TOWN OF CRAFTSBURY
SELECT BOARD MEETING MINUTES

TUESDAY, MARCH 10, 2026
7 PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie| TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins (online) | Jamie Milholland, Christopher Roy – Newport Daily Express (online), Craig Taylor

Meeting Agenda

- **Action — Call Meeting to Order | Jim at 7 pm**
- **Action — Adjustments / Changes to Agenda |** Letter of Commitment for Municipal Roads Grant /Grant-in-Aid
- **Action – Approve the Meeting Minutes**

  Alison motioned to approve the Select Board meeting minutes of:

  - **February 7th: Town Meeting Preview; Bruce seconded. All ayed. Motion passed.**
  - **February 12th: Special Board Meeting; Bruce seconded. All ayed. Motion passed.**
  - **February 23rd: Regular Meeting; Bruce seconded. All ayed. Motion passed.**
  - **February 26th: Special Board Meeting; Bruce seconded. All ayed. Motion passed.***

  *From this meeting: filled the Open Road Crew position; Bruce reached out to the applicant who accepted. Hired Karl Fontaine, who started Monday, March 9th.

- **Action / Discussion — MERP Grant Update (Bid Approvals) | Craig Taylor/Jamie Milholland**
  - Town Garage/Fire Station
  - Insulation, Sealing and Siding Bids
  - Battery Storage Proposal
  - Generator Replacement

  Review: received proposals from contractors; hoping to receive approval for those recommended. Six companies expressed interest in Town garage work (insulate, re-side, attic insulation): all work covered by Municipal Energy Resilience Program grant monies. Of the six companies, three came to view (one sought only info; another was from Massachusetts and job did not seem large enough). Of the three, have two picks: Kingdom Construction ($199,885.19) out of Newport and Paradee Construction ($79,865) out of Wolcott (also on Wolcott Select Board). Paradee does not have same management costs as Kingdom. Three major parts: Town / Garage insulation, etc.; battery storage; HVAC work; will know two tonight and third is part of the process. Recommend Paradee: everything done under budget and can do it in May. With Kingdom, costs significantly exceed budget. **Bruce motioned to accept the contract from Paradee Construction for the Town Garage MERP project as submitted; Alison seconded. No further discussion. All ayed. Motion passed.**
  Sterling Mountain Solar, LLC – only one to respond to RFP; familiar enough with them. One contract is for Town Hall ($60K – solar on roof; battery storage downstairs linked to existing generator); batteries must go into a fire-protective room – may need to build a small enclosure that is not include in bid; could be a small volunteer job. Other contract is for Garage ($42K – Vermont BGS has declined to pay for the generator; generator portion is $10K; battery storage is $32K). MERP grant

covers $32K; $10K covered by Town. Group met and discussed location; best is outside. Battery must be enclosed; not the generator. Meeting with Fire Inspector planned to ensure all aligns. Proposal states that it excludes permitting; however, an oversight of a template (quote includes all permitting). **Alison motioned to approve the scope letters received from Sterling Mountain Solar for a total of $102K ($60K for Town Hall and $42K for Town Garage, $10K covered by Good Neighbor Fund); Bruce seconded. All ayed. Motion passed.**
Board thanked Jamie and Craig and the Energy Committee / MERP team for awesome hard work.

- **Discussion — Stephen Martin Untraveled Road**

  Two paths: one that Bruce trying to use – the "Old Ancient Road" statute: a simple way. Continue what Town already has. Still showing up on 2025 Town Map as untraveled road (thought it had automatically gone away). Will speak with Eric to determine options. If not, must go through hearings, petition with 55 signatures, etc. Advised Mike about status.

- **Committee Reports**

  - Appoint Committee Members: reviewed recommendations/ballot result (click Attachment icon: paperclip to view). Town Select Board scribe/clerk to advise Board of planned departure 30 days in advance (will be leaving position at end of summer / early fall). 911 Coordinators: need to update, revise, correct (will work on list; Cheryl is off); Antiques & Uniques no longer exists. Do not need to be a Craftsbury resident to 765serve on a committee; majority must be residents. Non-residents cannot serve in any elected positions. Energy and Planning and Conservation commissions all have members planning to retire, etc.; each will advise Board when need for replacements arise.
  - Spring Meeting for Committee Chairs/Reps

- **Weight Permits** (all signed)

  1. City Feed & Luber Co (Sticks & Stuff)
  2. RkMiles
  3. AmeriGas
  4. Dead River Co.
  5. NA Manosh
  6. ALH Transit
  7. GW Tatro Construction Inc

- **Clerk Report**

  - VOIP Phone Service Update – working with NE Wireless; must get quote to us. Working with AlarmCo; does not think will be a big deal. Estimating $200 / month vs $500 / month.
  - Grant Admin Job Description – another draft provided; questions – not assisting but responsible for data entry; flexible schedule? (should have one/two hours that are set – for committee and other public contact)

- **Road Foreman Report**

  - One truck: down – not sure when will get back
  - Karl started today; worked together with staff quite a bit
  - Eric Pope - Wednesday, March 11th, 2026 - 9:30am @ Craftsbury Town Office

- Action – Review/Approve Uniform Vendor Contract: Bruce/Jim authorized Steve to approve contract with Cintas

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

    1. Grant-in-Aid | have a commitment – offering $15K for the 27 years; already signed for this year. This will be 2027 – up to $15K allocated for Craftsbury. Just need to return Letter of Intent.
    2. Close Out of FEMA 2023 Flood: picked up $536,749.67 (need to verify numbers): FEMA is paying 90% of that. Already have received some funds.

- **Public Comment**

  None.

- **Upcoming Projects to Keep**

    - Throwing Up Road – Stephen Martin
    - Winter Bids for next year (Tanner Road including), contact Coty Thompson
    - Review/Update Appropriations Policy
    - Purchase Policy
    - Phone contract/ Phone System Replacement
    - Cell Tower Regulation
    - Contractor Letters
    - Unclaimed Parcels
    - Triggers for Opening the Emergency Shelter, Providing Assistance, Activating N2N

- **Decide Next Meeting Date |** 7 pm on Tuesday, March 24th at Town Hall

- **Adjourn |** Meeting adjourned at 7:57 pm.

Respectfully submitted,
Victoria Hudson, Select Board Clerk