TOWN OF CRAFTSBURY
SPECIAL SELECT BOARD MEETING MINUTES

MONDAY, NOVEMBER 3, 2025
7PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie | TOWN CLERK Michelle Warren; Kurtis Mellett (GRAVEL BANK); Steve Perkins (HIGHWAY DEPT)

Meeting Agenda

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

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

  None.

- **Action – Approve Select Board Meeting Minutes: Regular Meeting on October 21; Public Hearing – Town Plan on October 28**

  Alison motioned to approve the Tuesday, October 21, Regular Meeting minutes; Bruce seconded. All ayed. Motion passed. Alison motioned to approve the Tuesday, October 28, Public Hearing minutes; Bruce seconded. All ayed. Motion passed.

- **Action – Approve Adopting Craftsbury Town Plan**

  Page changes /corrections noted: Page 52 – referring to food shelf | "permanent expenditure source has not been productive so far…" (building there now; update paragraph to note); Page 54 – water district (well expected to come online in 2024; fix to show 2025); Page 69 – remove duplicated paragraph (showing back-to-back). Town Clerk will share requested corrections with Planning Commission. **Alison motioned to approve the Town Plan with the changes noted; Bruce seconded. All ayed. Motion passed.**

  Add to Town Plan Action Items to Upcoming Projects List: to keep on the Select Board agenda.

- **Action —Approve Purchase Policy**

  Awaiting final copy; postpone to next regular Select Board meeting for discussion. No action taken.

- **Discussion – Review VLCT Renewal**

  Will forward to Select Board members for online review. Listing values for infrastructure, etc., for insurance purposes. An annual renewal.

- **Committees**

  Conservation Committee: still seeking member (posted on FPF; for all committees)

  Mental Health Resource Group: Mental Health Walk held Saturday, Nov. 1

- **Clerk Report**
  - P&L Report: Tax revenues incoming; provide an idea on spending (bit different from last year)
  - Town Office Closed: Friday the day after Thanksgiving
  - Food drive on November 15 (Tax Day)

- **Road Foreman Report**
    - Road Question if 2 or 3 rod road near Quinns on Coburn Hill Road (answered); two rods – put some stakes on side of road (were told there were 16 ½ and added a foot for boundary; have a large plow truck goes through and puts lots of debris on side of road).
    - Final Truck Auction Update: sold 2017 Town Truck for $38,000; picked up on Thursday
    - Road classification changes for TH-10, TH-24, and TH-26: TH-10: Wiley Hill (Class 3) Town Forest (Class 3; drop to Class 4 - whole process, include hearings); lots of money to bring up. Does Town have plans to bring up? No to either option. Going from 3 to 4: previously required 5% of voters; at least one voter on road. But now Select Boards can step in and do process but still must include hearing, etc. Check with Town lawyer for guidance. TH-24: Mastin Road: not up to standards. Class three now. Go to 4. TH-26: the Common – have it as T instead of a Y (three - one-hundredths of a mile; change the miles). Will continue to investigate.
    - Easement Request from NEK Community Broadband (CUD): wants to add near conduits already in Town for fiber optics; they want to add another piece of conduit alongside. Seeking easement; 500 ft. Attorney will provide easement: can arrange field visit. Select Board will review and approve.
    - Better Roads Grant: Grant application for culvert: $42K grant (added $5K contingency); drilling being done; temporary easement.
    - Tires: 82 tires picked up
    - Transfer Station: may need a temporary location during bridge reconstruction. Jim will contact Penelope Doherty about coordination with Casella on plan (will be spring throughout summer: June through October)
- **Upcoming Projects to Keep on Agenda**
    - Town Plan Action Items
    - Replacement needed for 3 positions on Conservation Commission
    - Phone System Replacement
    - 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 Lapointn Lapoint
- **Other Business & Walk-ins That Have Business to Come Before the Select Board**

  None.
- **Public Comment**

  None.
- **Decide Next Meeting Date & Adjourn**

  At 7 pm on Tuesday, November 18, at Town Hall
- **Executive Session | Alison motioned to convene to Executive Session at 7:42 pm to discuss below; Bruce seconded. All ayed.**
    - Contracts (1 V.S.A. 313(a)(1)(A)) - Mellett Gravel Pit
    - Labor relations agreements with employees. 1 V.S.A. § 313(a)(1)(B): Personnel concerns

- **Adjourn**

  Select Board reconvened from Executive Session at 9:03 pm.

  Gravel Pit

  Action – from Gravel Pit discussion: **Alison motioned to alter Town quarterly payments to $2500 for January 1 and April 1 (two quarters); Jim seconded. All ayed. Motion passed.**

  1. Town will then have discussion in June with (after determination of materials) Mellett about writing new contract based on what's available; existing contract no longer relevant (to 2029). If time allows, move earth back into pit.
  2. Town reviewed breakdown of payments/delivery log with Mr. Mellett that showed a balance; will pay $1911.20 this week for balance of materials received for the year.
  3. Surveyor: mark spot to mark gate post properly and where needs (new post).
  4. Melletts requested monthly updates (complaints, pit, etc.); keep them in loop.

  Labor Relations – taking off a week without pay (with permission); all on same page – Steve P. officially is the Town's new road foreman.

  Meeting adjourned at 9:08 pm.

Respectfully submitted,

Victoria Hudson
Select Board Clerk