

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

**Tuesday, February 18, 2025, 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, Dottie Cannon, Hardy Merrill, Mary Howard Feder, David Hall, Buzz Fisher, GailAnn Fisher, Charlie Bonin, Colby Record, Joe Neal, and Liisa Kissel

Present online: FactTV, Rick Brigham, Lain Stevens, 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 John Gregory, seconded by Cathy Siano-Goodwin to adopt the agenda. Motion passed unanimously.
3. Approve Minutes of the February 3, 2025, meeting: It was moved by Anna Keegan, seconded by Steve Sargent, to approve the minutes of the February 3, 2025, meeting. Motion passed unanimously.
4. Sullivan, Powers & Co. – Audit Report: Rick Brigham from Sullivan Powers & Company introduced himself and stated he would go through some of the main highlights in the report. He stated they did not have any sufficient deficiencies, but they did have some recommendations. He felt that Jenna Alexander did a great job and she did not have any difficulty working with the Town staff. After he went through the report, Joe Pollio mentioned that within their recommendations, they have listed needing a fraud risk assessment. Pollio said he had attended a seminar a few years ago about this, but it had fallen off the radar. He felt like the Selectboard needed to make an assertive effort to do an assessment. Brigham stated that he had worked with some towns and could share some examples. Kim Record thanked Brigham and his team; all were great to work with.
5. Approve PVR-4155: Hardy Merrill explained that there were no suits outstanding, therefore, the Listers can close the Grand List. Once the PVR-4155 is signed by the Selectboard, no further changes can be made to the Grand List. All Selectboard members were in agreement and signed the PVR-4155.
6. Reappraisal Discussion & Proposal: Hardy Merrill explained that the Common Level of Appraisal (CLA) for Grafton in 2024 was 71.92% and that the Coefficient of Dispersion (COD) was 21.57%. Merrill stated that when a town's COD is greater than 20%, they are required to have a reappraisal. Merrill suggested having a statistical appraisal done. He presented an agreement with New England Municipal Consultants Ltd., which had worked with Grafton for many years. The cost for the statistical reappraisal would be \$39,000. However, he explained that there are state contributions and budgeted funds already available to help cover this cost. There would be an additional balance of \$4,086 that the Town would need to come up with. Merrill requested that the Selectboard review the documents he presented and he would try to invite a representative from New England Municipal Consultants to attend the next regular Selectboard meeting in case there were any questions.
7. Highway Report: Colby Record said they Highway Department planned to clean up snow within the Village that week as well as push snowbanks back along the roads to help with visibility. Mary Howard Feder asked if they would be removing snow. Record said yes, they planned to remove snow from the Village. John Gregory expressed concerns about the fire hydrants not being shoveled. Record said they would be cleaning out around the hydrants as they removed snow. Cathy Siano-Goodwin asked if there was any update on the repair of the

trailer. Record said he had a message on the Highway Department phone from someone who was going to give the Town a quote to repair the trailer, but Record had not had time to listen to the message.

Paving RFPs: Joe Pollio stated that John Gregory, Colby Record, and Morgan Wilbur worked extensively to prepare the Request for Proposals for paving projects. Wilbur explained that they had been broken up into two separate projects because one of them is being funded by a grant. The grant work would be a portion along Route 121 East. The rest of the sections are as follows: a portion on Chester Road beginning at Wright Orchard Road and going north approximately 5,000 feet, all of School Street, all of Pleasant Street, and a portion of Hinkley Brook Road between the Chapel and the intersection of Fire Pond Road and Hinkley Brook Road. Gregory said that with all of those projects, he expects there will be enough money within the town budget to cover all of the sections.

It was moved by Cathy Siano-Goodwin, seconded by Anna Keegan to approve the Route 121 East Paving 2025 and the Town-wide Paving Projects 2025 Request for Proposals as presented and to advertise them. Motion passed unanimously.

8. Clerk/Treasurer: Kim Record stated they had a successful rabies clinic with 16 dogs and cats being vaccinated. She thanked Michelle Dolloph for assisting her with the dog licenses, as well as Dr. Kotas and Ashley, the Animal Control Officer. Record said there will be another rabies clinic on March 15<sup>th</sup> from 10-12 at the Town Office. She also thanked the Grafton Improvement Association for their continued support. Record said the next tax payment is on May 15<sup>th</sup>, anything after that will incur an 8% penalty. She also stated that she has ballots available for Town Meeting. If anyone would like to vote absentee, Record encouraged them to stop into the Town office to pick them up. Lastly, she reminded everyone that Pre-Town Meeting would be on Tuesday, February 25<sup>th</sup> at 6:00 p.m. at the Grafton Elementary School.

#### 9. Committee Reports:

Personnel Committee: Cathy Siano-Goodwin said they are continuously working on updating the Personnel Policy.

July 2023 Flood Update: Morgan Wilbur said she, John Gregory, and Colby Record had a phone call with Stevens & Associates about the Eastman Road retaining wall. Stevens & Associates had met with Scott Jensen who had some concerns about the potential for scouring with a poured in place wall. Wilbur said they hoped to meet with Jensen in the coming weeks to talk about the project.

10. Ordinance Regulating Dogs and Wolf-Hybrids: Joe Pollio said nothing within the ordinance had changed from the last meeting. Mary Howard Feder asked if the Town parks and cemeteries were added to the section that required dogs to be leashed. Morgan Wilbur said yes, all Town property including parks and cemeteries were added. She said the only other change was to extend the boundary on Chester Road to the intersection with Wright Orchard Road, rather than a homeowner's address. Anna Keegan explained that although leashes are not required on all town roads, if someone has an encounter with a dog that is acting in a vicious manner, that can still be dealt with. Cathy Siano-Goodwin said that property owners such as second homeowners and short-term rental owners need to be notified of the ordinance. Wilbur said they would do as much as possible to notify everyone. Wilbur also said that if the ordinance is approved by the Selectboard, it would not go into effect until April 19<sup>th</sup>. The voters of Grafton could submit a petition signed by no less than 5% of the qualified voters within 44 days of the adoption date. Therefore, a petition would need to be filed by April 3<sup>rd</sup>.

It was moved by Cathy Siano-Goodwin, seconded by Joe Pollio, to approve the Ordinance Regulating Dogs and Wolf-Hybrids as presented. Motion passed unanimously.

11. Assign Articles on Warning for Pre-Town Meeting: Joe Pollio felt that the Selectboard needed to be prepared for questions at Pre-Town meeting. He suggested assigning specific articles to each board member. John Gregory disagreed and felt that if there was a question, any one of them should be able to answer the question.

12. Other Business: John Gregory asked if the Highway Codes and Standards needed to be approved. Morgan Wilbur said yes, but not yet. She explained that she, Gregory, and Colby Record would be meeting with Meghan Brunk from VTrans in early March. Brunk told Wilbur that the Codes and Standards can be signed at the Selectboard meeting after their discussion.

Anna Keegan mentioned that there had been some discussions within Meals on Wheels about how to effectively deliver meals to clients during mud season. Keegan said that after talking with Morgan Wilbur, learned that the Town had purchased signs to be on display on roads that had significant damage. Wilbur also suggested that delivery drivers are always welcome to call either the Highway Foreman or the Town Offices to get a day-of update. There was some discussion about delivering early in the morning, however, Keegan said the time of delivery cannot change.

13. Public Comment: There was no Public Comment.

14. Next regular meeting: Monday, March 3, 2025, at 6 pm.

15. Adjourn. It was moved by Anna Keegan, seconded by Steve Sargent, to adjourn the meeting at 7:02 pm. Motion passed unanimously.

Respectfully submitted,

*Morgan Wilbur*  
Morgan Wilbur