TOWN OF CRAFTSBURY
SELECT BOARD MEETING MINUTES

TUESDAY, MARCH 24, 2026
7 PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie| TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins | Reed Holden, David Rowell, Maria Amador (BARTON CHRONICLE)

Meeting Agenda

- **Action — Call Meeting to Order |** Jim at 7 pm
- **Adjustments / Changes to Agenda |** None
- **Action – Approve Select Board Meeting Minutes of March 10 and 11 (Add appointment list to 3/10 minutes)**

  Alison motioned to approve the:
  - March 10th Meeting Minutes (with the list of 2026 Craftsbury Appointed Positions added to it); Bruce seconded. All ayed. Motion passed.
  - Special Meeting Minutes of March 11th; Bruce seconded. All ayed. Motion passed.
- **Action – Approve Town Meeting Minutes and Certification**

  Alison motioned to approve the Town Meeting Minutes & Certification of March 3rd; Bruce seconded. All ayed. Motion passed.
- **Discussion — Stephen Martin Untraveled Road**

  Still on State map as unapproved road. Sent email to mapping contact; awaiting response from this individual, who has responsibility for removing it from the map.
- **Discussion – Use of The Common**

  SB members should be made aware of "safety-on-the-Common" issues related to any request. Whether for public or school use, parking is an issue. Past weekend, vehicles parked in the road creating basically one-lane traffic flow. Makes access difficult in an emergency. Does Town need to create some sort of parking system? Not a single vehicle was using the parking lot; have been adamant about no parking in front of school. Now seems to require enforcement: another safety concern: speeding. Craftsbury School Board seems unaware of issues based on initial discussions.

  - Little League – scheduled as an FYI
  - Chamber Players – submitted request form already signed off by Town.
- **Discussion – Building Notification Form Update | Messrs. Holden & Rowell from Planning Commission**

  Planning Commissioner members Reed Holden and David Rowell shared the Commission feedback regarding the draft Building Notification Form. Questions raised: three main themes – a) The Fee: is it necessary; feels more like a permit. To add a deck to a home, must homeowner pay Town the $25? b) The Necessity of the Form: questions concerned the types of structures/renovations that

would trigger the need for form. Raw materials could cost $1K; how to know if project is too small to trigger necessity of form. c) The Form Contents: what info on the form is unnecessary to collect; can form be trimmed to simplify and be less intrusive?

Town liability related to approval of problematic structures and/or renovations also is an issue. Town wanted to provide a starting point; lots of room for interpretation. The SB said the purpose of the form: there's information on it that's important for Town to obtain: to ensure anyone new to Town understands requirements related to wastewater compliance, 911 addresses, road safety, emergency vehicle access. Attempting to trigger residents to ask questions about what is needed to comply with any local or state ordinances, etc. Will make it possible to do reappraisals; statistically change the Town revenue. Craftsbury is an un-zoned community; however, there are things that need to happen - wastewater permits, knowing boundaries, project size and scope, 911, flood administration / planes. Another moving target: tiny homes, e.g., someone living on someone else's land. If out of compliance when built, buyers' attorney will notice and sale will not close. The intent of the form: assist with the checks and balances required to ensure compliance. Planning Commission will continue to review and provide input to SB; the Board thanked them for the input.

- **Discussion /Action –** Interim Financing for Town Garage Bridge

  Will need $750K (from June to October) for upfront payment; Town pays and then is reimbursed. Target completion date for bridge: done by Sept / Oct. Paid for by Thanksgiving. Will send request to a minimum of three banks to obtain quotes: Community NA, Union Bank; Merchants Bank.

- **Discussion – Freedom & Unity**
  Updates: will be holding classes; one is titled "How Does Craftsbury Work?": a day class with committee/commission leaders; possibly on a Saturday but no date yet set.

- **Committee Reports**
  - Resignation – Mike Renault, Forestry Committee
  - Spring Meeting for Committee Chairs/Reps - possible dates; want to hold a gathering this spring. If all gathered at once, meeting may last too long. Which committees adhere to open meeting laws, providing meeting minutes, etc.? Inconsistency among all.

- **Weight Permits**
  The SB signed the following permits:
  1. CAMP Precast Concrete Products Inc
  2. Packard Fuels LLC
  3. Blanchard Oil
  4. EC Morrison Trucking & Excavation
  5. Vaillancourt Transport LLC
  6. S.D. Ireland Concrete Construction Corp.
  7. Irving Energy
  8. Barrett Trucking Co., Inc.
  9. Scott Brown Trucking

- **Clerk Report**
  - Approve Borrowing $100,000 from Preservation Fund to General Fund for Operating Expenses (for a few months – Town has made payments related to MERP and awaiting reimbursement): $19,966.25 ($20K: construction Town garage – MERP) $50K (Solar – MERP) $30K (operating).

Alison motioned to approve borrowing the $100K loan from the Preservation Fund account for the Operating Account: $70K ($20K for Town garage; $50K for solar); $30K for operations ($70K MERP reimbursement); Jim seconded. All ayed. Motion passed.

- VOIP Phone Service Update: preliminary work and testing done today; prices are going to be much less; not complete with estimate. Fire alarm a bit extra: $133 a month vs $450-$500/month
- Grant Admin Job Description: SB had some changes, edits; flexible schedule and wording (set office town times)
- Close the ARPA Checking Account and Move Over to Operating Account (interest balance): switching over; just $600. Moving money from one account to another.
- New checking for Energy Committee Opened: very active committee; this way will make reconciling books easier; high dollar grants proceeds will remain in main Town account but smaller grants can go in to easily manage/balances. Last year for MERP grant.
- Suggestion from Town Resident: Someone from Planning Commission Should Attend Sterling Meetings: idea has been mentioned to Farley, who has been attending meetings.
- Suggestion from Town Resident: Moving and Flowers at Triangle of Creed Road / South Albany: resident wants to know if anyone can take care of it. Can someone volunteer? Group may ask someone, whoever does church land can possibly do also (without charge?).

- **Road Foreman Report**
  - Approve VTrans VT Roads and Bridges Document from 3/11 Meeting: administrative.
  - Approve Grants-in-Aid Letter of Intent from 3.10 | up to $15K - will determine where to do next year's program; showing Town interest.
  - Cintas - on target; here on the 31st.
  - Training: gravel pit training signed up for April 1st; must be done annually.
  - Update: Broadband Company Request for Conduit: requested easement, which needs signature. Add to next meeting agenda for action.
  - MRG round table on April 29th; signed up to attend; will take two workers to ensure they know how to do computer work.
  - Electrical work completed: on fire and town side (separate from MERP); remove the extension cords, installed conduits. Awaiting quote for the power pedestal.
  - Road Signage: grading ahead signage requested. Will be $1000 ($500 for each sign) over budget if ordered. Insurance company requirements include signage. Will compile list of road signs that “disappear”.
  - Fine Sand: nothing worth much; silt. What are salt options? Quotes to be obtained. Can get on list with multiple Towns.

- **Public Comment**

  None.

- **Upcoming Projects to Keep on Agenda**
  - 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

- **Executive Session – Pending Lawsuit/Complaint with James LaRock and Melanie MacEachern** Confidential attorney-client communications made for the purpose of providing professional legal services. 1 V.S.A. § 313(a)(l)(F). | Alison motioned to adjourn to Executive Session at 8:18 pm.

- **Decide Next Meeting Date**

  Next regular Select Board meeting will be 7 pm on Tuesday, April 7th, at Town Hall.

- **Adjourn**

  At 8:30 pm, the Select Board resumed the meeting following the Executive Session; client confidentiality makes the SB unable to discuss any matters talked about in the session. Meeting adjourned at 8:30 pm.

Respectfully submitted,
Victoria Hudson, Select Board Clerk