TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 16, 2025
7PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren; Jamie Milholland (MERP); Steve Perkins (CHD/CFD)

Meeting Agenda

After convening from 6:30 PM Executive Session where the Select Board discussed a draft personnel policy (two small changes); made decision regarding open positions: Jim called the meeting to order at 7:06 PM.

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

  None.

- **Action – Approve Select Board Regular Meeting Minutes of September 2 and the August 29th Special Meeting**

  - September 2 Regular Meeting: **Alison motioned to approve the September 2 meeting minutes (w: corrx of 8/22 Special Meeting / Executive Session topic to show interviews); Bruce seconded. All ayed. Motion passed.**
  - August 29 Special Meeting: **Alison motioned to approve minutes of the meeting: topics - Wild Branch Stabilization and employee labor agreement; Bruce seconded. All ayed. Motion passed.**

- **Discussion – Elementary School Ownership Options | Town School Board Vice Chair Cedar Hannan**

  Mr. Hannan unable to attend. Email from him read: issue regarding reverting use of building from school/education to elsewise. School Board still interested and reviewing Woodbury lease for example. Town interested in maintaining asset; Town discussion for any alternative uses.

- **Action – MERP | Approve Insulation Contract: Jamie Milholland**

  Update: re insulation work; spray foam for basement, crawlspace. New England Foam & Coating. Date: Oct 27 (three days: 27-29). Excavation Work: early to mid-October. Timing should ok for concrete to cure. This contract is essentially same as others. Only item excluded: penalty for non-completion of work. One change: attachment – only thing above-and-beyond the $12, 448 is foam insulation beneath (looking at doing another workday to make enough room for soft foam spray; acts as vapor barrier also). Some concern about tank; rust beneath. One of the supports is gone; being supported currently by concrete blocks and wood. Outer shell protects insulation; inner shell stainless steel. Board reviewed; signed. **Alison motioned to approve the New England Foam & Coating contract presented to Select Board; Jim seconded. All ayed. Motion passed.**

- **Discussion – Proposed Town Plan**

  Need Select Board hearing date for newspaper notice, other postings. Get into paper this week; Barton Chronicle (publishes on Tuesday). October 28th; 6:30 pm to review Town Plan.

- **Update — James Barlow: Bruce Urie**

  Ongoing discussions. Has update on personnel policy; already changed and sent back to him. Add to next Select Board for approval. Purchase/procurement policies and procedures also need review.

- **Committees**
    - Recreation Committee
        - Light Parade Permission – close strip of road for Craftsbury Light Parade. December 13th line up starting at 5:30; parade starts at 6pm.
        - Trunk-or-Treat: Oct 31

          Alison motioned to approve the Light Parade and the Trunk-or-Treat by the Recreation Committee; Bruce seconded. All ayed. Motion passed.
    - Conservation Commission: Replacement needed for Colin, maybe one more
    - Planning Commission: Rudy Chase no longer member Planning Commission; is NVDA rep; just an FYI and awareness.

- **Clerk Report**
    - Approve purchase of computer for Assistant Town Clerk Windows 10 (not updating; printed new quote (shows for 15" and not 14")
    - Telephone system: Spectrum Quote
    - P&L: through August. Tax receipts better than last year. Comparison to last year. Sand ($13K); done for that. Lots of erosion costs. $60K-$65K coming in from grants.
    - Septic tank had been cleaned: Town Hall May 2024
    - Must do ethics training: Planning Commission, Select Board and others also other staff

- **Road Foreman Report**
    - Update stream bank stabilization for Wild Branch Road (already discussed)
    - Update on paving schedule (next week)
    - Truck sale: ongoing. Pictures and video taken. Can negotiate with bidder.
    - Pavement and Sand: will be coming through all at once.

- **Upcoming Projects to Keep on Agenda**
    - Morey Hill Dead End Get Traffic Numbers for Common Traffic
    - Cell Tower Regulation
    - Contractor Letters
    - Unclaimed Parcels
    - 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**

  None.

- **Public Comment**

  None.

- **Decide Next Meeting Date & Adjourn**

  October 7, 7 pm at Town Hall. Meeting adjourned at 8:22 pm.

Respectfully submitted,
Victoria Hudson
Select Board Clerk