**Town of Grafton**

**Board of Selectmen**

**Tuesday, December 6, 2022**

**Members Present:** Cindy Kudlik, Chair, Leif Hogue, Sara Hogue (recorder)

**Others Present:** LeeWhay Pasek, Ryan Huff, Maureen O’Reilly, Jake Vogel, Sandy Griffin, Jim Griffin, Gary Whitney, Rick Jackson, Chris Fournier, Bonnie Haubrich

**Documents Notarized**

Cemetery Deed – Bonnie Haubrich notarized the Selectmen signatures

**Acceptance of Minutes**

Leif motioned to approve minutes from November 15, 2022 and November 22, 2022 Public meetings and December 2, 2022 Non-public meeting. Cindy second. Motion passed.

**Ex-Officio Reports**

Leif had nothing to report.

Cindy reported that the Cemetery Trustees would meet on Thursday re: budget surplus. All three properties sold at the tax auction on Saturday. The one on Gifford Hill (map7 lot358) sold for $28,000, Birch Ln (map11A lot746) sold for $6,000, and the Main St. (map11 lot581) sold for $50,000. She also reminded all that there is an NHMA webinar at noon on December 7th regarding benefits that will be beneficial for elected officials to learn what a great resource NHMA can be.

**Public Comment**

* Bonnie Haubrich reported that the Town Clerk Computer crashed. It is not repairable and the data is not retrievable. Twin Bridge is working on the replacement, but she will not have it back this week.
* Ryan Huff commented that he appreciates having public comment at the beginning and end of meeting.

**Appointments**

* Chris Fournier – Bridge Project – Chis from HEB Engineers, Inc. Came to give a recap of the Wild Meadow culvert replacement project and the next steps to move forward. All the permits are in hand, the next steps are to have a contract drawn up, and to start the bidding. The deadline for project completion is June 2023, however Chris has asked for an extension to the end of the year. Chris’s point people for the town will be Sara Hogue and Geoff Joyce.
* Rick Jackson – Recycle Center Budget – The requested amount for 2023 is $114,050. This amount is an increase of $16,100 from last year due to increase of costs dumping fees, fuel, repairs/supplies, uniforms, electric, phone and wages. After a brief discussion the selectmen decreased the uniforms line item to $1000, increase the phone line item to $550, and decreased the wage line item to $40,000. These changes decreased the total budget request to $111,050. Leif motioned to send the budget request as amended to the budget committee. Cindy second. Motion passed. Rick also requested $15,000 for the Recycling Capital Reserve Fund and to establish a new Equipment Capital Reserve Fund to purchase a small backhoe. After a brief discussion, the Selectmen decided to recommend $10,000 for the Recycling CRF but suggested Rick and the Road Agent could work out sharing the Hwy Dpt backhoe.

**New Business**

* Cindy announced that Tom has resigned from the Selectboard effective 11/28/22. Leif motioned Cindy to take his place as acting Chair, Cindy accepted. Motion passed.
* The Selectmen are looking for someone to do the Town Report for this year. Sue Smith has done it in the past but she will not be able to this year. There is a $1200 stipend for the work. Cindy made a motion to post it on the website. Leif second. Motion passed.
* 2023 Warrant Articles – the following 2023 warrant articles were requested by various departments:
	+ Ambulance – To see if the Town will vote to raise and appropriate the sum of $263,059 for the purchase of a 2023 Braun Ambulance and to fund this appropriation by authorizing the withdrawal of $163,059 from the already established Ambulance CRF, $50,000 from the USRDA grant received in January 2023, $30,000 for the encumbered ARPA funds and the remaining $20,000 from the Ambulance Revolving Account. Cindy stated that the Selectmen will need to meet with the GVA to make sure the funding numbers are right and also have the DRA and Town Attorney verify the wording is correct. Cindy also mentioned that wording along the lines of “this warrant article has no effect on taxation” should be added. Leif motioned to accept. Cindy second. Motion passed.
	+ Fire Dept. Apparatus CRF - $40,000. A new truck is around half a million dollars, and engine 2 is over 20 years old. Random amounts have been put into the funds in the past. Buddy and Roger were trying to get the funds to where it needed to be for when it comes time to replace engine 2. Leif motioned to accept. Cindy second. Motion passed.
	+ Highway Dept. CRF - $75,000, Paving - $60,000, Bridge CRF - $50,000 – Leif motioned to table because the Selectmen need more information. Cindy second. Motion passed.
	+ Recycling CRF - $10,000 Leif motioned to accept. Cindy Second. Motion Passed.
	+ Recreation Committee – Tot Yard replacement - $3 - $4,000 – Leif motioned to to table because the Selectmen need more information. Cindy second. Motion passed.
	+ Select Board –
		- Bridge CRF - $25,000
		- Storage Vault CRF - $0
		- Town Hall Repairs CRF - $10,000
		- Property Tax Reval - $15,000 – Avitar does a revaluation every 5 years and will need $50,000 by 2025. With the way the contract reads, It’s a steady price for the first 4 years, but then there is a big jump in the 5th year. By doing $15,000 a year, it will get the town where we need to be by 2025 without having a big jump in property taxes in that last year.
		- Veterans Park CRF - $3,000

Leif motioned to accept the Town Hall Repairs, Property Tax Reval, and Veterans Park Capital Reserves, and to table the Bridge because it was also on the Highway Department’s request and it is not needed twice. The Selectmen agreed to do nothing about the Storage Vault CRF as they haven’t been and have no place to put a storage vault anyways. Cindy second. Motion passed.

* + Town Clerk Records Restoration Project – The Town Clerk requested another warrant article for $3,000. There are ll books that are considered to be priority in needing to be restored. There are 19 books which could be restored, but not as high a priority at this time. There are 5 old Grafton school books to be restored. In total there are 35 more books to be done which will equal to around $52,500. Cindy felt the better way to do it was to put in a Warrant Article to establish a Capital Reserve Fund with $5,000 over 10 years give or take. This will allow the funds to be there for Bonnie to use whenever she is able to get a book done. Cindy worded the Warrant Article to say “To see if the town will vote to establish a Town Historical Records Restoration Capital Reserve fund and to raise and appropriate $5,000 for the restoration of the Town Historical Records.” Cindy motioned to accept. Leif second. Motion passed.
	+ Select Board – To see if the Town will vote to instruct the Trustees of the Trust Funds to have Three Bearings discontinue the Rec Field Shelter Capital Reserve Fund and transfer the remaining two cent balance to the Veterans Park Capital Reserve Fund. This fund is no longer needed because the shelter has been removed. It doesn’t necessarily need to go to the Veterans CRF but it needs to go somewhere in order to close the account. This is tabled until it is determined how this should be done.
	+ Select Board – to see if the Town will vote on the amended Veteran’s Property Tax Credit due to HB 1667 passing. The Selectmen will use the wording that the DRA gave in the notification. Cindy motioned to accept. Leif Second. Motion passed.
	+ Select Board – to see if the Town will vote to adopt RSA 41:14a to give the Select Board authority to acquire or sell land, buildings, or both, and to demolish or otherwise dispose of buildings after recommendation of the Planning Board and a Public Hearing. Cindy motioned to accept. Leif second. Motion passed.

**Other Business**

* Fritz Building Notification Map 15 Lot 100 – Revisited – Denial letter was drafted up. Leif motioned to approve sending the letter. Cindy Second. Motion passed.
* Town Hall Agreement – Revisited – updated form reviewed. A public Hearing will be scheduled for December 20, 2022 to accept the new form.
* Town Hall Historical Building Assessment – Mae Williams came back out to look at the Town Hall, she is revising draft, removing all the added information that does not have to do with the building. Cindy motioned to pay the invoice for the draft report, and send a letter letting Mae know why there was a delay and what the Selectmen expect from the revised draft. Leif second. Motion passed.

**Correspondence**

* Email from Bill Robinson submitting a letter of interest for the Vacant seat on the Board of Selectmen.
* DES – Approval for Operation of Map 7 Lot 289-3-4
* Email from Upper Valley Lake Sunapee Regional Planning commission looking for a letter of support for the Town for a USDA solid waste grant. The Selectmen asked Sara to respond that we respectfully decline.
* DES – Approval for Constructions of Map 6 Lot 84
* City of Lebanon Department of Public Works – notice of public hearing for Proposed Tip Fee and Punch card Fee Increases. The hearing is scheduled for December 7, 2022 at 7:00pm at the Lebanon city council Chambers at City Hall.
* DES – Approval for Operation of Map 11E lot 513
* DES – Approval for Operation of Map 11 Lot 531
* DES – Approval for Operation of Map 14 Lot 823

**Public Comment**

* Gary Whitney commented on Capital Reserve accounts.
* Sandy Griffin asked if we have a Capital Improvement Plan.
* Ryan Huff asked Cindy to read Tom McGinty’s resignation letter and commented on building notifications.
* Maureen O’Reilly commented on building notification and Chris Fournier.
* Jake Vogel asked about Junk Yard violations and a pending court case.

**Final Comments**

* Cindy announced that the Budget Committee met last week and reviewed the requested budgets for 2023 for the Highway, Library, Ambulance, Fire, Police, Tax Collector, Town Clerk and Welfare Departments.

Leif motioned to adjourn. Cindy second. Meeting adjourned at 7:50pm