

**MINUTES SELECTBOARD ORGANIZATIONAL MEETING  
Grafton Elementary School**

**Tuesday, March 5, 2024**

Present at the meeting at the Grafton Elementary School:

Selectboard present: Chair Joe Pollio, Vice Chair Cathy Siano-Goodwin, John Gregory, Seth Pajcic

Selectboard present via phone: Steve Sargent

Also: Morgan Wilbur

Present online: FactTV, Liisa Kissel, Charles Bonin and Sam Battaglino

Prior to the start of the meeting, Kim Record had Cathy Siano-Goodwin and John Gregory take an Oath of Office which was done in-person. Steve Sargent would take an Oath of Office in the following days because he was unable to attend the meeting in-person.

1. Call to order: Town Administrator Morgan Wilbur called the meeting to order at 8:31 pm.
2. Adopt Agenda: It was moved by John Gregory, seconded by Seth Pajcic to adopt the agenda. Motion passed unanimously.
3. Election of Chair: It was moved by Seth Pajcic, seconded by Steve Sargent, to elect Joe Pollio as Chair of the Selectboard. Motion passed unanimously.

After election of the Chair, the Chair presided.

4. Election of Vice Chair: It was moved by Joe Pollio, seconded by Seth Pajcic, to elect Cathy Siano-Goodwin as the Vice Chair of the Selectboard. Motion passed unanimously.
5. Election of Clerk: Morgan Wilbur stated the Clerk of the Selectboard essentially reads any bids, notices, letters, etc. that are presented to the Selectboard. Joe Pollio asked Steve Sargent if he would be interested in filling this role. Sargent agreed.

It was moved by Joe Pollio, seconded by John Gregory, to elect Steve Sargent as Selectboard Clerk. Motion passed unanimously.

6. Appointment of Personnel Committee—two Selectboard Members: Seth Pajcic and Cathy Siano-Goodwin expressed interest in continuing on the Personnel Committee.

It was moved by Joe Pollio, seconded by John Gregory to elect Cathy Siano-Goodwin and Seth Pajcic to the Personnel Committee. Motion passed unanimously.

7. Appointment of Committees: Joe Pollio said that he and John Gregory remain on the Cemetery Committee, however, the other committees such as highway, buildings, and the Village Park did not have designated committee members. Gregory felt that the Personnel Committee had been handling any highway topics. After further discussion, it was agreed that the Selectboard would appoint individuals as projects arose.

8. Set meeting schedule: It was moved by John Gregory, seconded by Seth Pajcic, to set the Regular Selectboard Meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 6 pm in the Town Hall upstairs and on Zoom. When a

meeting is on a holiday, the meeting will be moved to the following day (Tuesday) at the same time. Motion passed unanimously.

9. Adopt Rules of Procedure: It was moved by John Gregory, seconded by Seth Pajcic, to adopt the Rules of Procedure which was adopted by the Selectboard on February 19, 2018. Motion passed unanimously.

10. Authorize Town Administrator to sign contracts, agreements, etc. after approval by Selectboard: It was moved by John Gregory, seconded by Seth Pajcic, to authorize Morgan Wilbur the authority to sign contracts, agreements, etc. after approval by the Selectboard. Motion passed unanimously.

11. Set places for posting: It was moved by John Gregory, seconded by Seth Pajcic, to declare that the bulletin boards inside and outside the Town Hall, the library, and the Town website be used as the places for posting notices and to designate *The Grafton News* for local notices and *Vermont Journal* as papers of record. Motion passed unanimously.

12. Distribute 2024-2025 Timeline: It was moved by John Gregory, seconded by Seth Pajcic to approve the 2024-2025 Selectboard timeline as presented. Motion passed unanimously.

13. Selectboard Educational Forum: Morgan Wilbur said that the Selectboard Essentials training will take place in person at the Lake Morey Resort in Fairlee, VT on Saturday, March 23<sup>rd</sup> from 9 am to 2:30 pm. Steve Sargent expressed that he would like to attend. Wilbur would share more information with him.

14. Public Comment: There was no discussion.

15. Other Business: Morgan Wilbur asked the Selectboard for approval to adjust the due dates on the Tom Bell Road Culvert #1 Request for Proposals. Wilbur stated that the request needs to be published in a newspaper and the original proposed dates would not allow for publication. The Selectboard all agreed it would be best to adjust the dates as needed to follow the procurement policy.

16. Next regular meeting: Monday, March 18, 2024, at 6 pm.

17. Adjourn. It was moved by Seth Pajcic, seconded by Cathy Siano-Goodwin, to adjourn the meeting at 8:41 pm. Motion passed unanimously.

Respectfully submitted,

*Morgan Wilbur*

Morgan Wilbur