**MINUTES SELECT BOARD MEETING**

**Regular – Via Microsoft Teams**

**Very Limited “Live” attendance upstairs Town Hall**

**Monday, April 5, 2021 @ 6:00 PM**

Present at the meeting in town Hall were Joe Pollio, Cathy Siano-Goodwin, John Gregory, Sue Allen, and Suzanne Welch.

Persons present in the Hall: Dottie Cannon, Joan Lake and Town Administrator Bill Kearns.

Persons present on Microsoft Teams: Hardy Merrill and Nancy Merrill, Wendy Martin, Mary Feder, Charles Bonin, Al Sands, Mike Field, Kim Record Clerk/Treasurer and Danny Taylor Highway Foreman.

Also present FACT8 TV.

1. Call to order. The Chair called a meeting to order at 6:00 PM.
2. Adopt Agenda. Motion by Suzanne Welch, seconded by Cathy Siano-Goodwin, to adopt the agenda as presented. Motion passed unanimously.
3. Approve Minutes of March 15, 2021. Motion by Cathy Siano-Goodwin, second Suzanne Welch to approve the minutes as presented. Motion passed unanimously
4. Committee Reports:
   * Highway: John Gregory stated that, on Thursday, he and Suzanne Welch did tour all 49 miles of road and discussed issues as they arose along the way. The two of them met with Danny Taylor on Friday of last week and has a good discussion.
   * Personnel: Cathy Siano- Goodwin stated that she and Suzanne met for a discussion on Wednesday of last week and plan to mee upstairs at the Town Hall each Wednesday. They plan to meet weekly.
   * Parks: Sue Allen reported the Parks Committee – she and Joe Pollio - did meet last Friday morning in the Town Hall with Al Sands, Mike Field, and Margo Matt to talk about going forward with work in the park including discussion about the trails and other potential works. See attached “Draft info on Village Park…” for the items Sue Allen discussed at this meeting. She tanked Margo, Allan, and Mike for volunteering their effort at park maintenance. Al Sands, added, as to the historicity of the sign he proposed originally, it was designed after the old State Park sign; that trail work and hazard tree removal would commence on Wednesday and that he would address the men’s group on April 29th and perhaps more work or items for the park would be forthcoming from their support. As for progress on the sign, Margo Matt has spoken to 2 sign persons for the sign design, no finality yet. Motion was made by Joh Gregory, second Suzanne Welch to go forward with the improvements and maintenance of the park as outlined in the attached “Draft info on Village Park…” Motion passed unanimously.
5. Highway:
   * Excess Weight permits: Camp Precast, Normandin, Wind River and Cota & Cota, Inc. The Town Administrator presented these applications. All had paid the fee and presented Certificates of Insurance. Motion by John Gregory, second Cathy Siano-Goodwin to approve and grant the permits as applied for passed unanimously.
   * Walker Bridge cost estimate, response to letter. There was a discussion about the cost increase in the Walker Bridge and what the appropriate response should be. Furthermore, there was discussion about how the Town would be able to come up with the match required, especially if the cost goes up beyond the current estimate of $5.28M. After that discussion it was resolved that the Town Administrator, for the Selectboard, should draft a letter asking for a meeting with VTrans to discuss finances and possible options in construction to cut costs. The town administrator will respond back to VTrans and ask for a meeting on the project.
   * Danny Taylor stated that the owner of the house at the intersection of Cabell Road and Houghtonville Road, upstream from the bridge, wishes to build a safety fence for his youngsters and wanted to run it along the bank all the way to the bridge, which would mean a portion of the fence would be in the right of way. After discussion about having a written agreement about the fence the liability for any such fence, Suzanne Welch suggested to let the Highway Committee delve into it and bring a recommendation back to the Selectboard, and that was accepted by the Selectboard as the manner in which to proceed.
   * John Gregory and Cathy Siano-Goodwin asked Danny Taylor, and he agreed, to meet with Cathy about culvert drainage and wet spots on Parker Hill Rd.
6. Clerk/Treasurer
   * Records Retention Policy (new): The treasurer had sent to the Selectboard a version of a policy concerning Records Retention and went though the edits to it that she would like to see in a policy adopted by the Town. Without a retention policy the procedure for ridding the office of records was cumbersome. With a policy, the Treasurer/Clerk would cite the policy as the justification/reason for disposing of records. The law had minimum retention times. The policy would conform with those minimums and extend some retention times. Kim record then went through the edits she would like to see adopted by the Selectboard. \*\*\*\*(get with Kim on these) \*\*\*\* After the discussion, there was a motion by John Gregory, second Sue Allen to approve and adopt for the Town of Grafton the Record management policy with edits as proposed by Kim Record, Clerk/Treasurer. Motion passed unanimously.
   * The fourth quarter is coming up and Kim Record will present the quarterly financial status of the Town at the next Selectboard meeting.
   * Dog Licenses – 132 of 160+/- dogs are registered and she will follow up on that between now and the April 1 deadline, which may have to be extended due to COVID guidelines from the State, which she will research.
7. Review and adopt Local Emergency Management Plan, approve signature by EMD and Chair. There was one correction – the email address of the Clerk/Treasurer, which was corrected. After discussion, it was moved by Sue Allen, second Cathy Siano-Goodwin, to approve and adopt and authorize the Chari and Town Administrator/EMD to sign the Local Emergency Management Plan. Motion passed unanimously.
8. Water Wastewater Commission. Discussion. Appointments. Suzanne Welch led the discussion. She stated:
   * She was resigning from the Commission and then did a quick scan of the history of the Commission
     + It was formed in 2019 and that year the Commission had all the water in Town tested and found there was no immediate threat to the well-water in the village.
     + In November 2020 surveyed 68 residents and the results found the Town should pursue an engineering study of septic treatment in the village. This past week the Engineering Firm that did the study in 2001 met with a rep of the committee.
   * Transition: The Commission is in transition. Stan Mack who is an ex-officio member would remain in such a role, as he has the experience n the matter. He would be the person to take over Suzanne’s position but is unable to do so for now. Chris Wallace, assisted by Meg Gonzales, will lead the Education part of the Commission; Matt Siano with Paul Hallock will lead the Engineering part. For the administration of the Commission Suzanne proposed Charles Bonin, part-time resident, Attorney practicing law in New Jersey, be added as a member of the Commission to lead the administration of the work. Suzanne Welch then proposed two motions:
     + She discussed Charlie Bonin’s willingness to serve on the Commission and as Chair, fully aware that his non-residency might be of concern for some as it was for himself but assured all of Charlie’s commitment to the town and to the work of the Commission. The Commissioners all want him to serve on the Commission and lead the work. Cathy Siano-Goodwin stated she had met with Charlie Bonin and had agreed he would be good for the work. John Gregory agreed. Suzanne made the motion to appoint Charles Bonin to the Water Wastewater Commission, second John Gregory. Motion passed unanimously.
     + Suzanne then made the motion to appoint Paul Hallock to the Commission for one year, and Heather Gregory ex-officio member of the Commission and in the discussion stated what each of them would bring to the efforts of the Commission. She then asked that the Selectboard in that same motion accept her resignation. The Selectboard stated their appreciation for all the work she had done. The motion for appointment of Heather and Paul and acceptance of Suzanne’s resignation was seconded by John Gregory, when the motion was called, it passed unanimously. Charles Bonin thanked Suzanne for all the good work she had accomplished as Chair.
9. Review Action List. Action was accepted as presented.
10. There was no Public Comment.
11. Other Business:
    * The Chair asked the Town Administrator to edit and publish a new TOWN OF GRAFTON EMERGENCY CONTACTS LIST.
    * John Gregory asked about when the Town would be seeking quotes on salt, sand, and gravel. The date at which that is done every year will be researched and this matter will be discussed next meeting.
    * John Gregory stated that per the timeline April 5th should have been the meeting to award the Lawn mowing contract. That will be on the agenda next meeting.
12. Date of Next Meeting – April 195, 2021 @ 6:00 PM.
13. Adjourn Motion by Cathy Siano-Goodwin, second Suzanne Welch to adjourn at 7:02 PM.

Respectfully presented,

William G. Kearns

Attachment to the minutes:

