TOWN OF CRAFTSBURY
SELECT BOARD MEETING MINUTES

TUESDAY, NOVEMBER 10, 2026
7:00 PM | CRAFTSBURY TOWN HALL

Present Alison Blaney, Bruce Urie | TOWN CLERK Michelle Warren; ROAD FOREMAN Steve Perkins; | Seth Hayden (STERLING COLLEGE DIR OF OPS - ONLINE) Andrew W. May (TOWN GRANTS MGR), Linda Ramsdell (HEADWATERS COMMUNITY TRUST), Christopher Roy (NEWPORT DAILY EXPRESS)

Absent Jim Jones

Meeting Agenda

- **Action — Call Meeting to Order | Bruce at 7 pm**
- **Agenda Adjustments Changes —** None
- A sound **Approval of Select Board Regular Meeting Minutes of October 27th | Alison motioned to approve the meeting minutes; Bruce seconded. All ayed. Motion passed.**
- **Discussion – MERP Update**
  None this time.
- **Action – Review /Approve Applying for FY27 Municipal Planning Grant to Support Architectural and Engineering Feasibility Work for the Former Sterling College Campus | Andrew May**

  At its October 21st meeting, the Planning Commission voted to recommend applying for the MPG to the Select Board. Background on work by Town Grants Manager Andrew May: delayed due to birth of daughter Louisa in August. Has met with Headwaters Board Member Carey Crozier and Town Clerk Michelle Warren; came at their request to provide update. Have review the materials, the Planning Commission recommendations, background information on the Headwaters Community Trust and its sales agreement with Sterling College along with applications regarding Sterling's Craftsbury Common campus redevelopment. Grant would cover architectural feasibility, buildings assessments, proposed and required improvements along with related costs. Will have implications for Town as well as Headwaters Community Trust; Headwaters Board feels Town supports use of Grants Manager's time for this purpose: 10 to 15 hours (Mr. May has a vested interest in project as a community member, child care, etc.). Sale close anticipated by end of year. The application deadline for the FY27 Vermont Municipal Planning Grant applications is 6 pm on Wednesday, December 2nd. $50K with a 10% match: $5500 for total project budget. Two-year project: January 2027 to December 2028. Other nonprofit grants Headwaters has applied for may be used to cover the $5K. Update on Andrew W. May – workload and time commitment: since birth of daughter in August, life changes. Currently, before Louisa was born, wife and he had set up a system for digitizing grant info, details, other data; can easily research, etc. Will provide full, more thorough accounting at later SB meeting. (SB had not heard from Mr. May since his hiring). **| Alison motioned to approve the Town application of the FY27 Municipal Planning Grant to support the architectural and engineering feasibility study for the former Sterling College Campus Project Led**

by Headwaters Trust | Bruce seconded. additional discussion: Headwaters Board President Linda Ramsdell: appreciate Town and other support; Youth Voice Design Lab on November 6th, and youth are excited about being part of what's being considered for the campus future. Another aspect of how it can also support Town youth as they become future leaders and responsible, engaged citizens. No further discussion. **All ayed. Motion passed.**

- **Reapprove – Appraisal Agreement with VT Appraisal Company**

  Was approved and mailed on October 29th

- **Discuss / Decide Land Under Strong Hall (Industrial Arts) Building – Title Issue | Seth Hayden**
  What is the language from Town attorney and wording for Town action? Revisions: a quit claim deed, notice of proposed conversion of municipal real estate. Attorney states deed is not the problem; Town must provide a 30-day notice for public comment, which could delay things. "Under Vermont law (24 V.S.A. § 1061), when a town or village legislative body (such as a select board) wants to sell or convey municipal real estate, they must publicly announce and post a notice of proposed conveyance." – Vermont GSA Must check for any public comments. Copy of new quit claim deed available for review. It's a matter of Town posting the notice of proposed conveyance, and it can make a motion on that tonight. There's a 30-day timeline; attorneys for Town, Land Trust and Sterling College meanwhile will work together all legal documents; publish date in newspaper triggers the 30-days timeline; upon conclusion, the Select Board votes on the conveyance. Manner of conveyance will be the quit claim deed. Can sign but will take time to get into newspapers (does newspaper posting or Town posting on website and signing tonight trigger the timeline?) Will check with Town attorney for clarification. **| Alison motioned that the Town publish the Notice of Proposed Conveyance of municipal real estate (which is the old Ivy Building aka Strong Hall); Bruce seconded. All ayed. Motion passed.**

- **Committee Reports**
  None

- **Clerk's Report**
  - Tax Update: $100K more than last year at this time. Lots of receipts
  - Elected Positions: Signatures needed in January, mention ahead of time on Front Porch Forum as to which positions are available and signatures required – appointment versus elected. Absentee ballots, etc. Further research to be done on topic. Highlight election of the Justices of the Peace: five people each serving a two-year term | Tim Fritz; Harry Miller; David Rowell; Alison Van Akkeren; John Zaber

- **Road Foreman's Report**
  - Training
  - PACIF Grants – start in January (safety equipment); scholarship program that's under-utilized can be good for trainings. Lot of discussion. Dashcams? All towns run those in trucks. Not to record workers inside truck but what is coming toward them and behind. Would like to consider adding to Town equipment – budget: not very expensive (Passive Grants would cover).
  - OSHA – More than 10 employees, must have annual records and posting. Lots of Towns ngetting popped… includes Select persons, listers, Town Clerks… someone will need to research OSHA 300 and OSHA 300A (but also other OSHA requirements as well); safety.

- New Truck – Quotes and Discussion: have quotes from two different dealers for four different trucks. New trucks: all within $8K - $10K of each. Details to be discussed during the budget meeting(s).

- **Other Business / Walk-ins**
  None

- **Public Comment**
  None

- **Executive Session for Personnel Matter**

  Employee job performance review / discussion pursuant to 1 V.S.A. § 313(a)(3) **| Alison motioned to adjourn into Executive Session at 7:58 pm; Bruce seconded. So, moved.**

- **Possible Action Following Executive Session**
  - 8:33pm: exit Executive Session: approved a $1 raise for Town Road Foreman Steve Perkins; will become effective Sunday, November 15th
  - First Budget Meeting: Thursday, the 19th at 9 am at Town Hall
  - Letter from Gerald Upton: discussed insurance at last meeting but have not seen this document
  - Bruce signed notice regarding land conveyance; Town Clerk to post in newspaper immediately

- **Set Next Meeting Date**

  Budget Meeting - Thursday, Nov. 19th at 9 am
  Regular SB Meeting - Tuesday, Nov. 24th at 7 pm

- **Upcoming Items for Agenda**
  - 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

- **Adjourn | at 8:36 pm**

Respectfully submitted,
Victoria Hudson, Select Board Scribe