6TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

WEDNESDAY, OCTOBER 2, 2024
7PM | CRAFTSBURY TOWN HALL

Present: Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren (online) | Gina Campoli, Kris Coville, Melissa Jacobs, James LaRock (online), Hardwick Gazette Raymonda Parchment, TOWN HIGHWAY Steve Perkins, Audra Pitts (online), Isaac Wagner

Meeting Agenda

Jim called meeting to order at 7:07 pm.

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

  None.

- **Action – Approve Select Board Regular Meeting Minutes of September 17, 2024**

  Bruce motioned to approve; Alison seconded. All ayed. Motion carried.

- **Discussion – Update on Craftsbury Saplings Expansion Project | Isaac Wagner & Melissa Jacobs**

  Mr. Wagner is development consultant; provide an update on the support Craftsbury has given to this project: ARPA funds and grants. Have made leaps and bounds due to funding; have spent the first $20K on project management (development team); put together a plan for additional funding and grants. Hoping to start construction in Fall 2025 and open in Fall 2026. Wagner thanked SB and Town Clerk for assistance. Estimated $6M project. Will take conceptual designs to detailed plan for project. Managing project performance; seeking additional funding options: i.e., CDBG ($60K-a planning grant) with engineering and architects for conceptual designs completed. Most of portion of feasibility study – have a site chosen (East Craftsbury Presbyterian Church field): a) boundary lines roughed out; b) agreement with Church in progress; c) water system being worked on. Have a thorough engineering report; heading toward next step in permitting. An exciting project; learned lots. Can Town submit an application for CDBG due in April? Documents used in prior application can perhaps be used for new grant application: potentially $600K. Eligible to apply for up to $1M. (Town Audit Threshold: $750K – requires an audit; cost of audit to be incurred by group receiving the funds.) Without grants, Town would not require audits. If there's a way to avoid applying for the CDBG funds would be preferable; difficult. Have successfully secured $1M grant; submitted a congressional spending request sponsored by Senator Welch's office; passed Senate Appropriations Committee (rural development). Must wait until Federal budget is passed. Potential for a capital campaign in the summer. How to communicate with community about the project? Open house (held last week; ~40 people attended; lots of great feedback). FAQs, Project Timeline for posting to Town site, printing and posting on Town Bulletin Board, etc.

- **Discussion – AARPA Funds Update | Food Pantry • Kris Coville and Gina Campoli**

  Ms. Coville represents Craftsbury Food Pantry; manages the site. Ms. Campoli sits on the board of the Hardwick Area Food Pantry (Albany, Craftsbury and Hardwick). $60K ARPA provided to

Craftsbury Food Pantry for use toward storage: for dry storage, freezer and cold. The $60K pertains just to Craftsbury. Really excited about project; however, it will not be finished by the end of the year. Dates are fast approaching; makes more sense to go through process and come up with a game plan (instead of just going and purchasing a walk-in freezer). Consulting with VLCT Director Katie Buckley and NVDA Senior Planner Alison Low. to basically use ARPA funds by end of the year. Low and Buckley suggest best way to show commitment: an agreement between pantry and Town and (ship to Hardwick Area Food Pantry) with caveat that dollars be spent on project. Need to check (must be committed by end of 24 and used by end of 2026: calendar years). Knowing of the 2026 deadline means project completion by that date is possible. Confident will have solution at church or elsewhere. SB will check ARPA language for clear definition of committed funds and options.

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

  Nothing heard yet; with insurance carrier.

- **Discussion – ARPA Review**

  Done already.

- **Discussion – MERP Energy Report: Town Hall**

  Select Board sent to attorney: once approved by the attorney will send.

- **Action – Plowing Contracts**

  Must contact existing vendor; commercial insurance. Cannot do it; cost-prohibitive. Added one road to plow. Will need to determine new vendor. Alison motioned to advertise for contract for Cole Drive, Daniels Road, Kate Hill Road for plowing; Bruce seconded. No further discussion. All ayed. Motion passed.

- **Committee Reports**

  None.

- **Clerk Report**

  Action – Bench in Honor of Jim Moffatt | authorize Town Clerk to cut $1K check for. **Bruce motioned that the Select Board approve Michelle sending the $1K check for bench; Alison seconded. All ayed. Motion passed.** On October 20 at 1 pm; officially dedicated at Craftsbury Academy Woodlot.

- **Foreman Report**

  Ditching, grant work. Alison requested the Select Board enter Executive Session immediately at end of agenda items.

- **Upcoming Projects to Keep on Agenda**
  - Oct 15 Meeting - Brief introduction of Headwaters Community Trust-Linda Ramsdell
  - Oct 15 Meeting- Consider N2N request to expand its membership structure and change the officer configuration to better meet their business needs-Penelope
  - Employee Policy
  - Gravel Pit Contract
  - Appointments Trail Committee
  - Unclaimed Parcels

- 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
- Appreciation Certificates
- Act 172 Municipalities (Assessing Spaces and Needs)

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

  None.

- **Public Comment**

  None.

- **Decide Next Meeting Date & Adjourn**

  Next meeting: 7 pm Tuesday, October 15, at Town Hall.
  Addendum: Meeting convened into Executive Session at 7:49 pm to discuss a personnel issue; no decision was made. Select Board adjourned at 8:30 pm (added per 10/15/24 SB action).

Respectfully submitted,

Victoria Hudson, Select Board Clerk

Abbreviations, Acronyms
CDBG — Community Development Block Grant
NVDA — Northeastern Vermont Development Association
VLCT — Vermont League of Cities and Towns