of money. By next meeting, Town Clerk to advise of range of

amounts needed and add to warning “approve going to bank to borrow money.” Town Clerk Warren and Select Board Co-Chair Urie and Member Blaney to research bank options; borrowing up to $150K.

- **Road Foreman Report**

  Mowers are here; tractor is here. Equipment maintenance, service. (From the Upcoming Projects: Traffic/Speed on the Common: Radar approval for the Common)? Town usually asks for radar unit from Sheriff; it’s there from the Sheriff. Did the Mannix couple request that? Has the machine with a radar – speed cart. Main one – and then 10 feet later is another. Did someone contract with the Sheriff for that? Town is not paying for it; probably the Mannix couple are paying. If bill received, send to Mannix.

- **Upcoming Projects to Keep on Agenda**
  - Traffic/Speed on the Common- Matt & Judy Mannix
  - August 5, 2025 - tax sale
  - Cell Tower Regulation
  - Contractor Letters
  - Schedule Meeting with Kurtis
  - Unclaimed Parcels
  - Appropriations Policy
  - Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N
  - VT Route 14 - Slow Down Sign Request - Karen Lapoint (contact made; pending)

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

  None.

- **Public Comment**

  James LaRock: to be clear, must mention “that conversation that happened with Mr. Mellett about a substantive item on the agenda was not recorded.” Stated before meeting start.

  ADDENDUM: Kurtis Mellett arrived before the meeting to inform the Board he wouldn’t be able to attend the meeting and asked to be removed from the agenda. The Board said they understood, and that Mr. Mellett would need to attend a future meeting to continue discussions on the future of the gravel pit contract between the Town and the Melletts. The Board reminded Mr. Mellett that he may not receive the third-quarter payment until the inventory of remaining material is established. Mr. Mellett informed the Board regarding his litigation with neighbor Mr. LaRock.

- **Decide Next Meeting Date & Adjourn**

  Next meeting set for 7 pm on June 3, 2025, at Town Hall. Meeting adjourned at 8:50 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk