**MINUTES SELECTBOARD MEETING**

**Grafton Town Hall Upstairs In Person/Live**

**With accommodation for persons unable to attend in person via interactive Microsoft Teams**

**Tuesday, February 22, 2022, at 6:00 PM**

Present at the meeting in the Town Hall:

Selectboard: Joe Pollio, John Gregory, Cathy Siano-Goodwin, Suzanne Welch, and Rich Thompson.

Also: Dottie Cannon, Kirk Goodwin, Danny Taylor (Highway Foreman), and Bill Kearns, (Town Administrator).

On-line: Eric Stevens and Fact8 TV.

1. Call to order at 6:00 PM
2. Adopt Agenda: The Chair invited a motion or discussion on the agenda. Motion by John Gregory, second Cathy Siano-Goodwin to adopt agenda as presented. Motion passed unanimously.
3. Minutes of Selectboard meeting February 7, 2022. Motion by Cathy Siano-Goodwin, second John Gregory to approve the minutes of February 7, 2022, as presented. Motion passed unanimously.
4. Highway Report
	* FEMA meetings – Status of Recovery. There have been no meetings the last two weeks. Katie Sullivan will come to Town on Monday to meet with Michelle Dolloph, Danny Taylor, and John Gregory to go over work done and to be done.
	* H&H on Ledge Rd. Danny Taylor spoke with VTrans, and the District 2 personnel did not know the status nor when it might be completed. Vtrans H&H personnel are not communicative. There was a discussion re hiring our own person to do the H&H at a cost of somewhere between 6 and 8 hundred dollars. If we had it done ourselves, FEMA would cover the cost Danny said. Motion Suzanne Welch, second John Gregory to hire Ron Bell to do the H&H on Ledge Road culvert that was washed out in the late July flooding. Motion passed unanimously.
	* Three sensors on the carbon monoxide alarm need replacing. They are passed their useful life. HB electric would replace them at a cost of $2654. Motion Suzanne Welch, second Cathy Siano-Goodwin to hire HB Electric to replace the three carbon monoxide sensors at a cost of $2654. Motion passed unanimously.
	* The Town will receive a bill from Champion Door for door repair at the Town garage.
	* Truck #2 is up for replacement this year. Dany Taylor will get together with Bill Kearns and prepare a bid package for the new truck, and that will be sent out for bids.
	* Excess Weight permits: Bill kearns presented applications from Renaud Bros., Barrett trucking Co. Inc., Fabian Earthmoving, and McCullough Crushing Inc. Motion by John Gregory, second Cathy Siano-Goodwin to approve the permits and authorize Bill Kearns to issue them. Motion passed unanimously.
5. Clerk/Treasurer
6. Liquor licenses. Bill Kearns presented the multiple liquor licenses for MKT and for the Windham Foundation. Motion by John Gregory, second Cathy Siano-Goodwin to approve all licenses for the various uses and locations for MKT. The Chair called for a vote on the motion. The motion passed unanimously. Motion by John Gregory, second Cathy Siano-Goodwin to approve all licenses for the various uses and locations for the Windham Foundation. The Chair inquired whether Suzanne Welch, who is a member of the Windham Foundation Board would recuse herself from this vote. She stated she would not as she had no conflict. The Chair called the motion. The motion passed unanimously. The Selectboard members all signed each of the licenses.
7. Planning Commission. Act on recommendation of the Planning Commission to appoint Margo Matt to fill the vacancy on the Commission for a term ending in March 2023. Eric Stevens stated that Margo is a very good candidate, presented herself to the Commission. The Planning commission agreed that she should be recommended to fill the vacant term to 2023. Suzanne Welch moved, second Cathy Siano-Goodwin to appoint Margo Matt to the Planning Commission to fill the open seat which has a term ending in March 2023. Motion passed unanimously.
8. Committee Reports:
* Cemetery committee: Nothing new.
* Highway committee: Concerning the Walker Bridge, the ROW plans are completed and sent to the negotiator, who will send out letters to the owners involved in March. The Rushtons and Ivor Stevens have reached a written agreement (letter) on permission for Ivor to turn his trucks around at the farm. The driveway outlet at the Steven property was constricted making turning left (west) out of the property very difficult. The agreement resolves that issue.
* Parks committee: The ESRA grant for trails was not awarded to Grafton to the disappointment of the Town and the volunteers who worked on it, especially, Al Sands, Mike Field and Margo Matt. The logging is proceeding well.
	+ Personnel committee:
		- Updated Assistant Road Foreman and Truck Operator job descriptions for SB approval (attached). The long-term absence of the Foreman versus a short-term absence language was returned to the Assistant Highway Foreman position and Changing the title of the other position to Truck Operator and removing equipment form the title was the change wanted by the employee and offered at the meeting. Motion by John gregory, second Cathy Siano-Goodwin to make these changes in the descriptions and approve them as presented, including the place of the form for the employee to sign and date as acknowledged. Motion passed unanimously. from Kim for SB signatures
		- Process for handling Addendum A to the Personnel Policy, which is the employee acknowledgement that they have received a copy of the Personnel Policy, have read it, and understand it and their responsibility to comply with it. The selectboard agreed the Town Administrator will administrate this piece and the addendum would be place in the employee’s file. The same for Addendum B for the Town Clerk and Treasurer, which she had executed, and it was executed by all the members of the Selectboard.
		- Update - Harassment Training for SB members, per Personnel Policy page 27 Grievance Process, #2. There is on-line training available with PACIF/VLCT and Bill Kearns will coordinate the class and notify all the Selectboard and employees of the manner of taking the class.
	+ Buildings committee:
		- Heat pumps. Coleman has begun to install upstairs.
		- Elevator – progress on probe/investigative work. Chris Cole of Cole engineering has met with the Town and will lead the work. Bill Kearns is calling a contractor, Michael Rodrigues, to open the ceiling in the basement and first floor wo that the engineer can see the structural supports in order to finish the bid description for the installation of the elevator, and in addition to hire a plumber and electrician to do preparatory work prior to the bid going out.
	+ Water Wastewater committee. The grant application for the engineer study is progressing.
1. Other Business. The Selectboard asked that prior to Pre-Town meeting Bill Kearns post the list of candidates running for office. There was a discussion of the Organizational Meeting and the virtual aspect of it. Bill Kearns said he would set the Microsoft Meeting, but the time would be uncertain. Bill Kearns had written a letter to Grafton News encouraging volunteers for appointments to the many offices needed for the efficient running of the Town, and it was agreed that should be his letter as a private person. Furthermore, the Selectboard agreed that the appointments to fill these volunteer position would occur at the March 21st meeting. Pre-Town meeting is set for this Thursday the 24th, at 5:30 pm
2. Public Comment. None
3. Next Regular Meeting – Monday, March 7, 2022 @ 6:00 PM, Special Organizational Meeting after the election on March 1, 2022, in person and virtual.
4. Adjourn. Cathy Siano-Goodwin moved, second Rich Thompson to adjourn the meeting at 6:48 pm and the motion passed unanimously.

Respectfully presented,

William G. Kearns