**MINUTES SELECTBOARD MEETING**

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

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

**Monday, December 16, 2024, 6:00 pm**

Present at the meeting in the Town Hall:

Selectboard: Chair Joe Pollio, Vice Chair Cathy Siano-Goodwin, John Gregory, Steve Sargent, and Anna Keegan

Also: Morgan Wilbur, Hardy Merrill, Eric Stevens, Patsy Ellis, Patrick Cooperman, and Colby Record

Present online: Fact TV, Liisa Kissel, Donna Alexander, Charlie Bonin, and Nancy Merrill

1. Call to order: The Chair called the meeting to order at 6:00 pm.

2. Adopt Agenda: It was moved by Cathy Siano-Goodwin, seconded by John Gregory to adopt the agenda. Motion passed unanimously.

3. Approve Minutes of the December 2, 2024, meeting: It was moved by Cathy Siano-Goodwin, seconded by Anna Keegan, to approve the minutes of the December 2, 2024, meeting. Motion passed unanimously.

4. FY 2025-2026 Capital Budget Proposal Decision: Joe Pollio had a clarifying question about if there was money within the capital budget proposal for a new trailer for the highway department. Hardy Merrill explained that he had in the proposal $30,000 to use for a trailer. That figure falls into the Highway Equipment Fund.

It was moved by John Gregory, seconded by Anna Keegan, to accept the recommendations of the Capital Budget Committee for a $200,000 capital budget for FY 2025-2026 consisting of $26,000 to the Highway Road & Structures Program and $174,000 to the Highway Equipment Fund. Motion passed unanimously.

5. Highway Report: Colby Record asked if there were any questions on his report from the previous two weeks (attached on page #3). There were no questions, but Anna Keegan thanked him for preparing the list. Record said the crew would be preparing for more storms and working at the land on Chester Road. He explained they would be burning brush and widening the entrance to the land. Record also said they would be patching the asphalt in various locations. John Gregory mentioned there were two large holes on the Pettingill bridge on Houghtonville Road. Cathy Siano-Goodwin asked if they had done any tree cutting with a man-lift. Record said it had been too icy, but hoped to in the spring/summer.

Award Trailer Bids: Colby Record said if the Selectboard didn’t want to purchase a new trailer, his recommendation would be to repair the trailer they have. John Gregory asked Record to take the trailer to a qualified company, such as Jim Austin, to determine if the trailer was in a condition to be repaired. Record said the highway crew could do all of the repairs, except for the welding. Gregory said he’d like to see the crew do the repairs. Gregory also explained that there is a 12% federal tax on any new equipment, which was not factored into the bid prices. After some discussion, Joe Pollio asked Morgan Wilbur to notify the bidders that the Town would be researching if the current trailer could be repaired.

Advertise Grader Request for Proposals: Colby Record said if the new grader was to be ordered soon, it would be approximately 1-1.5 years before the Town received it. Joe Pollio suggested approving the request for proposals so that a grader could be ordered.

It was moved by John Gregory, seconded by Steve Sargent, to advertise the bid for the grader. Motion passed unanimously.

6. Clerk/Treasurer: There was no report.

7. Committee Reports:

Personnel Committee: There was no report.

Cemetery Committee: Joe Pollio said that as of the previous Friday, Joe DiBernardo had put flags out to show the expansion of the Houghtonville Cemetery. He said when they met with the abutting owners, they seemed to be agreeable, but he had not heard final approval. John Gregory said the expansion would be approximately ½ acre total.

July 2023 Flood Update: Open Bids for Hinkley Brook Road Culvert #24 Project

Selectboard Clerk, Steve Sargent opened the bids.

* There were 10 bids received: Clayton D. Davenport Trucking, Inc. ($364,345), Zaluzny Excavating Corporation ($375,000), Blue Mountain Trucking & Excavating ($323,725), Hunter Excavating, Inc. ($271,788), Fitzpatrick Excavating & Trucking, LLC ($210,120), BERG Contracting & Construction, LLC ($385,750), Daniels Construction ($349,500), Ameden Construction, LLC ($225,000), Michelle Baillargeon Construction Services ($544,000), Jamie Gregory Trucking & Excavating ($233,600).

8. Generator Transfer Switch: Morgan Wilbur said she had received prices from two electricians to install 2 automatic transfer switches; Lawrence & Lober’s proposal was $4,000 and KJ Electric’s proposal was $5,703.19. Eric Stevens said he felt this was potentially an expense that the Town did not need to incur since there are working manual switches. He suggested that everyone who has a key to the building should be familiar with and knowledgeable about what to do in case of an outage. John Gregory said that Kim Record had often switched the power on weekends or outside of normal work hours, which is more than what the Selectboard expects of any of the employees. Stevens thought the bids were reasonable, especially because the equipment itself most likely cost close to $2,000. After some discussion, it was decided to pursue the lowest bid of Lawrence & Lober.

It was moved by John Gregory, seconded by Anna Keegan, to hire Lawrence & Lober to install 2 automatic transfer switches for $4,000 at the Town Hall. Motion passed unanimously.

9. Ordinance Regulating Dogs and Wolf Hybrids – Update: Joe Pollio explained that the ordinance was being reviewed by the Town Attorney and hoped it would be ready for approval at the January 6, 2025, meeting. He also said another draft of the Short-Term Rental Ordinance would be on the agenda for the January 21, 2025, meeting.

10. Other Business: There was no Other Business.

11. Public Comment: There was no Public Comment.

12. Next regular meeting: Monday, January 6, 2025, at 6 pm.

13. Adjourn. It was moved by Anna Keegan, seconded by Steve Sargent, to adjourn the meeting at 6:35 pm. Motion passed unanimously.

Respectfully submitted,

Morgan Wilbur

Highway Report: 12/2-12/16, 2024

* Attend Personnel meeting and salt roads on 12/3
* Worked on trucks and prepared for snowstorm on 12/4
* Snow removal and check roads for ice on 12/5
* Greased and washed all equipment on 12/6
* Snowstorm – called in for salting on 12/8
* Snowstorm on 12/10
* Sanded the day after the storm on 12/12
* Worked on town cemetery on 12/12 and 12/13

Other various tasks completed:

* Helped Town Administrator with Better Roads grant application
* Attend site visit for Hinkley Brook Road culvert project
* Edit and prepare bid sheet for grader
* Cleaned the shop multiple times throughout the two weeks
* Reviewed trailer bids
* Attend meeting with Aflac representative

Hard copy was given to Morgan Wilbur, Town Administrator from Colby Record, Road Foreman the morning of 12/16/24.