**MINUTES SELECTBOARD MEETING**

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

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

**Monday, May 2, 2022, 6 pm**

Present at the meeting in the Town Hall:

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

Also: Joan Lake, Seth Pajcic, Kim Record (Town Clerk/Treasurer), and Bill Kearns (Town Administrator).

Present online: Charlie Bonin, Wendy Martin, Hardy Merrill, and Fact8TV.

1. Call to order: Cathy Siano-Goodwin, Vice Chair of the Selectboard presided as Chair of this Meeting. The Chair called the meeting to order at 6 pm.

2. Adopt Agenda: It was moved by John Gregory, seconded by Rich Thompson to amend the agenda to include an executive session at the end of the meeting, and as amended, adopt the agenda. Motion passed 4-0

3. Approve minutes of the April 18, 2021, meeting. It was then moved by Rich Thompson, second Suzanne Welch, to accept the minutes of the April 18, 2022, meeting. Motion passed 4-0.

4. Highway Report:

* + FEMA meetings – status of Recovery. Kathleen Sullivan of FEMA has al the data on all the projects, except for L: edge Rd culvert, which has been bid out. Scot Jensen of the State has provided the permits for FEMA rip rap on Townshend Rd. and will provide permit for Ledge Rd culvert.
  + Fed Aid Hwy – Rte. 121. All invoices in to VTrans for the grant and should be paid the circa $70,000 soon.
  + Other:
    - Dave Rogers patching holes, most road were graded last week,
    - Highway Garage and library and Town hall have worked on clearing all the items from PACIF inspection. Bill will check on the safety issues for the Town at The Pump.

1. Clerk/Treasurer: May payment of taxes coming in. The Town is following up on the animal control issues and on the contract with the Sheriff for animal control issues. Kim Record stated the contract should be prepared soon and sent to us by the sheriff’s office. That contract will commence July 1.
2. Annual audit – LOI. Kim reco9rd asked if the Selectboard wanted to continue with Sullivan Powers as our professional auditor, and if so, approve the Administrator sending out a request for proposal/letter of intent from Sullivan Powers. Our policy allows it for professional services without that need to bid it out. Motion by John Gregory, second Suzanne Welch in compliance with our procurement policy for professional services, the Town Administrator ask Sullivan Powers for Letter of Intent for the procurement of its services for the audit for 21/22 FY. Motion passed 4-0.
3. Appointments: Planning Commission. The Selectboard was presented with a memo from the Planning Commission (attached to these minutes) containing the nominations and a request concerning a meeting place with wi-fi access.
   * Nominations: The Chair recognized Seth Pajcic and asked if wished to speak. Unless the SB had questions, he stated, he did not need to speak. When there was nothing else said, Rich Thompson moved, second by Cathy Siano-Goodwin to accept the slate as presented and appoint the following persons to the Planning commission for the terms ending as indicated:

* Ron Pilette to take Ben Jones seat with term to 2026
* Seth Pajcic to take Chris Wallace seat with term to 2026
* Lester Schwalb to take over Margo Matt seat with term to March 2023

Motion passed 4-0.

* Meeting space and Wi-fi. Seth Pajcic and Bill Kearns will work to establish the meeting space here in the Town Hall. As for wi-fi, Bill said it is adequate now in the Meeting room and will be better once the cyber security update is done and a new source for wi-fi mounted in this room.

1. Spurlock Letter: Pamela Spurlock stated she had received the letter from the Selectboard on Saturday. She proposed that Danny come to the property, meet with them, and work out an agreeable plan for the sound wall, rather than have the Spurlocks propose a plan. She proposed he come out, they lay the wall out on the ground and agree to it. Bill kearns stated it would need to be a tentative agreement that Danny could bring back to the Selectboard for the Board to accept or work on or reject. It was agreed that the Highway Committee and Danny Taylor meet with the Spurlocks, see if a tentative agreement can be reached, and if so, bring that agreement to the Selectboard of its action on it. Pamela Spurlock thanked the Board and the Chair thanked her for coming and discussing the matter with the Board.
2. Committee Reports:

* Cemetery committee: John Gregory had a question about the condition of the Cemeteries, as he had received complaints. Kim Record had talked with Amber Stevens who correctly noted that the contract was from May 1 through the end of October, so the crews had just now begun to work in the cemeteries. In addition to the contract dates, April was often too wet and muddy to begin the work in the cemetery.
* Highway committee: John gregory reported that he had nothing back from VTrans on the status of the offers on the ROW but understood that at least two property owners had sent back refusals of the offer to each of them. As for Patrick Cooperman’s streambank, John Gregory, Rich Thompson, and Bill Kearns agreed to doing the visit and data collection next week.
  + Parks committee: preparing a new grant application as discussed last meeting.
  + Personnel committee: Danny Taylor’s quarterly interview was done, and the committee also met with Kim Record and looked at the OT/Comp time data. Suzanne Welch stated that the record review was made easy because of Michelle Dolloph’s excellent records. The analysis of the data and its comparison to annual budget is made difficult due to the fact that one is figured on a fiscal year and the other a calendar year. Over the years the analysis will get easier as one compares year to year.
  + Buildings committee:
    - Elevator and ADA project status – bid status. Bill kearns stated that the bid proceedings were stopped because of a lack of bids, ad a new negotiation strategy will be tried by the Architect and Engineer in accordance with their responsibility under the terms of our contract with the Architect. Also, the ADA work may be accomplished at separate times as negotiated by them. The 200-amp upgrade to the building is proceeding with GMP and Lober and Lawrence Electricians. The ditching for the GMP installation will be done by Russ Record, who works with the WF and thus is familiar with the land.
    - Heat pumps. Gus Plummer is to install the electrical outlets at the end of this week and then Coleman Electric should be here shortly to put in the rest of the heat pumps.
  + Water Wastewater committee. Status of agreement for engineering study. Grant agreement is set and so the study should begin soon. Bill kearns did state he has not heard from Tighe and Bond since the grant was finalized last week.

1. Other Business
   * The “town meeting” of the School Board is May 24, 2022, at the GES with important business for voters to act upon.
   * Emergency Mgt should be aware that 121 will be closed in Rockingham at I91 with all traffic having to use the Back Westminster Rd to access Bellows Falls.
   * Rich Thompson will miss May 16th meeting.
2. Public Comment: None
3. Next Regular Meeting – Monday, May 16, 2022 @ 6:00 PM
4. Motion by Cathy Siano-Goodwin second Suzanne Welch to exit into executive session pursuant to 1 VSA 313 1 (B) at 6:47 pm. Motion passed 4-0.
5. Motion by Cathy Siano-Goodwin, second Rich Thompson to exit executive session at 6:58 pm. Motion passed 4-0 as the meeting resumed it was moved by Cathy Siano-Goodwin, second Rich Thompson to reassert the Town COVID policy concerning returning to work after a positive test for COVID and that is the follow the directive of the VT Dept of Health, which is currently to stay home for 5 days after such a test and these 5 days are not counted against the personnel’s personal sick time. In this case the employee stayed home one more day while the advice of the Selectboard was sought. That one more day is on COVID not the person’s personal sick time. If a person’s doctor tells a patient they should stay home 10 days, not the five directed by VT Health, and the person follows doctor’s orders the additional time is taken on the person’s personal sick time. Motion passed 4-0.
6. Adjourn. It was moved by Cathy Siano-Goodwin, second Rich Thompson, to adjourn the meeting at 7:00 pm. Motion passed unanimously.

Respectfully submitted,

William G. Kearns

**Memo from Planning commission:**

***To: Grafton Selectboard***

***From: Grafton Planning Commission***

**RE: 1. Recommendations for Three Open PC Seats and 2. PC Hybrid Meetings**

1. **At the April 19, 2022, Grafton Planning Commission meeting the following motion with unanimous vote was made for candidate recommendations for consideration by the Select Board.**

**Motion made to recommend to the SB the following candidates and term positions:**

**Ron Pilette to take Ben Jones seat with term to 2026**

**Seth Pajcic to take Chris Wallace seat with term to 2026**

**Lester Schwalb to take over Margo Matt seat with term to March 2023**

1. **Hybrid Meetings Required for the Planning Commission to move forward. The Planning Commission is requesting that this additional motion, unanimously approved, be provided as soon as possible. Motion for the PC to request that the town provide the PC a consistent virtual meeting platform along with a consistent physical location that has easily accessible internet for members and the public attending meetings.**

**Respectfully Submitted,**

**Grafton Planning Commission**