TOWN OF CRAFTSBURY
SELECT BOARD BUDGET MEETING MINUTES

WEDNESDAY, DECEMBER 3, 2025
10 AM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Bruce Urie, Jim Jones | TOWN CLERK Michelle Warren

Meeting Agenda

Jim called the meeting to order at 10 am.

Discussion – Budget

P/L showing December expenditures; also a sheet to show expenditures through September and 2025 budget to start defining 2026 budget.

Discussion – Review Town Plan Recommendations: Priority Action Items

- #1 -Establish an ad hoc committee to research and present options for local development oversight to Select Board. Municipal Re-appraisals and Building/Zoning Notification Form: those building / buying homes in area should comply with all state and other regulations; rules. How to advise them of requirements and monitor for compliance? Building Notification Form (with a $25 fee); the form is circulated to lister, highway foreman, wastewater / culverts, fire department, etc. (the 911 address requirement). Do not build in flood zones and follow all state permit regulations. Whether new renovations, re-builds in Town: commercial, residential, rental, agriculture, etc. Craftsbury does not have zoning but must be aware of what is going on. Have Jeremiah come to meeting; describe the requirements/needs for form; will need all that data for re-appraisals. Town Clerk to query other Town Clerks about their processes and forms. Distributed sample building permit used by Greensboro.
- #2: Appoint a part-time Community Development Coordinator. How would grant writer become an SME about various areas: tough to be broad enough – energy committee, businesses, etc.? Part-time position. Assist the Town Clerk; lots of state grants are boiler plate templates. 40 hours / month? 10 hours per week? Assist Clerk with Board meeting preparations; assist Select Board with administrative support; can fund from budget then use administrative funds available in grants to cover / offset position costs. Town Clerk to check VLCT for job descriptions for similar position: then determine hours and pay and advertise for the position (start January 1). Will make grant processes smoother; monitor monies for other entities.
- #3: Pursue wastewater solutions for Craftsbury Village. Planning Committee will need to assist: RFP for engineer. Would rather see an ad hoc committee to determine best place: ask who wants to be part of committee. Montgomery situation (Montgomery Center and Montgomery together – planned for wastewater); however, residents had already invested in septic system; why want to align with system when already invested? Montgomery unable to move forward due to this. Craftsbury: where, who will pay? How many will be part of it? Where's the real estate development(s) proposed for use? Will it be mandated to be part of it? Lots of questions. Go back to the Planning Commission: advise they can form the ad hoc

community development committee to explore. If and how to move forward. Adding Farley Brown to agenda for discussion.

- #4: Appoint a local officer to serve on the board of the Headwaters Community Land Trust. Opportunity for Conservation Commission and / or Planning Commission to review and lead; Flood Plain person (Gordy) should be included. Add both Gordy and Farley to Select Board future meeting agenda for discussion.
- #5: Revisit Craftsbury's floodplain regulations and make the necessary changes to remain eligible for the Town's enrollment in the National Flood Insurance Program. Gordy and Farley for discussion.

Discussion – Board Agenda Items Reviewed with Alison | Electrician for fire department; eliminate extension cord issues. Plow repairs: getting one fixed to have a spare for all three trucks. Spare will fit all three. Update on Legal Complaint: has been filed and sent to attorney.

Next Select Board Meetings:
Regular Meeting: Wednesday, December 17th at 7 pm at Town Hall.
Daytime Budget Meetings: Tuesday, December 9th and 16th at 9 am at Town Hall.

Meeting Adjourned: at 11 am

Respectfully submitted,

Victoria Hudson
Select Board Clerk