TOWN OF CRAFTSBURY
SELECT BOARD MEETING MINUTES

TUESDAY, APRIL 7, 2026
7 PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Jim Jones, Bruce Urie| TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins | (NEKCV) Karen Kutecki, Paige Martin and Geoff Whitcomb

Meeting Agenda

- **Action — Call Meeting to Order |** Jim at 7:02 pm
- **Adjustments / Changes to Agenda |** Mailing back: land - East Craftsbury Radar; bridge forms for signature; 4Cs – closed out grant acknowledgment email (add others under Clerk report)
- **Action – Approve Select Board Meeting Minutes of March 24**

  Correction: signage request under Road Foreman report should be grading ahead, not plowing. **Alison motioned to approve the meeting minutes with the correction as noted; Bruce seconded. All ayed. Motion passed.**
- **Update — Discontinuing Stephen Martin's Untraveled Road**

  Awaiting word from State; landowners and other area stakeholders to correspond with State contact to try and expedite map update request
- **Discussion / Action – Interim Financing for Town Garage Bridge Project**

  Select Board will discuss options for securing a short-term loan to fund the Town Garage Bridge construction; this financing is required to cover upfront costs pending reimbursement from FEMA. Conversations with bank / lender contacts ongoing: must provide documents showing federal contract with reimbursement agreement, dollar amounts. Once everything provided, lender can submit a quote within a week or week and half for SB choice/approval. Project updates; info regarding flood and bridge reimbursements (State and FEMA funds).
- **Committee Reports**
  - Open Meeting Training: for Select Board (possible committee members; will share with them as an fyi; however, SB is required to take)
  - Correction – 2026 Craftsbury Appointed Positions: Under NEKCUD: Should be Rudy Chase and Brian Machesney only; correction update to be sent to organization (NEKCV); NEKCV, a Communications Union District (CUD) - formed by the merger of NEKCUD/NEKCV Broadband and CVFiber in Vermont. Katherine Sims resigned from position.
- **Weight Permits**
  1. Grimes
  2. Casella
  3. Kelly View Farm Inc.
  4. Freds
  5. RMI
  6. Blow & Cote

7. Harrison Concrete Construction, Inc.
8. Vermont Well & Pump

- **Clerk Report**
  - Map re WiFi for Fire Department: shared mapping provided by vendor. Main reason for having: VOIP calling/telephone. Will be associated costs.
  - Taplin Contract for Signing: Taplin's requests that Town sign contract; has serviced The Common for two years; has provided portable toilets to Town for years. Covers basic components, e.g., repair and replacement costs to Town if one is tipped over, etc.
  - Grant Admin Job Description: requested corrections made. Rewording "Following an initial training period, assume responsibility for data entry within state and federal portals such as GMS and SAM.gov "; under working conditions: schedule – "this is a part-time position, approximately two to four works per week"; office presence: "to ensure a consistency for the Town Office and Committees, a minimum of one hour of set office time is required at the same time every week; remaining hours are flexible." Will post position on FPF (around August).
- **Road Foreman Report**
  - **Action –** Approve/Sign Right-of-Way Easement for NEKCV- West Hill Road; Town requested a minor change to proposed wording – removal of a paragraph regarding Town not being allowed to change grade of ditch, which is out of Town's hands (state: stone-lined ditch) Town has requested to be part of field rideout. Not crossing the road; going alongside the road. NEKCV plans to do work as soon as weather allows – late spring – and will be sure to include Town Road Foreman. Requested that this be recorded in the land records so mail can be sent for easement and map to be recorded. **Alison motioned to sign the ROW easement agreement with NEKCV for West Hill Road; Bruce seconded. All ayed. Motion passed.**
  - Paving Quotes: expected tomorrow
  - Signs for Grading: arrived – other road signs have arrived as well.
  - Grading Has Begun: some places – asked to grade The Common. Doing best they can to keep up with demands.
  - Clean-Up Has Begun: have a rock pile again.
  - Radar Repairs: fixed only one so far; had to be sent back to company - from a Canadian firm. Had to pay for some portion of the repair.
  - Other Operations Updates: drill company estimates for repairs; staff training; grading issues on The Common; parking in the lanes – roads.

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

1. Discussion re Contract w/Cody for Roadwork: Should not wait until last minute; lock in for three years – not done because SB not sure whether to include Tanner Road.
2. Farmers Market – Administrative action; in folder. Want to have tents up so people can sell things; parking concerns, use of porta-potties, etc. Will not be as large as Antiques & Uniques.
3. Use of Common Form – by companies not providing signed "use of common" forms; not cleaning up after their events; possibly charging these companies for clean-up and other

costs; continuing issues they will be charged. Town Clerk to check with other Towns to see how they handle such events/event organizers.

- **Public Comment**

  None.

- **Upcoming Projects to Keep on Agenda**
  - VOIP Phone Service Update-switching to NE Wireless
  - Building Notification Form Update – Planning Commission
  - 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**

  Next regular Select Board meeting will be 7 pm on Tuesday, April 21, at Town Hall.

- **Adjourn** At 8:12 pm

Respectfully submitted,
Victoria Hudson, Select Board Clerk