

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

Monday, March 17, 2025, 6:00 pm

Present at the meeting in the Town Hall:

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

Also: Morgan Wilbur, Colby Record, Wendy Martin, Kim Record, Suzanne Welch, Amber Stevens, Dottie Cannon, Mary Howard Feder, David Hall, Krista Gay, Christian Rogerson, Liisa Kissel, and Sam Battaglinio

Present online: Fact TV, Lain Stevens, Nancy Merrill, Hardy Merrill, Donna Alexander, and Charlie Bonin

1. Call to order: The Chair called the meeting to order at 6:00 pm.
2. Adopt Agenda: It was moved by Anna Keegan, seconded by Buzz Warren to adopt the agenda. Motion passed unanimously.
3. Approve Minutes of the March 3, 2025, meeting: It was moved by John Gregory, seconded by Steve Sargent, to approve the minutes of the March 3, 2025, meeting. Motion passed unanimously.
4. Approve Minutes of the March 4, 2025, organizational meeting: It was moved by Buzz Fisher, seconded by Anna Keegan to approve the minutes of the March 4, 2025, organizational meeting. Motion passed unanimously.

Cathy Siano-Goodwin expressed her gratitude to Joe Pollio for the many years he had served on the Selectboard and felt like he had done a lot for the community.

5. Highway Report: Colby Record stated there were many frozen culverts which caused some flooding due to the heavy rainfall Sunday evening. Fisher Hill Road, Illingsworth Road, Eastman Road, Kidder Hill Road, and Wyman Hill Road all suffered damage from the rainfall. Record said Kidder Hill Road had the most damage but expected it to be repaired by Tuesday. Buzz Fisher asked if they used regular gravel to fix the roads. Record explained that since the damage did not go down to the road base, they were using gravel to finish the road surface.

John Gregory asked if Record expected to get the rest of the salt he had ordered. Record said they are waiting on 3 more loads.

Excess Weight Permits: r.k. Miles, Inc., Ivor Stevens Grounds Maintenance, St. Pierre, Inc., Gurney Brothers Construction, Inc., Law Family Companies, and Wind River.

It was moved by John Gregory, seconded by Buzz Fisher, to approve the weight permits and to authorize the Town Administrator to sign and issue. Motion passed unanimously.

Certification of Compliance for Town Road & Bridge Standards: It was moved by Anna Keegan, seconded by Buzz Fisher to approve the Compliance for Town Road & Bridge Standards. Motion passed unanimously.

Town Highway Annual Financial Plan: It was moved by Anna Keegan, seconded by Steve Sargent to approve the Town Highway Annual Financial Plan. Motion passed unanimously.

Front Walkway at Town Hall: Colby Record said he would like to repair the front step at the Town Hall soon and was asking the Selectboard for approval to complete the work. Record talked to Nathaniel Noyes, who is willing to do the work as a Town employee with the assistance of the other highway crew members. Cathy Siano-Goodwin asked how long it would take for the work to be completed. Record was unsure, but assumed it would take 1-2 days; he would need to confirm with Noyes. Noyes had previously been awarded this project as an independent contractor but was unable to perform the work because he did not carry a worker's compensation policy. Siano-Goodwin said she'd like to see the project be completed once it's started. Record assured the Selectboard that once the project is started, he would finish it before moving on to another project. Record would like to do the work sometime during the first week of April, sometime between March 31st to April 2nd, weather dependent. Anna Keegan suggested getting price estimates on the materials. After some discussion, it was determined that the Selectboard had previously approved a bid in the amount of \$5,000. Kim Record suggested contacting the Post Office to ensure this project does not interfere with their daily work. The ramp to the building will be open, but the parking lot will have to be closed during the work.

It was moved by Buzz Fisher, seconded by Anna Keegan, to move forward with the repair of the front walkway at the Town Hall, given the material cost is under \$5,000 and that the Post Office is in agreement with the plan. Motion passed unanimously.

FY2026 Sand Bid Request for Proposals: Colby Record mentioned that last year, they had purchased 3,000 yards of sand. However, the budget had been lowered for this year and there is some extra sand left over. Therefore, 1,500 yards would be sufficient.

It was moved by Anna Keegan, seconded by Buzz Fisher, to approve and advertise the FY2026 Sand Request for Proposals. Motion passed unanimously.

Open Paving Bids: Selectboard Clerk Steve Sargent opened the bids.

Route 121 East: There were three bids received: Bazin Brothers Trucking, Inc. (\$165,392.55), Fuller Sand & Gravel (\$174,511.80), and Springfield Paving (\$181,490.22).

Townwide Paving: Bazin Brothers (\$216,849.70), Fuller Sand & Gravel (\$236,050.90), and Springfield Paving (\$245,464.86).

John Gregory felt that all Selectboard members should review the bids. He mentioned there was ~\$490,000 to put towards paving. Therefore, it appeared there would be excess money. Colby Record thought there was a section in Houghtonville that could use some attention. After some discussion though, it was determined that the prices for the Townwide Paving projects was read aloud incorrectly.

Corrected Townwide Paving: Bazin Brothers Trucking, Inc. (\$295,001.10), Fuller Sand & Gravel (\$302,214.20), and Springfield Paving (\$317,999.57).

Point of clarification: The Townwide Paving request for proposals was split into 4 separate project locations. When the Selectboard Clerk read the first set of numbers, that was for only 1 of the 4 projects.

Other: Cathy Siano-Goodwin asked Colby Record if there is any preventative work that could have been done in regard to the frozen culverts to lessen the damage caused by heavy rainfall. Record explained that it is

difficult to determine if a culvert is frozen until there is rain; either water will flow through the culvert or pool at the inlet. John Gregory reiterated that it's challenging to know if a culvert is frozen or not.

7. Clerk/Treasurer: Kim Record said the last rabies clinic was held on Saturday, March 15th, and was a success. There were 16 animals vaccinated. She thanked the Grafton Improvement Association for sponsoring the clinic. Record also mentioned she had received another report on the Walker Bridge financials. She explained that she would be having a conference call with the bond counselor to determine what the next steps are. Record said it appeared the Town share would be \$942,000 and the Town had paid all except \$55,000 which she anticipates coming in the spring.

Expenditure Report: Kim Record sent the current expenditure report to all of the Selectboard members. She said the expenditure should be around 75% of the budget. Morgan Wilbur noted that some expenses were reimbursed, such as the Village Park Learning Center, some highway grant work, and Record had a grant for election supplies. She said that would not show on the expenditure report, but rather on the revenue report.

8. Committee Reports:

Cemetery Committee: Award Cemetery Bid: John Gregory mentioned the need to finalize the expansion of the Houghtonville Cemetery in the spring. He also mentioned needing to come up with a plan in regard to the land on Route 35. Buzz Fisher and Gregory had some dialogue about Joe DiBernardo's map of the Burgess Cemetery and they will meet to discuss further. Cathy Siano-Goodwin thanked them for working on that project.

Anna Keegan said that one of the bidders did not have worker's compensation coverage, according to the Certificate of Insurance presented. Gregory said that the cemetery expenditure is already negative \$7,000. He stated that more money would need to be allocated to the cemeteries unless the board could come up with a different solution for cemetery maintenance.

It was moved by Buzz Fisher, seconded by John Gregory, to accept the bid of \$24,000 from Ivor Stevens Grounds Maintenance for the 2025 Cemetery Care. Motion passed unanimously.

Parks Committee: Award Park Bid: Anna Keegan stated again that one bid did not show coverage of a worker's compensation policy. She said there was still a budget issue that would need to be adjusted.

It was moved by Buzz Fisher, seconded by Steve Sargent to accept the bid of \$5,200 from Ivor Stevens Grounds Maintenance for the 2025 Parks Care. Motion passed unanimously.

Highway Committee: There was no report.

Personnel Committee: Cathy Siano-Goodwin presented 4 proposed amendments to the Personnel Policy;

- Drug & Alcohol Policy for CMV Operators. Siano-Goodwin explained that there is a full manual from VLCT that the Town needs to adopt in regard to the drug and alcohol testing for commercial motor vehicle operators.
- Use of Town-Issued Cell Phones. Siano-Goodwin mentioned that there should be a section within the policy stating that employees with town-issued phones cannot use them for personal use, posting on social media accounts, etc.
- Responding to Fire/Rescue Calls. Given there are 3 employees within the Highway Department who are volunteers for fire/rescue, Siano-Goodwin expressed the need to have language allowing the employees to respond to EMS and Fire calls. John Gregory asked if the employees would be getting paid to respond

to the calls. Siano-Goodwin said no, and that they would be expected to notify their supervisor before going to a call.

- **Vacation Leave Eligibility.** Siano-Goodwin said the Professional Auditors recommended adding language into the Personnel Policy stating that this time is “earned,” in order to deter employees from being able to take all of their vacation time at the beginning of the calendar year when their employment is terminated. Buzz Fisher explained that typically, most commercial companies take the number of pay periods divided by the earned vacation time. Kim Record asked for clarification on what “earned time” means. Fisher said that the current policy defines vacation time as based on the years of service completed. Fisher also said that normally, current employees are “grandfathered,” but further discussion would be necessary.

July 2023 Flood Update: Morgan Wilbur said that Stevens & Associates is working on getting the drilling company to Eastman Road to determine where ledge is, in regard to the block wall.

8. Appointments for Local Offices: Morgan Wilbur presented a list of appointed positions that needed to be approved by the Selectboard; see the list on page 6. She stated there were 3 positions vacant:

- Development Review Board; 3-year term length
- Inspector of Lumber; 1-year term length
- Solid Waste District Representative; 1-year term length

After some discussion, it was determined that Wilbur would ask Cynthia Gibbs to be the Inspector of Lumber, given that she also holds the position of the Tree Warden.

It was moved by Anna Keegan, seconded by Buzz Fisher to approve the appointments as presented. Motion passed unanimously.

9. Septic Pumping Ordinance – Non-Compliant Letters: Morgan Wilbur presented a draft letter to be sent to property owners who had not pumped their septic in 2024, as instructed. Wilbur said there were 4 properties that were not in compliance. Wilbur also requested approval to send property owners who are due this year a reminder to have their septic pumped.

It was moved by Anna Keegan, seconded by Cathy Siano-Goodwin to authorize Morgan Wilbur to send the appropriate septic pumping letters to property owners. Motion passed unanimously.

10. Short-Term Rental Ordinance Discussion: Anna Keegan said it had been approximately 2 months since the last discussion regarding the draft short-term rental ordinance. Within that time, Keegan and Morgan Wilbur had worked together to present the latest draft. The amendments included language about fire safety (homeowner being responsible for complying with the Vermont State Health & Safety requirements), adding a cap based on the current number of rentals, the registration fee, and the septic pumping requirements. Keegan explained that some towns have a 20% cap on STRs, but she and Wilbur felt that was too high. Therefore, they lowered the cap to 10% of the town’s dwellings. Mary Howard Feder asked for clarification on the number of rentals. Keegan said there were approximately 35 active rental properties, and 10% of the town dwellings would be approximately 50. Keegan recommended against having any type of sliding application fee because the administrative work would be too much and too difficult. Suzanne Welch thanked Keegan and Wilbur for working on the ordinance. She explained that the difference between when the discussion started to now is that the Elementary School is in jeopardy because of the lack of young families within Grafton. She proposed that this issue be addressed with the registration fee. Welch acknowledged not wanting to add any further administrative burdens, but she felt it would not be difficult to differentiate between homestead owners and non-homestead owners. She thought even 10% was too high and the registrations should be capped at how many properties are currently STRs. Krista Gay introduced herself by saying she serves on the Selectboard in Athens, is on the board for the Elementary School, and was a graduate of GES. She and her fiancé explained

they had been researching homes to purchase within Grafton but have been unsuccessful because they are competing with companies interested in turning the properties into investments rather than other families. Christian Rogerson, Gay's fiancé, said he is most concerned about the percentage of new sales. Feder said the housing issue also affects hiring; people are unable to find a place to live while working in or around Grafton. Liisa Kissel asked if the 10% of properties is based on their address or number of units. Wilbur explained that it would be based on the number of units, but she and Keegan could ask other towns if they handle registrations per property address or unit. Kim Record said that historically, Grafton has always had a higher sale value compared to neighboring towns. She felt that half to three-quarters of property owners in Grafton are second homeowners. Welch agreed and referenced the common level appraisal analysis that Hardy Merrill explained at the February 25, 2025, Pre-Town meeting. Wendy Martin said this has been happening forever, the difference being that the Windham Foundation owned a majority of homes within the Village and they were offered to families at a reasonable rate, and that is no longer available. Record felt that Vermont had been trying to endorse tourism and an ordinance deters that. Welch said, respectfully, she doesn't see it as shutting down tourism. Cathy Siano-Goodwin felt there was some good discussion and encouraged Keegan and Wilbur to continue working on the amendments.

11. Other Business: Morgan Wilbur said that Al Sands and the 3 other Village Park Volunteers would like to meet with the Parks Committee to discuss plans for the Village Park.

12. Public Comment: Sam Battaglinio thanked Joe Pollio for his many years of service to the community. Kim Record thanked Pollio and welcomed Buzz Fisher to the Selectboard.

13. Next regular meeting: Monday, April 7, 2025, at 6 pm.

14. Executive Session: At 7:59 p.m., it was moved by Cathy Siano-Goodwin, seconded by Anna Keegan, to enter Executive Session to discuss "evaluation of employees" per 1 V.S.A. § 313 (3) and to invite Colby Record. Motion passed unanimously.

At 8:45 p.m., it was moved by Anna Keegan, seconded by Cathy Siano-Goodwin, to exit Executive Session. Motion passed unanimously.

It was moved by Cathy Siano-Goodwin, seconded by Anna Keegan, to schedule a follow-up meeting with Colby Record during the April 21, 2025, Selectboard meeting regarding an employee action plan. Motion passed unanimously.

15. Adjourn. It was moved by Anna Keegan, seconded by John Gregory, to adjourn the meeting at 8:46 pm. Motion passed unanimously.

Respectfully submitted,

Morgan Wilbur
Morgan Wilbur

Appointed Positions for the Town of Grafton

POSITION	PERSON APPOINTED	Term Length	Year Appointed this term	Expires	These persons appointed by Selectboard on March 17, 2025	Expires	Willing to continue
Grafton Planning Commission	Eric Stevens	4 yr.	2021	2025	Eric Stevens	2029	Yes
Grafton Planning Commission	Lester Schwalb	4 yr.	2022	2026			
Grafton Planning Commission	Matt Siano	4 yr.	2024	2028			
Grafton Planning Commission	Ron Pilette	4 yr.	2022	2026			
Grafton Planning Commission	Warren Fisher	4 yr.	2023	2027			
Grafton Development Review Board	Eric Stevens	3 yr.	2022	2025	Eric Stevens	2028	Yes
Grafton Development Review Board	Chris Wallace	3 yr.	2022	2025	Vacant		
Grafton Development Review Board	Matt Siano	3 yr.	2023	2026			
Grafton Development Review Board	Danny Roberts	3 yr.	2022	2025	Danny Roberts	2028	Yes
Grafton Development Review Board	Steve Fisher	3 yr.	2024	2027			
Grafton Development Review Board	Ron Pilette, Alternate	3 yr.	2024	2027			
Grafton Development Review Board	Joe Pollio, Alternate	3 yr.	2023	2026			
Capital Budget - ex officio	Kimberly Record	1 yr.	2024	2025	Kimberly Record	2026	Yes
Capital Budget - ex officio		1 yr.	-	-			
Capital Budget Committee	Hardy Merrill	1 yr.	2024	2025	Hardy Merrill	2026	Yes
Capital Budget Committee	Cynthia Gibbs	1 yr.	2024	2025	Cynthia Gibbs	2026	Yes
Capital Budget Committee	John Gregory	1 yr.	2024	2025	John Gregory	2026	Yes
Capital Budget Committee	Colby Record	1 yr.	2024	2025	Colby Record	2026	Yes
Capital Budget Committee	Maureen Parker	1 yr.	2024	2025	Maureen Parker	2026	Yes
Capital Budget Committee	Joe Pollio	1 yr.	2024	2025	Joe Pollio	2026	Yes
Capital Budget Committee	Vacant	1 yr.			open		
Cemetery Agent	Austin Powers	3 yr.	2023	2026			
Constable	Michael Waysville	1 yr.	2024	2025	Michael Waysville	2026	Yes
Council on Aging	Michelle Dufort	1 yr.	2024	2025	Michelle Dufort	2026	Yes
Dog Census	Kimberly Record	1 yr.	2024	2025	Kimberly Record	2026	Yes
Dog Census	Michelle Dolloph	1 yr.	2024	2025	Michelle Dolloph	2026	Yes
Emergency Management Coordinator	Amber Stevens	1 yr.	2024	2025	Amber Stevens	2026	Yes
Emergency Management Director	Morgan Wilbur	1 yr.	2024	2025	Morgan Wilbur	2026	Yes
Emergency Management Dep. Director	Bill Kearns	1 yr.	2024	2025	Bill Kearns	2026	Yes
Emergency Management Dep. Director	Eric Stevens	1 yr.	2024	2025	Eric Stevens	2026	Yes
Energy Coordinator	Eric Stevens	1 yr.	2024	2025	Eric Stevens	2026	Yes
Fence Viewers	Listers	1 yr.	2024	2025	Listers	2026	
Floodplain Manager	Bill Kearns	3 yr.	2023	2026			
Inspector of Lumber	Vacant	1 yr.	2024	2025		2026	
Tree Warden	Cynthia Gibbs	1 yr.	2024	2025	Cynthia Gibbs	2026	Yes
Road Commissioner	Select Board	1 yr.	2024	2025	Selectboard	2026	
Selectboard Chair	Cathy Siano-Goodwin	1 yr.		2025	internal to SB	2026	
Selectboard Vice Chair	Anna Keegan	1 yr.		2025	internal to SB	2026	
Selectboard Clerk	Steve Sargent	1 yr.		2025	internal to SB	2026	
Selectboard Personnel	Cathy Siano-Goodwin & Steve Sargent	1 yr.		2025	internal to SB	2026	
Solid Waste District Rep.*	Cynthia Gibbs	1 yr.	2024	2025	Cynthia Gibbs	2026	Yes
Solid Waste District Rep.*	Vacant	1 yr.	2024	2025		2026	
WRC Representative	Eric Stevens	1 yr.	2024	2025	Eric Stevens	2026	Yes
WRC Representative	Cheryl Kaufman	1 yr.	2024	2025	Cheryl Kaufman	2026	Yes
Pound (This is contracted - up in July)	Windham County Humane Society	1 yr.	2024	2025			
Health Officer*	Matt Siano	3 yr.	2023	2026			
Deputy Health Officer	Robbie Sprague	3yr.	2023	2026			
Road Foreman	Colby Record	Hired					
Town Administrator	Morgan Wilbur	Hired					
Administrative Officer (Planning/Zoning/Fic Bill Kearns		3 yr.	2023	2026			

*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.