

**MINUTES SELECTBOARD MEETING**  
**Grafton Town Hall Upstairs In Person/Live**  
**With accommodation for persons unable to attend in person via interactive Zoom**

**Monday, February 6, 2023, 6:00 pm**

Present at the meeting in the Town Hall:

Selectboard: Chair Joe Pollio, Vice Chair Cathy Siano-Goodwin, John Gregory, and Rich Thompson

Selectboard not present: Suzanne Welch

Also: Morgan Wilbur, Mike Faulkner, Dottie Cannon, Seth Pajcic, and Eric Stevens

Present online: Sam Battaglino, FactTV, Liisa Kissel, Hardy Merrill, Amber Stevens, Nancy Merrill, and Charlie Bonin

1. Call to order: The Chair called the meeting to order at 6:00 pm.
2. Adopt Agenda: Morgan Wilbur asked to add approval of the minutes from the special meeting on January 25, 2023, to after item #3.  
It was moved by Cathy Siano-Goodwin, seconded by John Gregory to adopt the agenda as amended. Motion passed unanimously.
3. Approve Minutes of the January 17, 2023, meeting: It was moved by Cathy Siano-Goodwin, seconded by Rich Thompson, to approve the minutes of the January 17, 2023, meeting. Motion passed unanimously.
4. Approve Minutes of the January 25, 2023, special meeting: It was moved by Rich Thompson, seconded by John Gregory, to approve the minutes of the January 25, 2023, special meeting. Motion passed unanimously.
5. Town Health Officer Appointment: Morgan Wilbur presented that Matt Siano agreed to be the Town Health Officer beginning on March 1, 2023, for a three-year term. Robbie Sprague also agreed to continue as the Deputy Health Officer, also for a three-year term.  
  
It was moved by John Gregory, seconded by Rich Thompson to appoint Matt Siano as the Town Health Officer beginning on March 1, 2023, for a three-year term and Robbie Sprague as Deputy Town Health Officer beginning April 1, 2023, for a three-year term. Motion passed unanimously.
6. Highway Report: Mike Faulkner reported that the crew would be patching potholes in the coming days. He mentioned that one of their trucks has been having more routine maintenance issues each time there was a storm. When problems occur, ATG in Westminster had been able to fix them. John Gregory pointed out that truck is the one that is five years old. Gregory also discussed how culverts are put out to bid. He explained that the contractor (who is awarded the bid) hires an engineer, who then goes to the site and draws specifications for the certain culvert.

Gregory and Faulkner recommended the town hires the engineer prior putting it out to bid. This would then make the bid process much easier; the contractors would then know exactly what needs to be done. After some discussion, Joe Pollio agreed that the town should be more proactive and hire an engineer to make sure the proposals are clearer, which will also make the bid process more successful.

It was moved by John Gregory, seconded by Rich Thompson, to hire an engineer prior to when bids are sent to contractors. Motion passed unanimously.

Morgan Wilbur presented four excess weight permits from Newport Sand & Gravel Co. Inc, VELCO, Renaud Bro Inc., and Valley Crane Services Inc.

It was moved by Cathy Siano-Goodwin, seconded by Rich Thompson, to approve these weight permits and authorize the Town Administrator to sign and issue. Motion passed unanimously.

7. Clerk/Treasurer: There was no discussion.

8. Committee Reports:

Cemetery Committee: John Gregory had the map from Joe DiBernardo of the Houghtonville Cemetery land enlarged, so it was easier to read. This was sent to Matthew Dowd and Ben Jones, the two landowners abutting the cemetery, for approval. Dowd responded quickly and approved the drawing that was done. Gregory also said there has not been a response from Tim Mueller regarding expanding the Burgess Cemetery.

Morgan Wilbur presented two separate requests for proposals for maintenance and care of the parks and cemeteries owned by the Town of Grafton. This would be sent to landscape entities in the area.

It was moved by John Gregory, seconded by Cathy Siano-Goodwin, to have Morgan Wilbur post and send the RFPs for the parks and cemeteries maintenance to landscape entities and for the bids to be opened at the regular selectboard meeting on March 20, 2023. Motion passed unanimously.

Highway Committee: Discussion ensued regarding the traffic pattern at the Cambridgeport Bridge intersection. Morgan Wilbur had asked the sheriff's department to patrol the intersection and give the board a recommendation on what actions to take next. The board members felt the safest option would be to make the intersection a three-way stop. Wilbur will look into the requirements to hold a public hearing.

It was moved by Cathy Siano-Goodwin, seconded by Rich Thompson, to receive feedback from the Sheriff's Department and have the intersection be a three-way stop. Motion passed by a vote of 4-0.

Parks Committee: There was no discussion.

Personnel Committee: The Selectboard members signed the Personnel Policy that was amended at the previous meeting on January 17, 2023.

Buildings Committee: Morgan Wilbur reported that the elevator had passed inspection. All Seasons will come back to the Town Office to fix some issues that were presented, such as paint finishes and properly mounting wires in the basement. Wilbur also said Blish Flooring had installed the flooring in the clerk and administrator's offices because they had to order more materials to finish the lister's office which should be done in the following week.

Water Wastewater Committee: Joe Pollio reported that he heard back from Erin at Tighe & Bond. They realized the only potential resolution would be to have a spray irrigation system. There will be a Microsoft Teams meeting on Friday, February 10<sup>th</sup> at 2:30 pm to learn more about this.

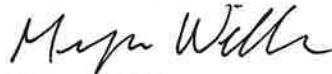
9. Other Business: Eric Stevens discussed there was some work done to the Town Hall to improve energy efficiency in the past, but it was not completed. He strongly recommends having an energy audit done that includes blower door tests and an infrared survey. Joe Pollio discussed a grant opportunity that could help with funding for the survey and projects thereafter. Morgan Wilbur and Pollio will continue to research more regarding that topic.

10. Public Comment: There was no Public Comment.

11. Next regular meeting: Tuesday, February 21, 2023, at 6 pm.

12. Adjourn. It was moved by Rich Thompson, seconded by Cathy Siano-Goodwin, to adjourn the meeting at 6:46 pm. Motion passed unanimously.

Respectfully submitted,



Morgan Wilbur