TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, MAY 7, 2024
7PM | CRAFTSBURY TOWN HALL

Present: **Alison Blaney, Jim Jones, Bruce Urie |** TOWN CLERK **Michelle Warren;** GUESTS **Farley Brown, Gina Campoli, Rudy Chase, Joanne Chase, James LaRock, Phil Lovely, Jeremiah McCann, Brian Machesney, Steve Perkins, Christopher Roy, Scott Thomas**

Meeting Agenda

Jim called the meeting to order at 7:01 PM.

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

  Additions: Sterling College (Dr. Scott Thomas update letter); ARPA Balance; Permit Acknowledgment (Carole and Paul Hodgdon); Green Up costs)

- **Action – Approve Select Board Regular Meeting Minutes of April 16 and Special Meeting Minutes of April 23.** Two meetings: regular and special on 23rd for meeting with auditor. **Bruce motioned to approve the regular meeting minutes of April 17 and the special Auditor Meeting of April 23; Alison seconded. All ayed. Motion passed.**

- **Discussion – Craftsbury Trails Task Force | Gina Campoli**
  - Change to Craftsbury Trails Committee
  - Update on Craftsbury Trails Grant

  Outdoor recreation; an articulated community priority. Town supported collaborative driven by volunteers that began in 2018. Grant from the VOREC Community Grant Program was the first grant and opened door to more grants. Projects: Website; logo; signage – start at Dustan Field to Sterling trail. Sterling trail improvement project (on Sterling College property; work will start this summer). Wetlands (archeologist); lovely work developed with switchbacks. Common Village connector. Executive Committee members.

- **Discussion – Planning Commission Update | Farley Brown**

  Planning Commission Co-Chair Brown Farley updated Select Board as follows: appoint a ninth person to join the Commission. **Action – Alison motioned to appoint Logan Jones to the Planning Commission; Bruce seconded. No further discussion. All ayed. Motion passed.**

  June 16 – Town Plan becomes void; June 16 – town plan becomes void; rep at Northeastern Vermont Development Association (NVDA) suggests allowing it to expire. Timing logistics mean will not have one approved by June 16. Will have everything ready to go by end of June; Select Board should receive in August. Grant applications and updated Town plan; concerns regarding flood / FEMA. Have a great team. A bit more work required by Commission. Certain aspects are assured to be addressed. Permit to Build document to be developed for Town; Wastewater Permit process updates / questions / discussion. Village Trust Initiative program (assist small towns in creating a local community trust organization): conversations about Craftsbury Community Trust: to hold money to take on a project. Small working group. 24th of May deadline: letter of interest to apply for Village Trust Initiative.

- **Discussion – Progress Update: Transfer of the Fiber Optic Network to NEK Broadband | Rudy Chase & Brian Machesney**

  Working to transfer Town's assets; USDA and grants developed six years ago to transfer to NEK Broadband. In the business and has the expertise and assets. On June 20 of last year, Town motioned to transfer at no cost. Team has been working and rather than bill of sale - will transfer USDA Grant to NEK Broadband; followed up by stakeholders and all blessed by the. Grants and assets will be transferred as if Town had nothing to do with it. No-hold harmless. Value of assets may need to be appraised before transfer (who will pay?). Transfer agreement for USDA being drafted. Will review and send to the Northern Border Regional Commission. August 1 is target completion date. Great response from USDA and the NBRC. Will happen within time frame hoped. Additional: obtained a yes vote from Academy of Trustees on locating cabinets. Will move forward with that up on the Common by Dustan Field. End of the year: first people with NEK broadband.

- **Discussion – Changing TH19 to TH19 The Morgan Mile and Review of List of Affected Taxpayers | Phil Lovely**

  This is the third iteration of renaming attempt efforts. Goal to obtain 100% approval. Checked with Dave at the post office: if there's an extension, will it affect someone's mail? It's a 911 Address Change – must be recorded as such. Names on 911 Map must align. Also affects package delivery companies. Requirements: obtain approval from 911 board to change address; get approval from all neighbors to change the address. 911 change is complicated. If had been done when original 911 requirements created; once 911 requirements are added, it's complicated. (separate signage? Private? Everyone on road would have to agree to whatever changes, signage.

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

  Filing updates; estimated dates of monies to be received. $20K Back Road grant: Guy Lot Road.

- **Discussion – Delinquent Tax Update | Alison**

  Another paid-in-full this week; awaiting word from attorney re letter. List very short.

- **Discussion – Hauling Gravel to Woodlot Parking Area**

  Update.

- **Discussion – Crushing Contract and Screening**

  Update/done: signed by Road Foreman Steve Marckres.

- **Discussion – Review Applications for Delinquent Tax Collector**

  None. Town has received no applications for the position.

- **Action – Approve Attorney Opinion Letter (Sara Davies for Saplings)**

  Bruce motioned to approve the payment to the law firm for the opinion letter for the Craftsbury Saplings to be reimbursed by the grant (the attorney fees); Alison seconded. All ayed. Motion passed.

- **Action – Decide on Bulky Day Date and Time**

  Set for Saturday, June 8; **Alison motioned to have Bulky Day be held Saturday, June 8, 2024, from 9 am to noon at the Craftsbury Town Garage (advertising to start); Bruce seconded.** Discussion: four personal passenger car tires per household; $5 each. No over-size tires. **No further discussion. All ayed. Motion passed.**

- **Discussion – Job Description Road Crew (Kent Retiring in June)**

Wait until end of meeting; schedule a separate meeting to go through SB Member Blaney's notes. Meeting set for: Tuesday (May 14) at 7 pm: review job descriptions; benefits package for employees and employee handbooks.

- **Action – Approve RFP for Appraisal Proposal**

  Town Reappraisals: proposed RFP for contractor. COA has prompted; if decide to do a reappraisal, State must be notified by January of the following year. Chances of getting proposal completed for this year slim to none. Want to get RFP bid by 3 pm on December 31, 2024. **Alison motioned to accept the RFP presented by Town Lister Jeremiah McCann for putting out to bid; Bruce seconded. All ayed. Motion passed.**

- **Action – Approve RFT for Audit Proposal**

  Bruce motioned to approve the RFP for the audit proposal Alison seconded. Discussion: difference between regular and ACE audit. No further discussion. **All ayed. Motion passed.**

- **Action – Approve Liquor License for Concrete Foundations LLC**

  Bruce motioned to approve the liquor license for Concrete Foundations LLC; Alison seconded. All ayed. Motion passed.

- **Discussion – AARPA Balance Update**

  Still $100K unused; must be used by next year.

- **Discussion – Sterling College Update | President Scott L. Thomas, Ph. D.**

  Sterling College President Thomas: it's an honor to be a member of the community; want to advise of activity on campus regarding protests related to Palestine situation: students expressing themselves; am available to answer any questions or concerns (why there and how long expected to be there). We've heard some concerns: will it interfere with graduation? On a national level, some disruptive. Very respectful commencement anticipated. Encampments will stay on Sterling Drive. Red hot topic on college campuses; very contentious. The volume of debate is not productive in some places. Interpersonal relationships differ on small campuses versus large ones.

- **Discussion – Acknowledge Permit (Carol & Paul Hodgdon)**

  No motion. Just FYI.

- **Discussion – Green Up Day Costs**

  Someone dumped two loads of tires: about 50.

- **Committees**

  <u>Appointments – Positions</u>

  - Delinquent Tax Collector – (none)
  - Trail Committee – (see update above)
  - **Action – Appoint Town Public Funds Trustee | Bruce nominated Carolyn Ryan; Jim seconded. Alison abstained. All ayed. Motion passed.**
  - Planning Commission – (see update above)
  - Tree Warden – Further research
  - Inspector of Lumber & Wood – Further research (two separate positions)

- **Clerk Report**
  - P&L – everyone has a copy; costs are up.

- **Action – Approve Another $50K Loan from Preservation Fund | Bruce motioned to approve borrowing another $50K from the Preservation Fund. Alison seconded. No further discussion. All ayed. Motion passed.**
- Port-a-Potties at Eligo Lake – in place by Memorial Day.
- Open Meeting Update – Alison to review. SB to review and discuss at next meeting before sending to all.
- Pass-through for the James Moffatt Fund to the OSSU • check. have a pass-through (call it the Jimmy Moffatt Fund); line item on income/outgo; banks. Bruce is approved as the signatory.

- **Road Foreman Report**

  Grant-in-aid: can do a section of road and other road (Post Road, etc.) projects. Talks reveal wanting a meeting at gravel pit before next Select Board meeting. Records request. Road signage put up. Road-side trimming to start when? Unknown; send notice to residents?

- **Weight Permits**

  Signed: Andrew Lawrence; Fred Vance; RL Morin & Sons Construction

- **Upcoming Projects to Keep on Agenda**
  - Mellett Gravel Pit, review hours etc. 5/21 Meeting - Kurtis/Margo Mellett
  - Unclaimed Parcel
  - 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.

- **Action – Decide Next Meeting Date & Adjourn**

  Next Regular Select Board meeting will be at 7 pm on Tuesday, May 21 at Town Hall. **Alison motioned to adjourn the meeting; Jim seconded. Meeting adjourned at 9:07 pm.**

Respectfully submitted,

Victoria Hudson
Select Board Clerk