**MINUTES SELECTBOARD MEETING**

**Monday 6:00 PM, August 3, 2020**

**Town Hall – Selectboard Office**

**Attendance of Selectboard by Electronic Devices**

**Meeting being held electronically pursuant to 1 VSA 312, including The Legislature’s H.861 (2020) “Temporary Suspension of Designated Physical Meeting Location Requirements” (see attached)**

**Public, wishing to attend the meeting remotely were invited to email** [**townadmin@graftonvt.org**](mailto:townadmin@graftonvt.org)**, request to be invited to join in on the meeting on Microsoft Teams, and provide the email address to which the invitation should be sent. Instructions on connecting to the meeting accompanied the agenda. See agenda**

1. The Chair opened the meeting at 6:05 PM.

Present at the meeting electronically were:

Selectboard members: Chair Joe Pollio, Al Sands, Stan Mack, Cathy Siano-Goodwin, and John Gregory.

Others present: Galen Pinkham, Richard Thompson Health Officer, Suzanne Welch, Nancy Merrill, Charles Bonin, Danny Taylor Highway Foreman, Kim Record Clerk/Treasurer and Bill Kearns Town Administrator.

FACT TV present on Microsoft Teams and live streaming the meeting (Fact TV had issues and may not have live-streamed.)

1. Adopt Agenda. Motion by Stan Mack, second Al Sands to adopt the agenda as presented. Motion passed unanimously.
2. Approve Minutes: July 20, 2020. Several amendments were offered by Stan Mack and made by Bill Kearns. Suzanne Welch asked that the minutes regarding here comments be amended and Al Sands made the motion, second by Stan to amend first sentence in #9 to state: Suzanne Welch offered an analysis of planning effort provided by the Library Board, and as amended to approve the minutes. Motion passed unanimously.
3. Warrants of July 30, 2020. Warrants had been reviewed and initialed by all the Selectboard members. The Warrants were presented to the Selectboard and acknowledged at the meeting.
4. Procedure for Selectboard meetings while virtual. Discussion. Action needed to amend Rules of Procedure for the Selectboard dated February 18, 2019. Joe Pollio presented the Rules of Procedure with proposed amendments to account for the variances caused by virtual meetings and discussed it with the Selectboard. The discussion was short, and then Al Sands moved, second by John Gregory to amend and adopt the Rules of Procedure for the Selectboard as proposed. When the motion was called it passed unanimously.
5. Highway Report
   * Route 35 work, paving. Danny Taylor will take the grader out tomorrow and shape the shoulders before the rain hits. More gravel material will be added to shoulders in spots that need it. Paving done. Selectboard members expressed thanks to Danny for a superb job.
   * Parker Hill – at top, old house gone and person repairing old stone wall. The wall was in ROW and will remain there about 8 feet off the edge of the road.
   * Chester Hill. Spot where culvert was relined. Went by there all repaired. Jo Pollio also said he went by after noon and it was fixed.
   * Town old stump dump. Report. Danny Taylor and Bill Kearns will meet with the agency. Stump dump has bee closed for years – since 2014. Bii Learns said he and Kim could find no minutes or SB action closing it, but the dump was not funded in the 2015-2016 fiscal year. Highway is only user. Bill Kearns said the site was far from water. Al Sands aske did it met definition of stump dump, and Danny Taylor responded that state may not have a definition.
   * TS Isaias. Danny all set, just a bit of rain and then some wind.
6. Planning Commission
   * Village Center Designation – Richard Amore and Grafton PC – Action on request for Selectboard support of the request for designation. Joe Pollio stated he had communicated with the Windham Foundation, the White Church and MKT all of whom thought it would not hurt and could be beneficial. WF was not likely to use the tax relief, the Church could use the grants that would them be available. Stan Mack agreed it would not hurt Al Sands made a motion to advise the Planning Commission that it may move forward with the preparation of the application, hold a public meeting ion the issue. Stan seconded the motion and Motion passed unanimously. It was then agreed among the members of the SB that, if the public approved, the PC should present the application to the Selectboard for approval and the filing of the application and the SB would be inclined apply for the Village Center Designation.
   * Amend Town Plan maps – discuss revision proposed. The proposal written up by Joe Pollio and Al Sands was displayed. As follows

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* Critical Resource Areas: Leave “**No development occurs in Critical Resource Areas.** we take out all the pink which has all the state parks.
* Resource Lands: Remove “**but future development should be weighed against the desire to preserve the area,”** The maps stay the same as to the green area. Al wants to add to Chapter 2. A statement that addresses evasive trees and plants.

Discussion of the first point: remove the pink Critical Resource Lands form the three state parks, the Village park and the Wildlife Management Areas because “no development” means what we plan for the Village Park, what was done in the Turner Hill Wildlife Management Area and anything that might be done in the State park would be development and not allowed. Keep the pink along the watershed corridors as now depicted.

Discussion of the second point: Al Sands wrote an email dealing with forestry issues. It is not so much preparing language for the forestry sections in the Town Plan, as it is an attitude and calling for stewardship of the land. Keeping the forest healthy by proper forestry operations and ridding the forest of invasives. This email will be passed to the PC and discussed with them on the 11th.

Cathy Siano-Goodwin thanked Al for his passion for the forest and expressing it well and hoped that the Town plan could reflect that passion.

After more discussion it was moved to send the above to the Planning Commission, that is, bullets one and two and Al’s email, which was approved 4-1 with Stan Mack abstaining.

1. Clerk/Treasurer Report: Kim Record presented
   * Tax rate: No information yet from the state. Supposed to send the rate this week. Hopefully by Friday, and then worked on, along with elections, and fished with tax bills sent by Friday of next week, Aug 14, 2020. Our cash balance is enough to carry us till taxes come in.
   * August 11th is the primary. Voting at the fires station 9 am to 7 pm. All BCA expected to be present at 7 pm for counting. Some discussion of conflict with the PC meeting on the Town Plan and Village Center Designation. Kim said she will try to get more people to count.
   * Kim is looking into a grant to begin digitizing our Land Records for public use when things like COVID-19 keep the office closed to public. She is gathering cost estimates as well as researching grants.
2. Town Health Officer: Rich Thompson: About 3992 Route 121 East (referred to often as the CIC Building) Credere has presented an environmental Mitigation Document containing 4 alternatives to deal with the soil and air contamination eradication. It is our understanding the State will decide which of those mitigations it will accept. We await that decision. It is our understanding the building must be cleaned up – a mitigation alternative chosen and completed – for the building to be occupied. The fire suppression system and the fire alarm systems are being repaired and should be operative shortly. Still awaiting report from the Town attorney, Salmon and Nostrand.
3. Porta Potty in Village. Concerns were raised by citizens to the Town Administrator about the need for a porta potty in the village and anecdotal evidence of person relieving themselves outside in the village because there was no place to go. Stan Mack said the GIA had been approached to place a porta potty in the village as they no longer had one at the Town pool. Though a formal reply has not been received from GIA, it appears the members are in disagreement about providing a porta potty (herein pp) in the village. The reason for the reluctance was unclear, though an opinion was that the pp at the pool was a limited time and this would be open ended. They do provide the one in Winnie Park for part of the year. Rich Thompson, THO, state that the State is encouraging municipalities to provide porta potties in public places as the State has done at the Visitor Centers because the facilities there are closed at night during COVID-19 response. The state standards are that they be cleaned once a week, that there be one pp per 30 persons at the site and added that there are people here in the village and a pp is needed for those visitors. Furthermore, he said, ACCD and the Health Dept are encouraging the provision of pp for public use. Bill Kearns state that the price for handicap accessible was $190 per month including once a week cleaning, and additional cleaning at $50.00 per cleaning. Joe Pollio stated that since all public use of bathrooms was not available in the village and people really needed a place to go and perhaps are finding one, the Town has an obligation to provide a place, to provide a pp. There was a discussion as to where to put it, at TH on the side of building, at Wilson Park (the Pump) or at MKT, which site had preliminary approval from the store. The TH was not a good option. The discussion turned to where in the budget this would be covered and in the end Kim Record said she would explore sources, including park reserve funds. Motion by Al Sands, second Stan Mack to obtain a handicap porta potty and locate it at MKT in a place agreeable to the store, with a sign “Public Rest Room” provided that if no such designation was allowed, then the pp should be located at Wilson Park. When the vote was called this motion was passed 4 to 1 with john Gregory voting no. Bill Kearns will make the arrangements with MKT and with the company for $190.00.
4. Town Hall work. Long discussions regarding heat pumps and the widespread estimate of costs between 20 and 60 thousand dollars with no certainty as to why the large difference. Efficiency Vermont was approached by Stan Mack to review the bids and advise. Windows upstairs, which do not fully close, were looked at by contractor who will give an estimate of the cost of replacement, which includes the hall and the stairwell. Insulation below the Clerk’s office and the Selectboard’s office was also discussed. Stan reported a contractor from Chester was giving an estimate on the cost of fixing the insulation. Returning to the heat pumps discussion, John Gregory suggested we do just the downstairs, which has constant use now, and deal with upstairs when we use it often. It was agreed by all the members that the heat pump bids need to be looked at by a third-party consultant for advice. Final issue with TH was the need for a thorough cleaning. Kim Record will arrange that. The Selectboard okayed the cleaning.
5. Action on State Police letter. Stan Mack suggested the letter be sent to Grafton news for publication and the public invited to comment and suggest what the town wanted to do in response. Bill Kearns will send to Grafton news with that request.
6. Coronavirus – Policy on outdoor events. Or Statement. Al Sands presented a rough draft of checklist to use for events during the Coronavirus. Discussion included going over the draft, discussing when such a policy or requirements would apply to an event – that is, when would someone need to come to the SB with such an application. It was decided Bill kearns, Al Sands and Rich Thompson the THO would work on the plan, pass it along to ACCD and Dept. of Health for review and suggestions and back to the three for editing and when done bring it back to SB for approval and implementation.
7. Village Park
   * Dealing with Invasive plants – Proposal of Long View. Action. There was a short discussion as this had already been thoroughly discussed at previous meetings. Motion by Al Sands to hire Long View to carry out the proposal for the price stated in the proposal presented to the SB July 6th. This was seconded by John Gregory. The proposal stated the cost at $4,150. Motion passed unanimously.
8. Cemetery land – Streeter parcel – Action on proposal to proceed. Most of the Selectboard, if not all, had walked the land. Discussion on what would work. Bill Kearns reported that the maps presented were rough and simply meant to show the SB what area the Streeter’s were talking about donating, and that what would be involved in the subdivision and purchase would be determined in discussions with them. Furthermore, cemetery land must be voted on by the residents before the Town can acquire it. The Selectboard agreed that the proper procedure would be to prepare a simple map, discuss the amp with the Streeters and then get a Town vote and then survey for subdivision. Stand and Joe will talk with the Streeters, probably Saban, Jr., walk the land with him and arrive at a preliminary agreement as to the area agreeable with Streeters. Joe and Stan will do that by next week.
9. Tree Warden – handle if any volunteers. No one has volunteered yet.
10. Other Business None
11. Public Comment. Suzanne Welch asked if the requirement that documents to be presented at an open meeting had to go through the same requirements as the amended policy required at a virtual meeting. The short answer was yes. Other Business and Public Comment are not meant for transacting business because there is no notice of what will be discussed. For business to be transacted (there are exceptions for emergencies) the item must be on the agenda. Suzanne started she would consult with VLCT and the Secretary of State on that. Further discussion ensued regarding all us coping with the current situation. Suzanne and the members all agreed.
12. Date of Next Selectboard Meeting: August 17, 2020 at 6 pm
13. Adjourn - Motion to adjourn at 8:07 PM by Stan, second John Gregory. Motion passed unanimously.

Respectfully submitted

William G. Kearns, Town Administrator