

**Town of Grafton
Board of Selectmen
Tuesday, June 7, 2022**

Members Present: Tom McGinty, Chairman, Cindy Kudlik, Leif Hogue, Sue Smith (recorder)

Others Present: Gary Whitney, Gretchen Renee, Heather Hunter, Kathy Lund, Ryan Huff, Kyle Daigle, Geoff Joyce, Pierre Blanc, David Nasco

The meeting was called to order at 6pm.

Cemetery Deed – The selectmen signed a cemetery deed with Heather Hunter notarizing their signatures.

Acceptance of Minutes:

Cindy motioned to approve the minutes of May 17, 2022. Tom second. Motion passed.

Ex-Officio Reports:

Leif reported the following from the Library Trustees and Planning Board:

- Library Trustees – Leif was unable to attend the whole meeting and did not have anything to report.
- Planning Board – Major and Minor Subdivisions were reviewed

Cindy brought up the Moose Plate Grant and the possibility of having Gretchen Renee apply for the grant. Both Tom and Leif commented that they did not have a problem with Gretchen applying for the grant. Cindy stated that she would like to see the application prior to submission. After a brief discussion, Cindy motioned to have Gretchen apply for a \$20,000 Moose Plate Grant with the caveat that the selectmen preview the application prior to submission and to also reject the grant if there are strings attached. Leif second. Tom agreed. Motion passed.

Tom reported the following from the Police Department and Fire Department:

- Police Department – Joe Leva has completed academy and is working full-time.
- Fire Department – Buddy McDow was appointed Assistant Fire Chief to replace Kayman Spaulding.

Appointments:

Kyle Daigle, Autotronics Sales Manager, met with the selectmen to discuss and review the Braun Ambulance. Tom inquired about financing. Kyle stated that payments start when the ambulance is delivered; about 18 to 24 months due to supply chain. Payments up front are not required. Autotronics does not have anyone in-house to help with grants, but they only set up lease/purchase with their bank. Heather shared information about grant applications and is able to apply for the USDA grant in October. The amount to apply for is 35% of the total cost or up to \$50,000. Cindy stated that she will help Heather with the application. The amount of ARPA funds to use has yet to be determined. Kyle stated that he can move forward with this order once the proposal is signed and a letter of intent is

submitted by the selectmen. The selectmen signed the Braun proposal of \$263,059; accepted during the May 17th meeting and the letter of intent will be drafted and mailed. The selectmen thanked Kyle for taking the time to meet with them.

Geoff Joyce, Road Agent, met with the selectmen to review the highway budget and highway maintenance issues. At this time, the highway budget is at 48.2% spent. Geoff stated that he will not be purchasing culverts this year and will work with what is currently at the Town Shed. Cindy commented that the roads, especially the ones that have been maintained, are in worse condition than what they were prior to grading/raking. Cindy also commented that too much money is being spent re-doing the roads. Tom inquired as to what roads were recently worked on and Geoff informed the selectmen that Height of Land Road and Spectacle Pond Road were the last ones graded/raked. Tom stated that he will ride those roads this week. Geoff also informed the selectmen that material (gravel) prices are going up and that Green Oaks will be charging by the ton instead of yards. Tom questioned about the roadside mower. Geoff was given an estimate of \$7,400 with a time frame of 2 weeks to be repaired. The selectmen will revisit the mower at a future meeting. Time cards/payroll was brought up and after a brief discussion, the selectmen made the decision to scheduled a non-public meeting with Geoff for Thursday, June 16, 2022 to discuss personnel related issues.

Cindy mentioned the tree that could potentially damage Jessie Wilson's house. Cindy asked to have Joe Braley push the tree over with the back-hoe and Bob Bassett has offered to cut the tree and haul the logs away. Bob would like to keep the cut logs for doing this service. Tom and Leif agreed to this arrangement.

New Business:

Fund Balance Policy – After a brief review and discussion, Tom motioned to adopt the Fund Balance Policy. Leif second. Cindy agreed. Motion passed.

IT Policy and Procedures – After a brief review and discussion, Leif motioned to adopt the IT Policy and Procedures. Cindy second. Tom agreed. Motion passed.

Building Notification Inquiry – Pierre Blanc would like to convert a garage into a living space. He shared a sketch of his property and where the building is located. This building would have its own septic. Before he begins the septic design, Pierre asked if the selectmen would have an issue with this construction project. After a brief discussion, the selectmen stated they don't see any issue with his plans.

Letter of Support for Friends of the Northern Rail Trail – Friends of the Northern Rail Trail are applying for a grant and asked the Selectmen for a letter of support. After a brief discussion, the selectmen agreed to write a letter of support.

Town Hall Use Application – Tom raised a concern about the coverage of liability insurance that is stated on the application. After a brief discussion, the selectmen will revisit this application at a future meeting.

Highway Garage Lighting – Tabled.

Fire Station Siding – The selectmen briefly discussed the siding that needs to be replaced at the Fire Station. Cindy motioned that the Fire Station siding can get started. Leif second. Tome agreed. Motion passed.

Other Business/Correspondence:

TAN – revisited – The selectmen made the decision to forego the TAN and to revisit if a unforeseen issue happens.

The selectmen reviewed and discussed the following correspondence:

- Email from Coronis re: Tax Deeded Property. The selectmen office will be in contact with them.
- Two letters of Intent for Hazard Mitigation Funding bridges on Millbrook and Prescott Hill Roads.
- Approvals for Construction – Map 21 Lot 150, Map 11 Lot 134, Map 12 Lot 136, and Map 6 Lot 575-10A.
- Approval for Operation – Map 17 Lot 782
- Letter of Resignation from Sue Smith, Administrative Assistant. Tom, on behalf of the board, accepted Sue's resignation.

Public Comment:

Gary Whitney inquired if the selectmen signed a contract for the ambulance and if there will be an escape clause in the lease/purchase. The selectmen signed the proposal and the letter of intent will have a clause that will state if the vote fails, the Town will be able to get out of purchasing the ambulance.

Gary asked for clarification regarding the non-public meeting with the Road Agent. The Road Agent is an employee, not an elected official, and that the discussion will be about employee related issues.

Ryan Huff commented about the Highway Garage lights and if there is a possibility of installing motion sensors or timers. Tom stated that motion sensors or timers would not be a good idea and would be a safety issue. Ryan inquired if a certified electrician needed to the job to change out the lights. The selectmen stated that one is not needed for this type of job.

Final Comments from Selectmen:

Cindy accepted Sue's resignation with regrets and commented about posting the position of Administrative Assistant on the website. The job description will be emailed to the selectmen. Cindy reminded the board that the warrant for dog licensing is coming up. The selectmen briefly reviewed and discussed a proposed procedure for licensing dogs. A copy of the proposal will be emailed to the Town Clerk and Police Chief for their review.

Leif motioned to adjourn. Tom second. Motion passed. Meeting adjourned at 8:30pm.

Respectfully submitted,

Sue Smith, Administrative Assistant