**MINUTES SELECTBOARD MEETING**

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

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

**Monday, March 21, 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, Joan Lake, Patrick Cooperman, Danny Taylor Highway Foreman, Kim Record Clerk/Treasurer, and Bill Kearns Town Administrator.

On-line: Jack Bryar, Eric Stevens, Wendy Martin, Fact8 TV.

1. Call to order at 6:00 PM
2. Adopt Agenda: The Chair suggested editing the agenda to add Mileage Certificate for 2022 under Highway. Motion by Suzanne Welch, second Cathy Siano-Goodwin to add Mileage Certificate under Highway. Motion passed unanimously. Motion Suzanne Welch, second Cathy Siano-Goodwin to adopt the agenda as amended. Motion passed unanimously.
3. Minutes of Selectboard meeting March 7, 2022. Motion by Suzanne Welch, second Rich Thompson to adopt the minutes of March 7, 2022, as presented. Motion passed unanimously.
4. Highway Report. Danny Taylor gave the report.
	* FEMA meetings – Status of Recovery. Met with Katie Sullivan who now has all the data FEMA needed for the road repairs, and the missing administrative data is being collected for Katie. FEMA and the Town are still working large culvert status
	* Fed Aid Hwy – Rte. 121 – the funds for the repairs of the erosion along 121 E are still pending, but reimbursement is close.
	* Road report – Very bad mud season and much of the system is in bad shape, but the best shape we can manage at the time. We are hauling in $10,000 per day in stone to add to gravel to repair roads at night when it is below freezing and are experiencing satisfactory results in most cases. We will pursue in the same manner until in decent shape. Major problem spots are Wright Orchard, Eastman, and Anderson roads. We have several local contractors hauling for us from Cersosimo in Jamaica VT to get materials in: P&L, Jamie Gregory, Ivor Stevens
	* Excess Weight Permits: Ivor Stevens; RK Miles Inc.; Gurney Bros Construction, Inc; Dead River Co. Motion Cathy Siano-Goodwin, second Rich Thompson to approve the permits and authorize the Town Administrator to issue the permits. Motion passed unanimously.
5. Clerk/Treasurer – Kim record state that the only topic for discussion was the current expenditure report that she sent to the SB for review. She received no comments back and all items are in line.
6. Appointments to Local Offices, Commission, Committees. Bill Kearns presented the list of Offices. There were three people for two seats for the Planning Commission. The list showed Seth Pajcic for Chris Wallace’s position and Ron Pilette and Lester Schwalb for Ben Jones position. After discussion, the Selectboard decided that Planning Commission had made their recommendation when there was just one person pending for one position, and now there were three for two positions. Based on that the Planning Commission should have an opportunity to recommend based on the current situation, and the Board continued the matter until they could do so. Motion by Rich Thompson, second Cathy Siano-Goodwin to postpone appointing members to the Planning Commission until the Commission had an opportunity to make recommendations for appointments. Motion passed unanimously. As for changing the terms of the various PC member positions, the Selectboard on motion by Suzanne Welch, second Rich Thompson to extend the dates of the PC positions to the years noted on the attached list. Motion passed unanimously. For the DRB on motion by Suzanne Welch, second Rich Thompson by unanimous vote the Board appointed Seth Pajcic the new alternate and Chris Wallace re-appointed, both for three-year terms. The Selectboard then on motion by Suzanne Welch, second Rich Thompson by unanimous vote appointed the rest of the persons presented in the attached list (See attached to these minutes).
7. Local Emergency Management Plan – adopt for 2022. Bill Kearns presented the proposed 2022 Local Emergency Management Plan, which he had previously sent out to the public and the Board for review. He asked that the Selectboard adopt the LEMP, and the Chair be authorized to sign it. There was no discussion. Motion by Rich Thompson, second Suzanne Welch to adopt the LEMP as presented and have the Chair sign as requested. Motion passed unanimously.
8. Committee Reports:
* Cemetery committee: review and approve Sexton job description. The Selectboard postponed discussion on the description until next meeting, giving member the chance to review it thoroughly. In the interim the Selectboard realized it needed to a Sexton for this season that begins April 1, 2022. Rich Thompson volunteered to be interim Sexton. After discussion Joe Pollio moved, second John Gregory to appoint Rich Thompson interim Cemetery Sexton. Motion passed unanimously.
* Highway committee
* Parks committee: Most of the logs are gone, and what little is there belong to P&L and are firewood quality. P&L will haul them when the ground is hard enough. The volunteers are working on a new trails grant.
	+ Personnel committee: Harassment Training. After a long discussion concerning the need for harassment training with 4 employees in a small town, as well as the prevention benefits such training might provide, it was determined by most of the Selectboard that such training was not necessary.
	+ Buildings committee:
		- Elevator Preliminary work agreements, status, costs.
			* Cost estimate for electrical work - which fund to use for costs (Cap Budget or ARPA)

Bill Kearns Addressed the issues using the attached estimates from Lawrence and Lober Electric and Green Mountain Power. The project – to increase the 100-amp service to the Town Hall to a 200-amp service - would consist of changing where the service would enter the Town Hall, that is, discontinue the service entrance from the east and switch it to the west side of the building. GMP will install a single-phase transformer in the lawn area to the west of the Town Hall, near and in line with the two transformers located there. GMP would run the electrical service from one of the existing transformers to the new one. Lawrence and Lobe would run the power from the new transformer to the building. The Town would be responsible for the ditching and digging for the foundation for the new transformer. GMP’s estimate for its work is $5,320.80. Lawrence and Lobe (L&L) would then do the electrical work inside the building for the 200-amp upgrade for an estimated cost of $7,960.00. L&L would also move the electrical outlets impacted by the location of the elevator and the removal of the hall closet for an estimated additional cost of $1,600. Total cost of the 200-amp upgrade estimated at $14,880.80. In addition, Town Hall staff asked L&L to estimate the cost of putting two electrical outlets, one each on the east and west walls of the meeting room upstairs, two outlets in the floor, along with an ether net outlet, in areas where those outlets and access to internet would be hand for use for meetings. That estimate came to $2,290.

Bill Kearns reported he had met with Bob Donald and Karl Lauren of the Foundation and went over the project with them. The Windham Foundation is to respond int writing, but at the meeting both Bob Donald and Karl Lauren believed it was all doable. The Foundation will need an easement. The only concern in that area would be the wastewater line, but it is buried so deep that it should not be in the way of ditching. The emergency generator service is 100-amp and thus the load draw of the building during power outage should be limited to 100 APMs. Windham Foundation also mentioned, as an aside, the generator engine needed replacing and a discussion in the future about sharing that cost.

Electrical upgrade. Discuss and Decision. Cathy Siano-Goodwin, a member of the building committee, moved, second by Rich Thompson, the other member of the building committee to accept the estimates and proceed with the work, using the ARPA funds for the upgrade.

The engineer asked for persons to receive bid docs, and the Selectboard agreed that the bids should be for the separate parts of the work, rather than a general contractor. “Keep small, keep local”

* + - Heat pumps. There was nothing new on heat pumps, though Coleman had been asked for an update. Bill Kearns will follow up with him.
	+ Water Wastewater committee. Status of agreement for engineering study. Nothing new. Still awaiting word from the state of the grant.
1. Other Business: Patrick Cooperman was present to address the damage to his and Dottie Cannon’s streambank walls and inquire if the town would help with the work to be done. The Selectboard assigned this issue to the highway committee John Gregory and Rich Thompson to meet and discuss this with Patrick and bring it back to the Board.
2. Public Comment: none
3. Next Regular Meeting – Monday, April 4, 2022 @ 6:00 PM
4. Adjourn. Cathy Siano-Goodwin moved, second John Gregory to adjourn the meeting at 7:33 pm and the motion passed unanimously.

Respectfully presented,

William G. Kearns