

Grafton Planning Commission

Regular Monthly Meeting
Tuesday, August 19, 7:00 PM
Grafton Town Hall 2nd Floor

<https://us06web.zoom.us/j/81340393010?pwd=TDk5Y3FDaUNYNVBHNmRRVGnWbWRiZz09>

Planning Committee:

**Matt Siano, Eric Stevens, Ron Pilette Buzz Fisher,
Les Schwalb**

Others in Attendance:

**Cathy Siano-Goodwin, Bill Kearns, Mike
McConnell from WRC**

MINUTES

Call to Order & Agenda

- The meeting was called to order at 7:00 PM.
- Agenda approved by unanimous consent.

Approval of Prior Minutes

- July Minutes: Approved
- May Minutes: Approved

Water & Wastewater Ordinance / Plan

Context. The Commission reviewed two parallel tracks: (A) a septic pumping/inspection ordinance; and (B) water testing, including PFAS and E. coli.

Key points

- RCAP Solutions previously assisted with E. coli testing (~5 years ago). Recent inquiries to RCAP and an RFP for water testing received no responses.
- Members discussed the State's PFAS standards, few available labs, high per-test costs, and options for training/chain-of-custody. Vermont Rural Water Association and the Vermont Agriculture & Environmental Laboratory offer PFAS sampling training. A hydrologist may be needed to scope methodology and costs.
- Baseline sampling strategy should cover a reasonable geographic spread in the village and be tracked over time.

Motion

- Made, Seconded and Approved: To recommend the Windham Regional Commission (WRC) septic task proposal and have WRC prepare a contract for Selectboard consideration at its September 2, 2025 meeting.

- Intent: proceed on the ordinance track while locating Water Testers continues in parallel. There is a funding deadline to have eligible work/obligations for the Water Testing funds in place by September 30, 2025.

Emergency Management Plan Discussion

Overview. Bill outlined the relationship among: Local Hazard Mitigation Plan (LHMP) — a planning document (reportedly ~100% complete with two mitigation items pending); Local Emergency Management Plan (LEMP) — the annually updated operational/response guide; and the Town Plan — sets scope/policy; must include the required Flood Resilience element. Bill is writing a guide book for Local Emergency Plan and when completed, he would supply for free to Grafton.

Updates & observations

- Planning Commission's role centers on infrastructure, water/sewer, roads, land use, and related policy (not operational response).
- FEMA reimbursement/documentation is often challenging; attach simple, required forms to the LEMP for ease of declaring an emergency and documenting events.
- WRC's operational-level support has diminished due to funding changes; capital planning should continue to align culvert priorities with the LHMP and road standards.
- ANR clarified "damaged beyond repair" for culvert replacements in March 2024; impacts Fisher Hill and other sites.

Town Plan alignment

- Sections on emergency/flood resilience in the Town Plan (e.g., pp. ~61, ~64) are out of date; Bill offered to draft updated language for policies/recommended actions and to ensure roles are correctly described (resilience policy vs. emergency operations).

Municipal Planning Grant (MPG) early September

- Purpose: secure WRC technical assistance for the Town Plan update.
- Typical scope: \$7k–\$10k (WRC rate cited: \$110/hr). Max award \$30k (or \$45k for joint applications).
- Strategy: keep the application narrow, specific, and detailed to improve competitiveness.
- Plan: Have Peg attend the Sept 9 PC meeting (with a laptop) to fill out the online form; draft the narrative beforehand; review prior MPG applications as models.

Old Business None

New Business None

Public Comment None

Next Meeting September 9, 2025