Town of Craftsbury

Selectboard Meeting Minutes

Tuesday, October 27, 2026 – 7:00 PM
Town Hall

Present

Selectboard Members: Jim Jones, Alison Blaney, and Bruce Urie

Also Present: Michelle Warren, Town Clerk; Farley Brown, Planning Commission; Linda Ramsdell, Headwaters Community Trust; and Seth Hayden, Sterling College.

1. Call to Order

The meeting was called to order at 7:00 PM.

Meeting Recording Note: The Zoom audio was inadvertently muted during the meeting. As a result, a complete audio recording of the meeting discussion is unavailable.

2. Agenda Adjustments/Changes

Farley Brown from the Planning Commission and Linda Ramsdell from Headwaters Community Trust were added to the agenda to discuss the proposed Municipal Planning Grant for the Sterling campus feasibility project.

3. Approval of Selectboard Meeting Minutes

The Selectboard reviewed and approved the following minutes:

- **September 23, 2026:** Alison Blaney made a motion to approve the minutes. Bruce Urie seconded the motion. The motion passed unanimously.
- **October 13, 2026 – Morning Meeting:** Alison Blaney made a motion to approve the minutes. Bruce Urie seconded the motion. The motion passed unanimously.
- **October 13, 2026 – Evening Meeting:** Alison Blaney made a motion to approve the minutes. Bruce Urie seconded the motion. The motion passed unanimously.

4. Assign Title VI Coordinator

The Selectboard discussed the assignment of a Title VI Coordinator. Michelle Warren will email Bruce Urie and Alison Blaney the link to review the information before the next meeting.

5. MERP Update

No update was provided. This item will be carried forward to the next meeting.

6. Bunny Sweatt Bench at Little Hosmer – Repair

The Selectboard received an email from Carolyn Ryan regarding repairs to the Bunny Sweatt bench at Little Hosmer.

Michelle Warren contacted the State of Vermont, which owns the boat access area at Little Hosmer, and received approval for the proposed repairs. Michelle also contacted Rhoda Sweatt, Bunny Sweatt's niece, who agreed to replace the rotted boards on the bench.

Brian Machesney offered to provide tamarack wood from his property in Mill Village for the replacement boards. Michelle and Carolyn both have offered to pay for additional expenses.

7. Approve and Sign Appraisal Agreement with VT Appraisal Company

The appraisal agreement with VT Appraisal Company had been approved at a previous meeting. The Selectboard signed the agreement, along with the Listers. The signed agreement will be returned to the company.

8. Committee Reports

Planning Commission – Farley Brown

Farley Brown presented a letter from the Craftsbury Planning Commission recommending that the Town apply for a FY2027 Municipal Planning Grant (MPG) to support architectural and engineering feasibility work for the former Sterling College campus.

The Planning Commission voted to recommend the grant application at its October 22, 2026 meeting. The proposed feasibility work would help evaluate the existing buildings, necessary improvements, and associated costs to inform future redevelopment decisions.

Linda Ramsdell from Headwaters Community Trust was present with Farley Brown to discuss the proposed Sterling campus feasibility project and the potential collaboration between the Town, the Planning Commission, and Headwaters Community Trust on the Municipal Planning Grant.

Headwaters Community Trust has offered to assist with preparing the grant application and required reporting. The application deadline is December 2, 2026.

The Selectboard was unable to formally approve the grant application because it was not included on the meeting agenda. The item will be placed on the agenda for the next meeting for consideration.

Michelle Warren will contact Andrew May, Craftsbury's Grant Administrator, to coordinate with Linda Ramsdell and Farley Brown on the grant application. She will also arrange a meeting with the Selectboard to discuss Andrew's role and progress in his position.

9. Clerk's Report

Michelle Warren reminded the Selectboard of the upcoming General Election on November 3, 2026.

10. Road Foreman's Report

Steve Perkins was absent from the meeting as he was away that day. The Selectboard will schedule a job review meeting with Steve during executive session at the November 10, 2026 meeting.

11. Other Business / Walk-ins

Strong Hall (Industrial Arts Building) – Title Issue

Seth Hayden attended the meeting to discuss a title issue discovered during preparations for the sale of the Sterling College campus to Headwaters Community Trust.

It was discovered that when Craftsbury Academy transferred ownership of Strong Hall (also known as the Industrial Arts Building) to Sterling College in 2017, the land beneath the building may have remained owned by the Town of Craftsbury rather than the Academy.

The Selectboard discussed the matter and agreed that they would consult with the Town Attorney regarding how to proceed with deeding the land beneath the building back to Sterling College. Seth Hayden is also looking into possible ways to correct the title issue and will continue to work toward a resolution.

12. Public Comment

No public comment was received.

13. Upcoming Items for Agenda

The following items were identified for future meetings:

- VOIP phone service update (transition to NE Wireless)
- Review audit suggestions

- Employee Handbook regarding boot reimbursement
- Update FAQ document for building in Craftsbury
- Purchase Policy
- Cell Tower Regulation
- Unclaimed Parcels
- Emergency Shelter Triggers, Assistance, and N2N Activation
- MERP update
- Municipal Planning Grant application for Sterling campus feasibility work

14. Set Next Meeting Date

The next Selectboard meeting will be held on Tuesday, November 10, 2026.

15. Adjournment

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Michelle Warren
Town Clerk