TOWN OF CRAFTSBURY

SELECT BOARD SPECIAL MEETING MINUTES

WEDNESDAY, MARCH 11, 2026
9:30 AM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie| TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins; Eric Pope [VTRANS]

Meeting Agenda

- **Action — Call Meeting to Order |** Jim at 9:40 am
- **Other Business & Walk-ins with Business to Come Before the Select Board**
  None.
- **Discussion — VTrans Meeting | Eric Pope (District 9, VTrans)**

  Mr. Pope opened the meeting by acknowledging that VTrans (he) and the Town have worked together for many years: purpose of meeting – discussions with VTrans about anything related to infrastructure, ground release, technical guidance needs, bridges; anything related to road or water infrastructure. Two forms obligated to complete annually:

  1. SB discussed, reviewed and signed VTrans Form TA-60 • Annual Financial Plan (TA-60) purpose of form: establish a non-winter maintenance budget (dollar amount) and document a municipality's planned expenditures for town highways. Reason required: VTrans has an ER Grant program for any isolated, natural disaster causing infrastructure damage (random, isolated specific to Craftsbury; does not meet FEMA threshold nor will there be a declared state emergency). Once 10% of non-winter maintenance budget is reached, VTrans will fund anything above that. All Vermont towns are statutorily required to complete a financial plan every year. Remains in VTrans file and used to calculate eligibility and/or match for fund; streamlined. Complementary: must confirm with budget that Craftsbury spends at least $300 per mile on maintenance for all the miles; every Town well above that. Every Town gets state aid based on amount of miles. Add State aid; Town Tax Fund Rates as pertain to highway: 913 for Craftsbury total $1,076,360 (50/50 split: $538,180) – not intended to be exact, like budgets. Craftsbury budget is higher than most towns (below numbers are rounded):
     a. Class 2 – 18.23 miles (nets: $87,250)
     b. Class 3 – 42.39 miles (nets: $75,590)
  2. Recertifying 2019 Road and Bridge and Standards • Since 2019, VTrans has been recertifying that Craftsbury is following. VTrans has established a new set of standards that are now available for SB to review and formally adopt; can add to next SB meeting agenda or review and contact Eric with questions. A good document; well written that's easily understandable; similar to 2019 and includes helpful info. Review of how to complete. Page Two shows 2019 top course data: 12" sub-base under gravel roads; topped with 3" fresh course gravel; under paved roads used 12" of sub-base. Typical numbers. First two pages: return to VTrans (Eric) as soon as possible. Others provide explanations.

- **Discussion — Stephen Martin Untraveled Road**

  Still on State map as unapproved road; use – the "Old Ancient Road" statute. Eric recommended contact for discussion; handles mapping. Provided email address to SB.

- **Adjourn |** Meeting adjourned at 10:35 am.

Respectfully submitted,
Victoria Hudson, Select Board Clerk