TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, JULY 1, 2025
7PM | CRAFTSBURY TOWN HALL

Present: Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren

Meeting Agenda

Jim called meeting to order at 7 pm.

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

  Report from engineer for Town Garage bridge (Bridge #29)

- **Action – Approve Select Board Regular Meeting Minutes of June 17, 2025**

  Alison motioned to approve the meeting minutes; Bruce seconded. All ayed. Motion passed.

- **Discussion – Cow Crossing Sign on Wild Branch Road | Jodi Smith**

  Up to them; can post themselves.

- **Action – Website Committee Update / Recommendation**

  Alison motioned to approve the recommendation from Website Committee to purchase Civally to be new website provider; Bruce seconded. All ayed. Motion passed.

- **Action – Approve Special Events Permit for North Hardwick Farm LLC for A&U**

  One-day event; expect 200 people. Bruce motioned to accept the Special Events Permit for North Hardwick Farm LLC; Alison seconded. All ayed. Motion passed.

- **Action – Approve Fireworks Permit for Alan Paquette**

  Bruce motioned to approve the fireworks permit for Alan Paquette; Jim seconded. Two ayes; one nay. Motion passed.

- **Discussion – Review / Update Draft Purchasing Policy**

  Approval of incidental expenditures; Clerk can provide list of expenses. Non-rotating costs. Entirely new purchase. Highest purchase: $2K (for grant-related expenditures). Job descriptions for Town Clerk / Road Foreman that include guidelines. Add language for new hires: spending limit $4K (add probationary info); sealed bid for RFPs? Purchase of services; did not go out to bid for truck. Continue for future agenda item (next Select Board meeting). Have Road Foreman review. Budgetary items excluded; incidental items included.

- **Action – Sign Two Highway Class 2 Roadway Program FY26 Grant Agreement**

  For $180,019.40 for paving. All for paving; will start soon.

- **Weight Permits**

  Two for National Energy Control Services; signed by Bruce.

- **Committees**

  Replacement needed for Colin - Conservation Commission

- **Clerk Report**
  - BCN Telecom Update: subcontracts lines. Will increase $20/per line. Increasing on August 1 to approximately $60/line compared to about $40/line. Town has four lines: two at Town Hall and Fire Department and Road Crew/Garage. Consider swapping to Oooma (BCN telephone service)
  - **Action** – Sign the Appropriations Policy that was approved May 6th | Board signed.
  - Sample job ad: must a`dd salary range (as of July 1, state law).
  - Review Sample job description for Road Foreman; provided a copy to foreman for review. Awaiting input.
  - Tax Bills distributed.
  - July 4th – Town Office will be closed for holiday.
- **Road Foreman Report**

  Bruce reviewed preliminary bridge plan/ design submitted by Tyler Billingsly email. Read draft plans for bridge. Single-lane bridge. Will be happy to meet with Road Crew and Board; will provide additional iteration after review. Engineering plans. Will be about 11-feet longer than existing bridge. Will schedule a meeting and hoping to have bid out by November / December.
- **Upcoming Projects to Keep on Agenda**
  - Kris Coville - N2N Update & Food Shelf Update-July 15
  - Healthcare crisis in Vt. - Tonya G. July 15
  - Get Traffic Numbers for Common Traffic
  - August 5, 2025 - tax sale
  - Cell Tower Regulation
  - Contractor Letters
  - Schedule meeting with Kurtis
  - Unclaimed Parcels
  - Appropriation policy
  - Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N
  - VT Route 14 - Slow Down Sign Request - Karen Lapoint
- **Other Business & Walk-ins That Have Business to Come Before the Select Board**

  Shelters for tractor? Salt shed extension of roof? Foundation? Would be nice to have a place to keep out of elements. Other option: pay for shelter if available. Run by road crew for input.
- **Public Comment**

  None.
- **Decide Next Meeting Date & Adjourn**

  Tuesday, July 15, at 7 pm at Town Hall. Meeting adjourned at 8:06 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerkh