TOWN OF CRAFTSBURY
SELECT BOARD MEETING MINUTES

MONDAY, FEBRUARY 23, 2026
7 PM | CRAFTSBURY TOWN HALL

Present Jim Jones, Bruce Urie| TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins; Marion Bok; Gina Campoli; Linda Ramsdell

Meeting Agenda

- **Action — Call Meeting to Order |** Jim at 7 pm
- **Action — Adjustments / Changes to Agenda |** None

  Action – Approve Select Board Meeting Minutes: -| Bruce motioned to approve the meeting minutes of:
  - February 5th Special Select Board Meeting – Executive Session for Labor Relations; Jim seconded. All ayed. Motion passed.
  - February 3rd 10am Special Select Board Meeting for Town Bridge RFP Bid / Review; Jim seconded. All ayed. Motion passed.
- **Action — Simpson Library Update and Request for a Grant Application Letter of Support | Marion Bok**

  Need to shore up and replace foundation; seeking grant from Dept of Libraries focused on that sort of infrastructure. Applying at end of March; one application requirement is letter of support from Town in support of reimbursement grant application. **Bruce motioned to approve the letter of support for library; Jim seconded. All ayed. Motion passed.**
- **Discussion — Headwaters Community Trust: Exploring Opportunity to Acquire Sterling Campus | Linda Ramsdell**

  Advise Select Board that Headwaters Community Trust is working to acquire campus for benefit of greater community. Currently focused on acquiring it: if successful, then will come long process of planning for its use. Want community members, the Select Board to be involved and any others interested. Long-term goal: increase tax base (taxable property on the campus). Say early, loud and often: aware of tax revenue impact to Town and do not want to make worse but may take a while. Besides Sapling expansion onto campus, do not have any other set plans. Hope for housing, etc. Looking at two parcels for sale: if not sold by deadline for Sterling to sell, would consider them. Also the dorm (Saplings Center has been eyeing). Goal: Trust buys the campus; Saplings buys the buildings (it has lots of grants with timelines so to ensure they're able to meet requirements). Can raise enough funds to acquire the campus. Through NVDA applied for a Phase One assessment grant; one question asked if Town is supportive (Town Clerk will generate letter for SB signature).
- **Discussion • Action — Request to Turn Off Lights on Back Side of the Common | Gina Campoli**

  All streetlights along TH1 are lit and working; on west side, only two remaining. Energy wasted; doesn't light anything. Surveyed neighbors: all agree. Church is in complete darkness; it used to be lit up (not a streetlight). Just two on west side only light up the ground. Will reflect in the minutes – contact electric company. Town Clerk will contact Hardwick Electric. (incldes corner of Sterling Drive: one near Simmons area; other at southwest corner at Slawson Drive). More discussion.

Bruce motioned to request that Hardwick Electric shut off all the lights on the west side of the Common (so if non-existent, can shut and not pay monthly fee; Gina to discuss w/HE); Jim seconded. No further discussion. All ayed. Motion passed.

- **Committee Reports**

  Energy Committee – Kevin voted in as chair. Due to extensive activity on checking account (takes a lot of time to manage because uses Town's checking) the clerk suggested Energy open its own account (not the MERP funds). Need SB approval to open. Board approved.

- **Weight Permits**

  ABC - signed

- **Clerk Report**
  - Port-a-Potty for the Common: March 16th – Girls on the Run (Julie Higgins from OSSU): SB approves
  - ~~Energy Committee – Checking Account –~~ discussed under Committee Reports
  - VOIP Phone Service – correspondence ongoing with phone and alarm companies; trying to coordinate discussion and review of internet service
  - Approve brochure holder (4" x 9") purchase from Conservation Commission, from Committee expense; $25.69 plus tax (SB approves)
  - Grant Admin Job Description: progress being made on the draft job description
  - Town Meeting – Tuesday (set up the afternoon of day before: 1 pm – will advise F&U Committee; have families set up for childcare)

- **Road Foreman Report**
  - Eric Pope: Wednesday, March 11th, 2026 - 9:30am @ Craftsbury Town Office; will make as a warning
  - **Action – Review/Approve Uniform Vendor Contract**: Ideal time to switch, before hiring third person. Strongly recommend the change. Having to ensure we're receiving what is being billed is time-consuming (regular-size coat done in six weeks is ridiculous). Charging Town weekly $23+ for pink rags but have not left a bag since December. Soap dispensers, soap. Hand sanitizers, fresheners. Before terminating, advise that contract should be adjusted with credits shown, accordingly. Cintas – price lock contract for one year (a five-year contract; however, guaranteed not to increase at any time during first year. Maximum possible increase of 3% per year). Can still save about $30 weekly; even with uniforms. **Bruce motioned to switch to Cintas as of April 1; Jim seconded. All ayed. Motion carried.**
  - Other Business Items: Plow head returned; completed. Have spare now. Signage up for the trail going to Bistro; reimbursement received; one load of salt delivery; town pick-up truck goes to Joel (developed a fluent… figure out where water is going; check underneath; not worth $23K in it – need to find out what's wrong).

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

  None.

- **Public Comment**

  None.

- **Upcoming Projects to Keep on Agenda**
  - Throwing Up Road – Stephen Martin: (know what needs to be done; setting up dates) – Thursday, the 26th at 9 am

- Winter Bids for next year (Tanner Road including), contact Coty Thompson (in case want to get an early start)
- Purchase Policy
- Phone contract/ Phone System Replacement
- Replacement needed for 3 positions on Conservation Commission
- Cell Tower Regulation
- Contractor Letters
- Unclaimed Parcels
- Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N

- **Decide Next Meeting Date | TBD** (will set Thursday morning)
- **EXECUTIVE SESSION – Labor Relations Agreements w/Employees: 1 V.S.A. § 313(a)(1)(B) Personnel Concern** Listers and auditors wanted to discuss rates: must determine rates. Jim motioned to enter into Executive Session at 7:50 pm; Bruce seconded.

  Adjourned from the Session at 7:55 pm: motioned to approve increasing the listers and auditors pay from $18/hr to $20/hr and reimbursement mileage at federal rate.
- **Adjourn |** Meeting adjourned at 8 pm.

Respectfully submitted,
Victoria Hudson, Select Board Clerk