TOWN OF CRAFTSBURY
SPECIAL SELECT BOARD MEETING MINUTES

MONDAY, OCTOBER 6, 2025
7PM | CRAFTSBURY TOWN HALL

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

Meeting Agenda

Jim called the meeting to order at 7:02 pm.

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

  Add: official approval of Penelope applying for grant
- **Action – Approve Select Board Regular Meeting Minutes of September 16**

  Alison motioned to approve the meeting minutes; Bruce seconded. All ayed. Motion passed.
- **Discussion – Elementary School Ownership Options | Town School Board VP Chair Cedar Hannan**

  Email discussion: Craftsbury Board to meet on Wednesday; Town does not have plans. When time to do something with it, and no longer a school, then a town decision.
- **Action – Approve One-Time Event License for Liquor: Oct 10 2025 Sterling College**

  Alison motioned to approve the Oct. 10 one-time event liquor license requested by Sterling College; Bruce seconded. All ayed. Motion passed.
- **Action —Review and Approve: Code of Ethics; Investigations and Enforcement Policy; Municipal Complaint Form**

  Copies provided to Select Board for review: all are required. Used VLCT template for policy; attorney reviewed and made changes. Employees must take ethics training road foreman, all auditors and all listers, Town Clerk; notification sent. **Alison motioned to accept and implement the a) the Code of Ethics; b) the Investigations & Enforcement Policy; c) the Municipal Complaint form as submitted; Bruce seconded.** No further discussion. **All ayed. Motion passed.**
- **Discussion – Truck Bid**

  Final bid: $28K. Want to wait to hear from Tyler (want to know options: could put in touch with bidder; Town has options – should find out options). 5 pm today; $28K not enough). Problem is: that particular truck has issues. Bruce will report back after hearing from Tyler.
- **Committees**
  - Conservation Commission: Replacement needed for three positions; Conservation and Planning mandated to have requisite numbers. So what happens if they don't? Are they disbanded? Does Town not get to have a Conservation Commission? If State mandates, what happens when a Town doesn't have enough people? Function as can.
  - Freedom & Unity Task Force: Community Forum Oct. 9 at 6 pm: Practical Ways to Grow Municipal Capacity
- **Clerk Report**
  - Telephone System Quote: Spectrum: no progress; task load.

- Update: New Town Website – still working on; has some nice features. Still tweaking.
- Update: Ethics Training
- Alarm Contract: Use of the company AlarmCo, Inc.- Bruce signed. Now have system support. Very responsive; learning labeling is incorrect (not labeled as supposed to be: showing what building, floor, etc. vs showing just a zone).

- **Road Foreman Report**
  - **Action – Grant for Tire Removal**
    $500 grant: $256 worth of tire at Paquette. Can put in for $500 grant as long as illegally dumped; can pick up others at Nelson. **Alison motioned to ask Penelope to apply for the $500 grant for removal of illegally dumped tires (Paquette & Nelson); Bruce seconded. All ayed. Motion passed.** Board thanked Penelope and Steve for efforts.
  - **Action – Approve Cargill Salt Quote**
    Obtained $107.75/ton for salt (up from ~$96) add'l $7,700 roughly; if use 700 tons. Road Foreman attending salt training seminar put on by State; for new and experienced road crew, foremen. **Alison motioned to accept the quote received from Cargill for up to 1200 tons; Bruce seconded it. All ayed. Motion passed.**
  - **Discussions** – Right-of-Way Deed | is it ok to have Jim Barlow create a right-of-way deed for Ed Williams property; rip out to do bridge. Tom Boyle stated they were aware and happy to have Town do it. Traffic / Speed | Sheriff Dept sent the speed chart (covers 5/14 – 6/3/2025; no report). Posted speed: 30 mph; highest speed 63 mph; avg speed 28 mph; 50% of cars doing 30 mph; 85% of cars doing 38 mph. Out of 6782 trips total. Sheriff will attend next regular meeting: on October 21. Submitted Three Grants | should bring in $65K for work on Wild Branch Road, etc.

- **Discussion – Finalized Personnel Policy**

  Draft submitted today for review doesn't include requested edits. Bruce will review and determine where to add. Will have finalized for Oct 21 meeting. Changed sick leave: wording - it states employees can accrue up to 40 hours per year (carry-over); "unused sick leave will carry forward from year-to-year; employees may not use more than 40 hours of sick leave in a calendar year." Line about accrual should be removed. Accrual can cover if need more than 40 hours. Add: All new hires subject to background checks. (where to place in policy). Employee behavior.

- **Executive Session | ???**
- **Upcoming Projects to Keep on Agenda**
  - Get Oct 21-Sheriff Dept.
  - Select Board Hearing Town Plan - Oct. 28th at 6:30 pm
  - Morey Hill Dead End: 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**

  Next meeting will be 7 pm Tuesday, October 21, at Town Hall. Meeting adjourned at 8:10 pm.

Respectfully submitted,



Victoria Hudson
Select Board Clerk