TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

TUESDAY, AUGUST 20, 2024
7PM | CRAFTSBURY TOWN HALL

Present: **Alison Blaney, Jim Jones, Bruce Urie |** TOWN CLERK Michelle Warren, James LaRock (online), TOWN HIGHWAY Steve Perkins

Meeting Agenda

Jim called meeting to order at 7 PM.

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

  None.

- **Action – Approve Select Board Regular Meeting Minutes of August 6, 2024**

  Alison motioned to approve the August 6 meeting minutes. Bruce seconded. All ayed. Motion passed.

- **Discussion – Annual Hazard Mitigation Plan Review and Update | Penelope Doherty**

  Postponed, schedule conflict.

- **Discussion – Employee Policy**

  Position offered on trial period (30 days trial period without benefits); no formal acceptance yet. Benefits to start after completion of a six-months probationary period, which includes the 30-days initial trial/probation period. Candidate has an appointment for the test. No start date yet; still has questions regarding retirement, policies. Working on draft of policy; will include info.

- **Discussion – Brush Hog Mowing by Town (Sept 3-6)**

  Community to be notified of brush hog mowing to allow time for self-clearing of area near roads. Will post notices on Front Porch Forum, Town website. Will occur over 40 hours during the three-and-a-half days. Want to remind residents: right of way from center of road (24 ½ feet from center line). Equipment can be damaged. Residents can clear themselves, if desired.

- **Discussion – Letter & Bill Regarding Consolidated Communications Property Damage**

  Contact VLCT (Vermont League of Cities and Towns) for insights; the insurance company (cost of doing business). Who pays? Contractor or Town? Regarding recent incident – caught a telephone line in an excavator boom and a very old pole snapped. Question: first time Hardwick sent Town a bill despite never have done so for similar past incidents. Question why bill was sent. Bill insurance companies for poles.

- **Discussion – FEMA Update | Bruce**

  FEMA out of money until start of new fiscal year; September is end of fiscal year. Got $102K at stake; they will get more. Spoke with contact Friday. At start of new fiscal year will receive the $102+K approved. Another two to four more roads. Another approximate $200K working its way through system. With Disaster Declaration (another $20K not to be spent on projects eligible for public assistance (cannot be used for anything FEMA would fund/cover); maintain records, expenses; allow community input. New contact getting brought up to speed - slowly; culvert cost - $7K available; for $7K cannot obtain much (cannot buy a bigger cement culvert); another item added to the discussion list (need questions answered).

- **Committee Reports**
    - Conservation Committee – Cole Drive (across from the dam) Knotweed project has been postponed. At 5:30 pm on Monday, August 26. Refreshments Park at fishing access.
- **Clerk Report**
    - New Stop Signs Needed: received a notice regarding stop sign at end of Guy Lot Road; it has no color on it. Need new stop signs.
    - Election: went well with a little under 300 voters; tabulator done and out by 9 pm.
    - Homeless Family Incident: report of a homeless family at end of Wylie Hill Road; using bathroom facilities. Former Hardwick residents: new owners of apartment building kicked out all tenants. Craftsbury lacks any facilities/shelter. Contacted Town Service Officer, who called 211 and provided food. She spoke with church contact. Family included a dog and a grandmother on a walker. They are now gone but what about future incidents? Should come up with something. Why a Town concern? Craftsbury residents complained. Need signage: no overnight camping. Town sites, church, library, state fishing access. Cars may be towed included?
    - Audit Update: Auditor will be here Friday.
- **Road Foreman Report**

  Signage: Stop signs and no overnight parking (as mentioned in Clerk report). Eric Pope: look at drainage issue sometime next week
- **Upcoming Projects to Keep on Agenda**
    - Gravel Pit Contract
    - Test Pits at Gravel Pit
    - Appointments Trail Committee
    - Unclaimed Parcel
    - Community Development position
    - Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N
    - Group Process: Throw Up Class 4,TH 23, Bruce Awaiting Word from VTrans
    - Appreciation Certificates
    - Act 172 Municipalities; Assessing Spaces and Needs
- **Public Comment**

  None.
- **Other Business & Walk-ins With Business to Come Before the Select Board**

  Craftsbury Assistant Principal contacted regarding school emergency plan; would stage children at Town Hall until bus and other transportation arranged; wants to know if they could use as a staging place for students. Can have up to 50 with staff and everyone. Opportunity to discuss Dustan Road parking.
- **Decide Next Meeting Date & Adjourn**

  Next meeting September 3, 2024, 7 pm at Town Hall. **Alison motioned to adjourn the meeting at 8:26 pm; Bruce seconded all ayed. Motion passed.**

Respectfully submitted,

Victoria Hudson
Select Board Clerk