**MINUTES SELECTBOARD MEETING**

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

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

**Monday, June 20, 2022, 6 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, Mike Faulkner (Assistant Highway Foreman), Don Dougall, Patrick Cooperman, Kim Record (Clerk/Treasurer) and Bill Kearns (Town Administrator).

Present online: Charlie Bonin, Amber Stevens, Danny Taylor Highway Foreman, Wendy Martin, and Fact8TV.

1. Call to order: The Chair called the meeting to order at 6 pm.

2. Adopt Agenda: The Chair asked the Board to add the following to the agenda: 1.) under Highway the cutting of three trees on Route 35, 2.) under Clerk/Treasurer the Canon copier contract, and 3.) an executive session for personnel under 1 VSA 313(a)(1). John Gregory moved, second Rich to amend by add those items to the agenda. Motion passed unanimously. As amended, it was moved by Suzanne Welch, seconded by John Gregory to adopt the agenda. Motion passed unanimously.

3. Minutes of Regular Meeting June 6, 2022. Suzanne Welch offered wo amendments to the minutes of June 6, 2022: 1.) under highway Austin Powers be capitalized and to the presentation of jack

Briar concerning the use of the $350,300 the uses include reduction of taxes, tuition, and facilities improvement, in addition to budget reduction. Cathy Siano-Goodwin moved, second Rich Thompson to adopt the minutes as amended. Motion passed unanimously.

4. Highway Report; Mike Faulkner Assistant Highway Foreman gave the report.

* + Work on Better Roads grant for hydrologically connected roads continues on Cambridgeport Rd. with hydroseeding and this work should be done by week’s end and invoiced to Better roads for payment of the grant after that.
	+ The crew would then ben doing some paving patching on Rte. 35 with Austin Powers flagging for them.
	+ After that the crew would be mowing the town ROWs and grading
	+ In Response to an inquiry by Suzanne welch, Mike said the work on the parking in the Village Park would be done perhaps next week.
	+ FEMA meetings – status of Recovery. One accounting had been paid in an amount just over $60,000. The rest of the accounts are still under review by Historic section of FEMA. This review may take some time.
	+ Fed Aid Hwy – Rte. 121 – The Town received the Fed Aid money as invoiced to VTrans. That sum was $60,193.99.

5. Clerk/Treasurer

* + Sullivan Powers – Audit letter. Action on engaging auditor. After a short discussion concerning the increase in the cost, it was moved by John Gregory, second Rich Thompson to approve and sign the Sullivan powers engagement letter for audit of FY 2021-2022 as presented. Motion passed unanimously. Kim Record noted that staff from the firm would make their office visit for the audit on July 25 and 26.
	+ Expenditure Report previously sent: Reviewed with the Board. Kim Record Stated the Town is okay for cash flow due to reserves on hand, capital budget monies, and ARPA funds on hand until FEMA reimbursements are received and taxes begin to come in. Michelle Dolloph salary for Assistant Clerk/Treasurer was over budget, but that was for FEMA project work which will be reimbursed. Recreation and Parks was overbudget due to the work done in the Park. Highway salaries and compensation were overbudget due to 5.9% increase due to inflation, and fuel was 1900 over, due to fuel prices. Contracted services were off because of contracts for flood/erosion damage and much of that will be reimbursed. Overall with two weeks left in the year we are $20,000 over budget. Joe pollio said he expected that number to be much higher. Kim Record continued that all contracts we have been receiving (Humane society, Sheriff for instance) were higher due to raising costs and all contracts for next year are going to be critical due to those rising costs. Listers will post the Grand List soon as they are about through the grievance process. We should receive the Education Tax Rate soon and thus the Town should be able to set its tax rate at the July 5th meeting. Questioned about the Cemetery Funds not being on balance sheet, Kim responded they are not on the balance sheet as those funds are in a separate account. Those funds are approximately: $34,000 in Lot Sales which can be used for repairs of the cemeteries and $16,000 are in Perpetual Care and no available for general cemetery maintenance.
	+ Canon copier contract. Kim Record presented the Canon copier contract, a new contract for a copier that will do both black and white and color copying. The cost of the ability to color copy on the Lister’s computer and TA’s printer has run $727.12 annually, and the rental increase to rent the b/w & color canon annually is $161.04. Thus the cost for the color ability with the two small printers far exceeds the cost with the Canon. After discussion Suzanne Welch moved, second Rich Thompson to follow Kim record’s recommendation and enter into the contract as presented for the b/w & color Canon copier. Motion passed unanimously. The Chair signed the contract.

Tree Warden Discussion: The law requires the Selectboard appoint a Tree Warden [24 VSA 871(b)]. The Tree Warden has jurisdiction over “Shade Trees” [defined: (3) "Shade tree" means a shade or ornamental tree located in whole or in part within the limits of a public way or public place, provided that the tree:

(A) was planted by the municipality; or (B) is designated as a shade tree pursuant to a municipal shade tree preservation plan pursuant to section 2502 of this title. (Added 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)] The Town has no shade trees. Recommendation of TA is that the Selectboard appoint a
Tree Warden, as required by law, and have that person form a committee and recommend trees for designation as Shade Trees and recommend and submit to the Selectboard for tis approval a Shade Tree Policy. It was noted by almost every member of the Board that we have tried and no one wants to be Tree Warden! After discussion it was agreed that the TA will put an ad in the Grafton News for a Tree Warden.

1. Cooperman/Cannon channel – Thompson, Gregory, Kearns set a date to measure and photograph. The three persons and Patrick Cooperman and Dottie Cannon agreed on this Thursday, June 23, at 10 am they would meet to film and measure the brook between the walls.
2. Committee Reports:
* Cemetery committee: Joe Pollio and John Gregory visited the cemeteries and photographed damages that need repair. The photos were passed around. They discussed the need to repair stones and fences and cut trees that are hazardous. There was discussion on how to find people capable of fixing the stones and repairing fences, including seeking the advice of Fenton and Hennessey on stone repairers. John and Joe will do an estimate of the cost of the repairs, bring that to the Selectboard for approval and then to the Trustees of Public finds, for allocation of funds from the Lot Sales Trust Fund.

Still looking for cemetery expansion land, and asked bill kearns to recontact and set up an appointment with the Dowd family that owns the land abutting Houghtonville Cemetery.

* Highway committee: none
	+ Parks committee: none
	+ Personnel committee: Cathy Siano-
	Goodwin reported that she and Suzanne Welch met with Danny Taylor who handed them his resignation effective July 8, 2022. Cathy read the letter (which is in his employee file with his HR records). Cathy stated they had met for an hour and a half and he gave his reasons, which will be discussed in Executive Session. Quarterly reviews are coming up, and the committee will meet to plan recruitment ofr the position of Highway Foreman. The Board thanked Danny Taylor.
		- Buildings committee: Still awaiting the large heat pump for upstairs. Danny taylor, Cathy Siano-Goodwin and Russ Record met with Greg Eaton of GMP over the 200 AMP project. Issues over conduit, trench digging, familiarity of digger with GMP projects were discussed. Bill kearns will handle the resolution with GMP and electrician. The proposed date for the work is August 20, 2022.
	+ Water Wastewater committee. none
1. Other Business: none
2. Public Comment: none
3. Next Regular Meeting – Tuesday, July 5, 2022 @ 6:00 PM
4. Adjourn to executive Session. Motion by John gregory, second Cathy Siano-Goodwin to go into executive session for personnel 1 VSA 313(a)(1). Motion passed unanimously and the Board entered into Executive session at 7:03 PM.
5. At 8:02 PM Riche Thompson moved to exit executive session, second Cathy Siano-Goodwin. Motion passed unanimously. Suzanne Welch moved, second Cathy Siano-Goodwin that the Town will accept the last day of employment for Danny Taylor to be July 8th, 2022 and the Town of Grafton will continue to pay the 95% portion of the cost of Health insurance and Dental insurance for employee Danny Taylor to the end of July 2022. Motion passed unanimously. Rich Thompson moved, second Suzanne Welch thatas the Personnel committee is developing the hiring process Suzanne and Cathy will meet with Mike Faulkner and Dave Rogers. Motion passed unanimously.
6. Motion to adjourn. At 8:11 PM Joe Pollio move, second Cathy Siano-Goodwin to adjourn this meeting. Motion passed unanimously.

Respectfully submitted,

William G. Kearns