

Granville Selectboard Meeting Minutes  
October 12, 2020 via Zoom Meeting ID #81284458738

**APPROVED**

In attendance:

Bruce Hyde, Chair and James Dague; Selectboard, Mark Belisle,  
Constable/Buildings and Grounds Manager and Cheryl L. Sargeant, Clerk

Public: Marilyn & Shawn Dougherty

Call to Order: 5:01 p.m. with Bruce reading a paragraph regarding holding public meetings using video conferencing as recommended by the Vermont League of Cities and Towns (VLCT). Bruce also announced that Steve Twitchell would not be joining the meeting tonight as he was recovering from treatments.

**Public Communication:**

- Shawn noted for the record that the Board of Civil Authority meeting held on October 8, 2020 was not posted to the Town website. Cheryl mentioned that the Town Clerk had posted the meeting at the locations in town a week prior. Bruce explained that the meeting was called to discuss the election process and to appoint others to assist with voter check-ins and counting ballots. Shawn then mentioned that a lot of the voters listed on the voter check list no longer live here and Bruce explained that the list is purged every year or so. Jim just missed posting the Agenda.
- Shawn then asked about the Selectboard's thoughts on the tanker sitting outside the fire station. Bruce asked Cheryl to explain the situation; the fire department has applied for and is awaiting to hear about a grant application. She further explained that until they hear about the grant the uninspectable tanker has to remain in possession of the Town. Shawn asked if there was enough of a water source with the tanker being out of service; Cheryl responded yes as they have mutual-aid from the towns of Hancock, Rochester, Ripton and Warren if needed.
- Shawn then asked if when the Town Clerk is out if the Assistant Town Clerk could fill in. Bruce explained that they were unaware the office was closed and that normally the Assistant is there to provide public access and to answer the phones.

**Public Communications and Comment:** (continued)

- Marilyn mentioned that she had walked around the Commons and found one of the spikets running and tried to turn it off but was unable to. Jim and Bruce will visit the site to determine what is wrong and get them shut down for the winter.

**Amend/Approve Agenda:**

- Jim requested the the COVID Relief Fund be added along with planning for a virtual Town meeting and Australian Ballots.

**Financial Reports:**

- COVID Relief Fund is a grant application through Two Rivers Ottauquechee Regional Commission (TROC) for supplies, disinfecting services, masks, plexiglass shields and possible laptops for meetings/working from home. Marilyn believes that you have to spend the money first so Jim will contact TROC to explore the process.
- Orders were e-mailed on Thursday; October 8<sup>th</sup> and none today as it is a holiday. Selectboard reviewed the batch with a Debit Card expense for tax bill postage and updated Highway Orders from Ken Beattie for the Maston Hill grant. Jim made the motion to accept them as written and to have Bruce sign the orders on behalf of the Selectboard Bruce seconded. All in favor.
- Review Financial Reports the Selectboard received page 1 only Bruce will follow-up with Kathy. Shawn asked why it appears that the fire department was paid in advance for the second installment. Bruce will follow-up with Kathy. Jim requested that Bruce also ask about the US Forest Service grant payment status and the status of the FEMA grant pay-off and the tax anticipation note.
- Treasurer's Report Jim mentioned that the Grants report looks fine.
- Update on Town Audit Schedule Kathy said that they have no schedule yet. Jim would like to remind them that they are responsible for preparation of the Town Report and would like to have them at a meeting.

**Minutes:**

- September 26, 2020 Minutes Jim made the motion to accept them as posted and Bruce seconded. All in favor.

**New Business:**

- Website Manager Job Description/Appointment Bruce thanked Jim for putting it together and mentioned a few edits. Marilyn said she is okay with the description and feels the website is a tool for the Town looked it over and would like to work to clean it up with assistance. She asked if other job description were on file and that the Personnel Policy covers many of the positions Jim mentioned that no others have been submitted and the descriptions reiterate the Policy. Marilyn asked if there would be a back-up and Jim would work with Bruce on that. Jim made the motion to appoint Marilyn Dougherty as Website Manager and Bruce seconded. All in favor.
- Assessor Contract Rich Favor submitted a one year contract renewal for \$5,850.00 which is less than what was paid 2 years ago. Jim made the motion to accept the contract renewal and Bruce seconded. All in favor.

**Old Business:**

- Constable Report Mark mentioned that it has been quiet.
- Speed Trailer Report Mark says that it has been in East Granville for about 3 weeks and will begin to download the report. Received a call from the Stickney's asking that it be turned in the other direction which is not a safe location to place it.
- Application for Steeple Historic Preservation Grant Bruce sent it in and Jim assisted with loading the pictures onto a thumbdrive. The Town should receive notice in December. Mark mentioned that the door is open and he will contact the fire department to get a ladder to close it. Mark mentioned that they also had a fire alarm failure and it will have to be replaced. He will contact the alarm company.
- Mark mentioned that he spoke with Travis Turnbull and he is willing to continue to do the winter shoveling and snowblowing.

**Roads:**

- Road Commissioner Update none reported.
- Road Commissioner Job Description after some discussion Bruce made the motion to accept the description as edited and Jim seconded. All in favor.
- Snow Removal discussion with contactor Bruce tried to call Charles Smith, Jr. but no luck. Bruce will put the item on November's agenda with changes to the specifications for Buffalo Farm Road on the lower end. Jim will follow-up with Charlie on the sand screen repairs.
- Town Line Road Culvert Repair Proposals/Award Bruce mentioned that the Town received 3 proposals as follows; Avery Excavating \$22,500.00; Northeast Logging \$10,050.00 and Harvey's Plumbing and Excavating LLC \$9,275.00 and they are available October 20 – October 26. After a brief discussion with Bruce to contact the contractor notifying them work to begin once the culvert arrives. Jim made the motion to accept the award to Harvey's Plumbing and Excavating LLC and Bruce seconded. All in favor.
- Road Signs Jim has them in his vehicle and Mark asked that branches blocking their view be cut for safety purposes.
- Post Office Hill Road Asphalt will be finished this week. Mark mentioned that they were finished paving when he returned home.

**Public Communication and Comments**

- None presented

**Items for Next Agenda**

- Financial Report
- COVID Grant Application
- Fire Department Tanker
- Town Meeting Budget and Report Preparations
- Winter Roads Contractor Discussion

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Next meeting will be November 9, 2020 regular meeting at 5:00 p.m.

Jim made the motion to adjourn the meeting at 6:17 p.m. and Bruce seconded. All in favor.

Respectfully submitted,  
Cheryl L. Sargeant  
Selectboard Clerk