**MINUTES SELECTBOARD MEETING**

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

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

**Monday, April 7, 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, Mary Howard Feder, David Hall, Kim Record, Amber Stevens, Patsy Ellis, Patrick Cooperman, and Joe Neal

Present online: FactTV, Wendy Martin, Liisa Kissel, Lain Stevens, Charlie Bonin, and Dottie Cannon

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

Cathy Siano-Goodwin stated that there had been some difficulty for those on Zoom to hear people speaking in the room. She asked everyone to speak loudly if they’d like to comment on anything.

2. Adopt Agenda: It was moved by Anna Keegan, seconded by Buzz Fisher to adopt the agenda. Motion passed unanimously.

3. Approve Minutes of the March 17, 2025, meeting: It was moved by Anna Keegan, seconded by Buzz Fisher, to approve the minutes of the March 17, 2025, meeting. Motion passed unanimously.

4. Highway Report:

Excess Weight Permits: Bazin Brothers Trucking, Inc., Camp Precast Concrete, AmeriGas, Barrett Trucking Co., BART Energy, TMG Enterprises, Dead River Company, Cota & Cota, Structural Wood Corporation, and Jamie Gregory Trucking & Excavating, LLC.

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

Open FY2026 Sand Bids: Selectboard Clerk Steve Sargent Opened the bids.

* There were 3 bids received: Bazin Brothers Trucking, Inc. ($23.95 per yard for a total bid of $35,925.00), Eastman Sand & Gravel ($7-1000 yards of 1” crushed gravel at $18.00 per yard. The balance of yardage, up to a total of 1500 yards, would be a mix of granular screened sand and fine screened sand at $16.00 per yard. Delivery cost would be $6.00 per yard), Zalunzy Construction ($29.75 per yard for a total bid of $44,625.00).

John Gregory felt as though Eastman Sand & Gravel didn’t submit a bid based on the specifications. Cathy Siano-Goodwin asked if the Town has received sand from Bazin Brothers before. Colby Record said no, but he knew the Town of Athens had and he thought their sand looked fine. Record will review the submitted bids in detail.

Award Paving Bids: Morgan Wilbur presented a spreadsheet showing a breakdown of the submitted bids that were opened at the previous Selectboard meeting.

Town-wide Paving: Bazin Brothers Trucking Inc.’s total bid cost was $295,001.10, Fuller Sand & Gravel’s total bid cost was $302,214.20, and Springfield Paving’s total bid cost was $317,999.57.

Route 121 East Paving: Bazin Brothers Trucking Inc.'s total bid cost was $165,392.55, Fuller Sand & Gravel’s total bid cost was $174,511.80, and Springfield Paving’s total bid cost was $181,490.22.

Wilbur hypothesized that if the Selectboard chose the lowest bidder of Bazin Brothers Trucking Inc. on both projects, the total cost to the Town would be $460,393.65. She calculated that the Town has $458,311.47 to use for paving, which included budgeted funds as well as a $200,000 grant through VTrans. Wilbur said that since the Route 121 Paving project will be paid for using the grant, she had sent the submitted bids to Meghan Brunk, District 2 VTrans Technician for their review. Brunk did not have any hesitation for the Selectboard to award the project to the lowest bidder of Bazin Brothers Trucking Inc.

Mary Howard Feder asked what the timeline would be for the paving to be completed. Wilbur explained that in the specifications that each bidder had, the contract must be completed between May 15th and November 15th.

It was moved by Anna Keegan, seconded by Steve Sargent, to accept the bid of $295,001.10 from Bazin Brothers Trucking Inc. for the Town-wide Paving 2025 project. Motion passed unanimously.

It was moved by Buzz Fisher, seconded by Anna Keegan, to accept the bid of $165,392.55 from Bazin Brothers Trucking Inc. for the Route 121 East Paving project. Motion passed unanimously.

Pettengill Bridge: Cathy Siano-Goodwin said she, Buzz Fisher, Colby Record, and David Rogers met with Marc Pickering, a VTrans District 2 Technician, and a VTrans bridge inspector, to discuss damage on the Pettengill Bridge located on Houghtonville Road. Siano-Goodwin stated that the bridge is 80 years old and they felt it was in good condition, but needed some repairs on the top and bottom. Record said the Town could put forms in under the bridge but then would need to hire a contractor to pour concrete to fix the hole on the bridge surface. John Gregory thought there would be an immense liability to the Town if the Highway Department did the formwork; he recommended hiring a contractor to perform all of the work. Gregory thought that a patch would be sufficient, but if the deck was repaired properly, the bridge could last an additional 10-15 years. Siano-Goodwin said VTrans estimated replacing the bridge membrane and repaving would cost approximately $70,000. After some discussion, the Gregory recommended contacting at least one contractor to get a price estimate.

It was moved by Buzz Fisher, seconded by Anna Keegan, for the Highway Committee to contact bridge companies to obtain a price estimate to replace the deck of the Pettengill Bridge. Motion passed unanimously.

Fisher Hill Road Culvert #10 & #13 Projects: John Gregory explained that he and Morgan Wilbur had devoted a lot of time on the Fisher Hill Road culvert #10 replacement project. He said that the Windham Regional Commission seems to promote these grant programs, specifically the Transportation Alternatives Program, but then are unable to answer many questions about it. Gregory explained that with the engineering proposal and the management costs for Windham Regional Commission, almost $200,000 of the grant will be used, leaving only a portion left for construction. He estimates the culvert replacement costing $600,000. Given the stringent federal regulations for this program, Gregory recommended not moving forward with the grant. Anna Keegan asked what the drawback to the grant would be. Colby Record said that if the road floods, then the Town can pursue FEMA funding, or replace the culvert using another grant in the future. So far, the Town would only be responsible for paying the Windham Regional Commission $1,420.44, which covers the management costs incurred.

It was moved by Anna Keegan, seconded by Steve Sargent, to terminate the Transportation Alternatives Program grant for the Fisher Hill Road culvert #10 replacement and to pay the Windham Regional Commission’s invoices thus far of $1,420.44. Motion passed unanimously.

It was moved by Anna Keegan, seconded by Buzz Fisher, to not accept the Transportation Alternatives Program grant agreement and cease any movement forward on Fisher Hill Road culvert #13. Motion passed unanimously.

Other: Colby Record stated there was some minor snow in the forecast. He planned for the roads to be graded on Wednesday; specifically, Route 121, Eastman Road, and Cambridgeport Road. Record stated they had done all of the preparations for paving along Route 121 East. Cathy Siano-Goodwin asked if the large stumps along Route 121 East were going to be removed as part of the project that Green Mountain Power (GMP) was working on. Record had asked Morgan Wilbur to email GMP to specifically remove any debris that is within the town's right of way. He thinks they would be leaving the stumps though. Siano-Goodwin asked if Record would clean up the Winnie Park, towards the property owned by Jamie Gregory. Record said he planned on pulling some trees and debris out of there, hopefully soon. Kim Record asked if street sweeping was on the schedule. Wilbur said they were scheduled and would be in town either that week or the following. Wilbur also said the Highway Crew members would be doing their flagging certification on April 14th. Record asked the Highway Committee to meet with him and Nathaniel Noyes regarding the front step at the Town Hall. They all agreed to meet on Thursday, April 10th at 6:00 a.m.

5. Clerk/Treasurer:

Professional Audit Request of Interest: Kim Record said yearly, the Selectboard sends a letter of intent to Sullivan Powers, the Professional Auditors. Record said the Town would likely need to do a single audit due to flood expenses, which is an additional $7,000. The audit typically costs $18,000-19,000, which had been budgeted for.

It was moved by John Gregory, seconded by Anna Keegan, to authorize Morgan Wilbur to send the letter of intent to Sullivan Powers. Motion passed unanimously.

Yearly liquor licenses: Kim Record stated that MKT has submitted the following liquor licenses for approval: Outside consumption, 1st class, 2nd class, and tobacco.

It was moved by Anna Keegan, seconded by Buzz Fisher, to approve the outside consumption, 1st class, 2nd class, and tobacco liquor licenses for MKT. Motion passed unanimously.

Record also said the Old Tavern had submitted the following liquor licenses: 1st class for hotels, 3rd class for hotels, 1st class for restaurants/bar, 3rd class for restaurants/bar, and outside consumption.

It was moved by Buzz Fisher, seconded by Anna Keegan, to approve the 1st class for hotels, 3rd class for hotels, 1st class for restaurants/bar, 3rd class for restaurants/bar, and outside consumption liquor licenses for the Old Tavern. Motion passed unanimously.

Walker Bridge Bond Update: Kim Record said she had been working on the bond application, which would be due mid-May. She presented two schedules/proposals from November and requested that the board review them and decide at the next Selectboard meeting how much the Town should request in the bond application. She estimated that the project total will be approximately $667,000. However, the Town is unsure if there will be additional expenses once Cold River Bridges finishes up the project in the spring. Anna Keegan said there were issues with visibility at the bridge and wondered if those had been addressed. VTrans had given some suggestions to Colby Record, such as adding gravel to the shoulder of the road. John Gregory said the height of the guardrail can’t be changed, but he thought there could be other solutions because the intersection with Fisher Hill Road and Route 121 is not adequate. He had concerns about how vehicles are directed through the intersection; for instance, when a vehicle is parked at the stop sign on Fisher Hill Road, there is not adequate space for another vehicle to turn onto Fisher Hill Road from Route 121.

Other: Kim Record said that dog licenses were due on April 1st; the late fees are now in effect. Michelle Dolloph had sent out late notices to all dog owners who registered last year but not in the current year.

6. Committee Reports:

Cemetery Committee: There was no report.

Parks Committee: Buzz Fisher said he met with the Village Park volunteers but had not had time to discuss with Anna Keegan yet. He and Keegan will meet and then report back to the rest of the board at the next meeting. Fisher did mention that the work in the Village Park is great and encouraged people to walk the trails.

Highway Committee: There was no report.

Personnel Committee: There was no report.

July 2023 Flood Update: Morgan Wilbur said the drilling company had finally been on Eastman Road to determine how far down ledge was at the retaining wall. The Town is now waiting on a report from the company.

7. Short-Term Rental Ordinance – Update: Anna Keegan said she had attended a training hosted by VLCT and many towns were discussing STRs. Keegan explained that there is a case in front of the court about a Burlington incident. She mentioned there would also be roundtable meetings about this and expressed interest in attending. VLCT encouraged towns to wait to determine what is being discussed at the state level. She stated it would be counterintuitive to adopt an ordinance that may not comply with state regulations. Morgan Wilbur thanked Keegan for attending the training and discussing this topic with other towns.

8. Local Emergency Management Plan 2025: Morgan Wilbur said the Selectboard must readopt the Local Emergency Management Plan each year. She said she reviewed the plan and updated some contacts and position changes. She had also sent the plan to the Emergency Management Planners in Grafton and edited the plan based on their feedback.

It was moved by Anna Keegan, seconded by Buzz Fisher, to accept the Local Emergency Management Plan for 2025, as presented. Motion passed unanimously.

9. Appointments for Local Offices – Update: Morgan Wilbur explained that the only changes were Joe Pollio becoming a Development Review board member and Joe Neal filling Pollio’s alternate seat. Wilbur called Cynthia Gibbs and she was not interested in the Inspector of Lumber position. Wilbur said that the position is not required to be filled.

It was moved by Anna Keegan, seconded by Cathy Siano-Goodwin, to approve Joe Pollio as a Development Review Board member with a term expiring in 2028 and Joe Neal as a Development Review Board alternate with a term expiring in 2026. Motion passed unanimously.

10. GES Memorandum of Understanding: Morgan Wilbur explained that in 2023, the Selectboard approved a memorandum of understanding with the Elementary School. This agreement is essentially allowing the school to use the town hall building in case of an emergency.

It was moved by Anna Keegan, seconded by John Gregory, to approve the presented Memorandum of Understanding from the Grafton Elementary School for 2 years. Motion passed unanimously.

11. Other Business: Cathy Siano-Goodwin asked if anybody had submitted proof of their septic tanks being pumped. Morgan Wilbur said she had sent letters to the people who had not pumped last year and 2 out of the 4 have had theirs taken care of. She also sent a reminder letter to the homeowners who are due for pumping this year.

12. Public Comment: There was no Public Comment.

13. Next regular meeting: Monday, April 21, 2025, at 6 pm.

14. Adjourn. It was moved by Buzz Fisher, seconded by Steve Sargent, to adjourn the meeting at 7:18 pm. Motion passed unanimously.

Respectfully submitted,

Morgan Wilbur