

**Town of Grafton
Board of Selectmen
Tuesday, October 5, 2021**

Members Present: Cindy Kudlik, Chairman, Jennie Joyce, Tom McGinty, Sue Smith (recorder)

Others Present: Paul and Denise Vogt, Maureen O'Reilly, John Babiarz, Gretchen Renee, Mike McGuire, Gary Whitney, Rich Angel, Dylan Gingles, Catherine Mulholland, Nancy Carr Robertson, Nicole Fosse

The meeting was called to order at 6pm.

Cemetery Deed – The selectmen signed a cemetery deed with John Babiarz notarizing their signatures.

Acceptance of Minutes:

Jennie motioned to accept the public and non-public minutes of September 21, 2021 and the non-public minutes of September 23, 2021. Tom seconded the motion. Motion passed.

Ex-Officio Reports:

Cindy announced that there will be an International Observe the Moon Night at the recreation field on Saturday, October 16th, 6:30pm to 9pm. This is being hosted by the Grafton Public Library and the Recreation Committee.

Public Comment:

Gretchen brought up some concerns with regards to the interior and exterior of the Town Hall. She inquired if she could bring in an electrician to get a quote on what would need to be done to update the electric inside the building. The selectmen gave Gretchen permission to bring in an electrician for a quote.

Appointments: None

New Business:

Building Maintenance Position – The selectmen reviewed and discussed a job description and posting for the maintenance position. After a brief discussion, some changes were made to the job description and a salary range was set. Once the changes to the job description are made, the job will be posted.

Business Credit Card – The selectmen were given the following update: First National Bank of Omaha offers a VISA Business Credit Card. This credit card is part of a rewards program and does not have an annual fee and there can be multiple card holders under the main credit card. A couple of decisions will need to be made prior to applying for the credit card: individual statements or billing account and who will be named the administrator (main card holder). After a brief discussion, the selectmen stated that they would like to go with the billing account as this would be easier to keep track of charges. Tom

motioned to name Sue Smith as the administrator for the business credit card. Jennie second. Cindy agreed. Motion passed.

Town Hall Keys – Cindy informed the selectmen that Angus Gorman, Chairman of the Planning Board, stopped by the office asking if he could have key to the Town Hall for the planning board meetings instead of having to come in each month asking for the key. There was a brief discussion about installing a keypad at one of the entrances for boards/committees to use when needing access to the Town Hall. There was also a discussion about people using the Town Hall without informing the selectmen office. Tom stated that he would look into keypads and Angus will be informed that a decision has not been made about giving out Town Hall keys.

Other Business/Correspondence:

Building Notifications – McGuire (Map 12 Lot 769-5). Jennie motioned to approve the building notification. Tom second. Cindy agreed. Motion passed. Glazier (Map 11 Lot 343). Cindy motioned to approve the building notification. Tom second. Jennie agreed. Motion passed.

Intents to Cut – New England Forestry Foundation (Map 6 Lot 154) and Desmarais (Map 11 Lot 134). Both intents were approved and signed.

The selectmen reviewed and discussed the following correspondence:

- Letter from Avitar re: increase in Utility Rates for 2022; \$150 per hour
- Brochure from Grafton County Conservation District
- Approval for Construction – Map 7 Lot 289-3-4
- Governance Letter and FY2020 Audit from Plodzick & Sanderson

Public Comment:

Maureen O'Reilly inquired if there were any updates with Broadband. Tom stated there are no updates at this time.

Final Comments from Selectmen:

Cindy informed the board that she found out the ARPA funds can be for public communication efforts and will need a formal motion to use CivicPlus to improve and update the town website. The cost for the one-time implementation is \$8000 and \$2100 per year for maintenance and upkeep. The town can use a payment plan that will divide the one-time implementation and the first 3 years of the contract to \$4,102 for those years. After a brief discussion, Tom motioned to move forward with CivicPlus. Jennie second. Cindy agreed. Motion passed. Cindy informed the public that if they are interested, they can visit the Town of Bristol, NH website to get an idea of what the new website will look like.

Tom motioned to adjourn. Jennie second. Motion passed. Meeting adjourned at 6:55pm.

Respectfully submitted,

Sue Smith, Administrative Assistant