TOWN OF CRAFTSBURY
REGULAR SELECT BOARD MEETING MINUTES

WEDNESDAY, DECEMBER 18, 2024
7PM | CRAFTSBURY TOWN HALL

Present: Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren, Gina Campoli, Susan Houston, TOWN HIGHWAY Steve Perkins, Wendy Turnbull

Meeting Agenda

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

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

  Add: Update on ARPA Funds

- **Action – Approve Select Board Regular Meeting Minutes of December 4, 2024; Budget Meetings of December 6 and December 12**.

  Alison motioned to approve the:
  - **Regular meeting minutes; Bruce seconded. All ayed. Motion passed.**
  - **December 12 Special Budget Meeting; Bruce seconded. All ayed. Motion passed.**
  - **December 6 Budget Meeting; Bruce seconded. All ayed. Motion passed.**

- **Discussion – Freedom & Unity | Wendy Turnball & Susan Houston**

  Wendy provided update: meeting last week. Town Clerk attended. Want to discuss process and deadlines for information distribution: supporting Town Clerk and Select Board on voting, Town Meeting dates, etc. Consent Form: for ballot requires signatures. Big change. How to support distribution of info – how to vote for officers in Town. Will coordinate with Town Clerk. Post cards with officer and voting details. Childcare. Education Subcommittee will meet in January. Does Select Board want to do an informational meeting prior to Town Meeting? A dedicated page in Town Report? Declaration of Inclusion was started in 2020. The goal: have every Town and Village adopt this by Select Board in Vermont. Should be on Town Warning and make available for discussion. Has funding available to assist in incorporating into Towns/Villages. Discuss during Articles meetings.

- **Discussion – ARPA Funds Update | Gina Campoli**

  Clarification of obligation of grant funds; close to deal but not yet finalized. Various boards involved. Food Pantry has every intention of doing this. Funds are already obligated; cannot write check until something to show for it. Where to store refrigeration unit? Have agreement with Library for its portion. Church has been supportive.

- **Clerk Report**
  - Icy Road at Transfer Station: what is Town's responsibility. Town Highway will provide sand.
  - Office Closure: Christmas Day and Day After (December 25 & 26).
  - Town Admin Program for Taxes: should add to budget $3325 (track taxes, including delinquent)
  - Websites: Must meeting accessibility criteria by 2027. Domain/host options discussed.

- Employee Policy: VLCT suggested using an attorney; VLCT does not review. A start and a few other suggestions. Alison will obtain more info and report back to the Select Board.
- Budget Categories: IT / Office Equipment / Software / Training.

- **Road Foreman Report**

  All three trucks operational. Plow arrived yesterday; however, missing wing component. Repair discussions ongoing. Insurance company discussion. Adjuster will come to see truck. Better Roads Grant: can it be added on another grant? No. Have until next Friday to submit grant materials. Costs for Town Loader / Roadside Mower; rental options.

- **CCCC Audit Reimbursements**

  Do not have final audit; closing went well. Not in grant amount; they understand they will be paying the pro-rated amount once Town sends bill to CCCC. Once final numbers obtained, will advise CCCC of their share.

- **Upcoming Projects to Keep on Agenda**
  - Unclaimed Parcels
  - Triggers for Opening Emergency Shelter, Providing Assistance, Activating N2N
  - Appreciation Certificates

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

  Budget Meetings: one before year's end for close-out: Monday, December 30 at 10 am.

- **Public Comment**

  None.

- **Decide Next Meeting Date & Adjourn**

  Next Regular Select Board meeting will be Monday, January 6, 2025, at 7 pm. (January 22 is date for subsequent Regular Select Board meeting). Meeting adjourned at 8:14 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk