

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

Monday, March 20, 2023, 6:00 pm

Present at the meeting in the Town Hall:

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

Also: Mike Faulkner, David Rogers, Rodney Record, Kim Record, Wendy Martin, Patrick Cooperman, Bill Kearns, Russell Record, Colby Record, Sam Battaglino, Liisa Kissel, Don Dougall, Kirk Goodwin, Dottie Cannon, Amber Stevens, and Morgan Wilbur.

Present online: FactTV, Eric Stevens, Cheryl Kaufman, and Nancy Merrill

1. Call to order: The Chair called the meeting to order at 6:17 pm.

2. Adopt Agenda: Morgan Wilbur requested to open the bid for the NCRS EWP stream bank stabilization project under the Highway Report.
It was moved by Seth Pajcic, seconded by Rich Thompson to adopt the agenda as amended. Motion passed unanimously.

3. Approve Minutes of the February 21, 2023, meeting: It was moved by Cathy Siano-Goodwin, seconded by Rich Thompson, to approve the minutes of the February 21, 2023, meeting. Motion passed unanimously.

4. Action after Public Hearing: It was moved by John Gregory, seconded by Seth Pajcic to move the stop sign from the bridge back to Athens where Route 35 meets Route 121; leaving no stop sign at the Cambridgeport Bridge and to reinstall the yield sign on the Grafton side. Motion passed by a vote of 3 (Seth Pajcic, Cathy Siano-Goodwin, John Gregory) to 1 (Rich Thompson).

5. Septic Ordinance: Joe Pollio said the Town of Grafton has an ordinance that requires residents in Grafton Village and Cambridgeport to pump their septic once every four years. Morgan Wilbur, Town Administrator presented a list of property owners who had been notified that they were not in compliance but still had not pumped. Pollio read that list as follows: Neil Brailsford, Frances Alford, Michael and Maureen Parker, Asok and Sonali Patnaik, James Paulsen, Reto Pieth, Brenda Pratt, Oliver Schemm, and Osborn Scott. Within the ordinance, it states "... the Town may order the tank pumped and all costs will be the responsibility of the owner." Pollio asked Morgan Wilbur to send a final notice to the listed offenders stating if their septic is not pumped by May 15, 2023, there would be a \$25 fee per day thereafter.

It was moved by Seth Pajcic, seconded by John Gregory, to send a final notice stating the property owner is responsible to have their septic pumped by May 15, 2023; if failure to comply the Town of Grafton will pump their septic and charge a \$25 fee per day. Motion passed unanimously.

6. Open Parks & Cemetery Bids: Selectboard Clerk, Rich Thompson opened the bids.
- Maintenance to the Grafton Parks: One bid was submitted: Ivor Stevens Grounds Maintenance (\$5,000).
 - Maintenance to the Grafton Cemeteries: Two bids were submitted: Alberti Landscape & Construction (\$13,040) and Ivor Stevens Grounds Maintenance (\$27,200).

Since there were multiple bids for the maintenance and care of the Grafton Cemeteries, the board will look over each bid and come to a decision at the following meeting.

It was moved by Rich Thompson, seconded by John Gregory, to accept the bid from Ivor Stevens Grounds Maintenance for \$5,000 to maintain the grounds of the Grafton Parks for the 2023 spring, summer, and fall season. Motion passed unanimously.

7. Approve LEMP: Morgan Wilbur clarified that LEMP stood for Grafton's Local Emergency Management Plan, and this was to be adopted by the Selectboard yearly. Bill Kearns, Emergency Management Director noted that the Emergency Management Committee had looked the document over and made minor changes due to changes in local offices; otherwise, it remained the same. John Gregory requested to approve the document after discussion on appointing the Emergency Management Committee positions (#11 on agenda).

8. Highway Report:

Contractors available for snow removal if needed: Joe Pollio mentioned to Mike Faulkner that in the past, there was a list of contractors that the Town could call on in case additional assistance was needed. Morgan Wilbur said there is a contract that would need to be renewed. In the past, P&L Trucking, Jamie Gregory, and Ivor Stevens were contractors on the list. Wilbur will put together the contracts and present them to the board members at the following meeting.

James & James vs. Bart Energy: Morgan Wilbur presented James & James Plumbing and Heating as the current supplier for on-road diesel fuel to the Town Garage, charging \$3.99 per gallon. Bart Energy quoted Wilbur \$3.11 per gallon; they would also do automatic delivery each week whereas James & James does not. Mike Faulkner's recommendation was to go with Bart Energy's services, rather than James & James due to the ease and reliability of automatic deliveries.

It was moved by Cathy Siano-Goodwin, seconded by Rich Thompson, to approve Bart Energy for on-road diesel delivery services. Motion passed unanimously.

Excess Weight Permits: McCullough Crushing, Normandin Transit, David Chaves Excavating, Jamie Gregory Trucking & Excavating, R.K. Miles, St. Pierre, Cardinal Logistics Management Corp., Ivor Stevens Ground Maintenance, Consolidated Communications, Gurney Brother Construction Inc., and Beacon Sales Acquisition

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

Paving Projects: Joe Pollio asked Mike Faulkner to be thinking about potential projects that need to be done, in preparation for when bids need to go out, etc.

Open NCRS EWP stream bank stabilization project bid: Selectboard Clerk, Rich Thompson opened the two bids submitted: Ivor Stevens Grounds Maintenance (\$28,600) for the repair of the 55-foot damaged stone retaining wall and Ivor Stevens Grounds Maintenance (\$40,950) for the repair of the remaining 105-feet of stone retaining wall from proposed project scope to the drainage channel from Fire Pond Road. Bill Kearns explained the 55-foot section was within the scope of the grant from the Natural Resources Conservation Service (NRCS). The grant currently was approved for the project to cost \$12,002.11, however, can be discussed with NRCS to raise the approved amount.

Other: Discussion ensued regarding the previous week's snowstorm and power outage. Joe Pollio mentioned the Town employees had been diligent about reporting down trees and wires but are not notified when Green Mountain Power cleans up the downed wires, which causes delays in opening roads in a timely fashion. Bill Kearns said they had talked endlessly to GMP, and it was a waste of time. Kearns recommends talking to Vermont's Public Utility Commission. Wendy Martin recommends talking to Heather Chase, the State Legislature, to see if they can help bridge the communication gap between Towns and area power companies.

9. Clerk/Treasurer:

Quarterlies: Kim Record had given the board members a copy of the quarterlies earlier in the week. There were no questions. She pointed out the sand, salt, and overtime line items.

Liquor Licenses: Kim Record said the process has changed for approving liquor licenses; rather than sending paper licenses for signatures Town Clerks are required to approve licenses on the State of Vermont's website. Record reported that the only license she had received was from MKT:Grafton. She anticipated having the Grafton Inn's license by the following meeting.

It was moved by Seth Pajcic, seconded by John Gregory, to authorize Kim Record, Town Clerk to approve the 1st class, 2nd class, tobacco, and outside consumption permits submitted from MKT:Grafton. Motion passed unanimously.

Other: Kim Record reminded everyone that dog licenses were due by April 1st.

10. Committee Reports:

Personnel Committee: Cathy Siano-Goodwin said they would be doing their quarterly reviews in April/May.

11. Emergency Management Appointment: John Gregory stated he thought it is important that Morgan Wilbur, since she was the Town Administrator, should have a role on the Emergency Management Committee. After some discussion, the board and Bill Kearns (Emergency Management Director) agreed that Kearns would train Wilbur over the course of 12 months, at which point she would assume the role of EMD. For the time being, Wilbur would be considered Emergency Management Deputy in the LEMP.

It was moved by Seth Pajcic, seconded by Rich Thompson, to appoint Bill Kearns as EMD, Morgan Wilbur and Eric Stevens as Deputy EMDs, and Amber Stevens as EMC and for Kearns to train Wilbur to become EMD in 12 months. Motion passed unanimously.

Approve LEMP Continued: It was moved by Rich Thompson, seconded by Seth Pajcic, to approve the Local Emergency Management Plan for Grafton for the upcoming year as presented. Motion passed unanimously.

12. Appointment for Local Offices: Morgan Wilbur presented the list of offices. See the attachment below for appointed positions.

It was moved by Cathy Siano-Goodwin, seconded by Seth Pajcic to approve the appointments as presented. Motion passed unanimously.

13. Other Business: There was no discussion.

14. Public Comment: Sam Battaglino expressed concern regarding Middletown Road. He said since the road is getting softer vehicles have the potential to get stuck. He requested the Selectboard look into putting up a sign that says, "Closed to thru traffic". Mike Faulkner said his crew would be working on Middletown Road the following day.

Don Dougall asked for an update on the Wastewater project. Joe Pollio said the committee had been meeting bi-weekly to figure out a potential site for the system. At the time, there was no possibility of a municipal sewer system in Grafton. Dougall asked how Tighe & Bond are getting paid for the work they were doing. Pollio said if the project moves forward, it will be rolled into the overall project. However, if the project does not go forward, the State will be responsible for those expenses.

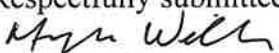
Sam Battaglino asked for an update on the Walker Bridge construction. John Gregory said it is scheduled to go out to bid in May and minor construction is scheduled to happen in the summer but assured to leave the bridge open for two-lane traffic during the winter.

Don Dougall asked for an update on short-term rentals in Grafton. Joe Pollio said that Morgan Wilbur had been working with the Listers to determine how many and which properties were being used as Airbnb, VRBO, etc.

15. Reminder – Special Town Meeting: Monday, April 3, 2023, at 5:30 pm.

16. Next regular meeting: Monday, April 3, 2023, at 6 pm.

17. Adjourn. It was moved by Seth Pajcic, seconded by John Gregory, to adjourn the meeting at 7:26 pm. Motion passed unanimously.

Respectfully submitted,

Morgan Wilbur

POSITION	PERSON APPOINTED	Term Length	Year Appointed this term	Expires	These persons appointed by Selectboard on March 20, 2023	Expires	Willing to continue
Grafton Planning Commission	Eric Stevens	4 yr.	2021	2025			
Grafton Planning Commission	Seth Pajcic	4 yr.	2022	2026	Lester Schwalb	2026	
Grafton Planning Commission	Matt Siano	4 yr.	2018	2024			
Grafton Planning Commission	Ron Pilette	4 yr.	2022	2026			
Grafton Planning Commission	Lester Schwalb	4 yr.	2022	2023	Warren Fisher	2027	Lester is fulfilling Seth's term until 2026
Grafton Development Review Board	Eric Stevens	3 yr.	2022	2025			
Grafton Development Review Board	Chris Wallace	3 yr.	2022	2025			
Grafton Development Review Board	John Plummer	3 yr.	2020	2023	Matt Siano	2026	
Grafton Development Review Board	Seth Pajcic	3 yr.	2022	2025			
Grafton Development Review Board	Steve Fisher	3 yr.	2021	2024			
Grafton Development Review Board	Rodney Record, Alternate	3 yr.	2020	2023	Remove position		NO
Grafton Development Review Board	John Gregory	3 yr.	2021	2024			
Grafton Development Review Board	Joe Pollio, Alternate	3 yr.	2020	2023	Joe Pollio	2026	Yes
Capital Budget - ex officio	Kimberly Record	1 yr.	2022	2023	Kimberly Record	2024	Yes
Capital Budget - ex officio		1 yr.	-	-			
Capital Budget Committee	Hardy Merrill	1 yr.	2022	2023	Hardy Merrill	2024	Yes
Capital Budget Committee	Cynthia Gibbs	1 yr.	2022	2023	Cynthia Gibbs	2024	Yes
Capital Budget Committee	John Gregory	1 yr.	2022	2023	John Gregory	2024	Yes
Capital Budget Committee	Colby Record	1 yr.	2022	2023	Colby Record	2024	Yes
Capital Budget Committee	Mike Faulkner	1 yr.	2022	2023	Mike Faulkner	2024	Yes
Capital Budget Committee	Maureen Parker	1 yr.	2022	2023	Maureen Parker	2024	Yes
Capital Budget Committee	Vacant	1 yr.			open		
Cemetery Agent	Vacant	3 yr.			open		
Constable	Michael Waysville	1 yr.	2022	2023	Michael Waysville	2024	Yes
Council on Aging	Michelle Dufort	1 yr.	2022	2023	Michelle Dufort	2024	Yes
Dog Census	Kimberly Record	1 yr.	2022	2023	Kimberly Record	2024	Yes
Dog Census	Michelle Dolloph	1 yr.	2022	2023	Michelle Dolloph	2024	Yes
Emergency Management Coordinator	Amber Stevens	1 yr.	2022	2023	Amber Stevens	2024	Yes
Emergency Management Director	Bill Kearns	1 yr.	2022	2023	Bill Kearns	2024	Yes
Emergency Management Dep. Director		1 yr.	-	-	Morgan Wilbur	2024	
Emergency Management Dep. Director	Eric Stevens	1 yr.	2022	2023	Eric Stevens	2024	Yes
Energy Officer	Eric Stevens	1 yr.	2022	2023	Eric Stevens	2024	Yes
Fence Viewers	Listers	1 yr.	2022	2023	Listers	2024	
Floodplain Manager	Bill Kearns	3 yr.	2020	2023	Bill Kearns	2026	Yes
Inspector of Lumber	Tracy Lake	1 yr.	2022	2023			
Tree Warden	Vacant	1 yr.			Cynthia Gibbs	2024	
Road Commissioner	Select Board	1 yr.	2022	2023	Selectboard	2024	
Selectboard Chair	Joe Pollio	1 yr.	2022	2023	internal to SB	2024	
Selectboard Vice Chair	Cathy Siano-Goodwin	1 yr.	2022	2023	internal to SB	2024	
Selectboard Clerk	Rich Thompson	1 yr.	2022	2023	internal to SB	2024	
Selectboard Personnel	Cathy Siano-Goodwin & Seth Pajcic	1 yr.	2022	2023	internal to SB	2024	

Solid Waste District Rep. *	Cynthia Gibbs	1 yr.	2022	2023	Cynthia Gibbs	2024	Yes
Solid Waste District Rep. *	Kimberly Record	1 yr.	2022	2023	Kimberly Record	2024	Yes
WRC Representative	Eric Stevens	1 yr.	2022	2023	Eric Stevens	2024	Yes
WRC Representative	Cheryl Kaufman	1 yr.	2022	2023	Cheryl Kaufman	2024	Yes
Pound (This is contracted - up in July)	Windham County Humane Society	1 yr.	2022	2023			
Health Officer*	Matt Siano	3 yr.	2023	2026			
Deputy Health Officer	Robbie Sprague	3yr.	2023	2026			
Road Foreman	Mike Faulkner	Hired					
Town Administrator	Morgan Wilbur	Hired					
Administrative Officer (Planning/Zoning/Fk Bill Kearns	Bill Kearns	3 yr.	2020	2023	Bill Kearns	2026	Yes

*Forms Need to be filled out for the appointments of Town Health Officer and Solid Waste Representatives

** Committee was self-forming and there are no limits on membership or term that I am aware of. Committee can fill vacancy and inform SB but SB appoints ex-officio.

*** Capital Budget Committee does not need to be named until later in the year.