

Waterford Selectboard Working Meeting  
Monday, May 22, 2023 @ 6 pm  
Waterford Fire Station (In-person)

In Attendance: Mike Barrett, Rob Begin, Sue Hayes, Gary Allard, Warner Hodgdon  
Attendee Sign-in Sheet Attached

Call to Order – Mike Barrett called the meeting to order at 6:00 pm.

Approval of Meeting Minutes

- Rob made a motion to approve the meeting minutes from the May 8, 2023 meeting. Warner seconded the motion. **Motion passed 5-0.**

Certificate of Highway Mileage (Action)

- The Town Clerk had all board members sign the Highway Mileage certification that indicated there was 15.51 miles of Class 2, 32.60 miles of Class 3, 9.07 miles of Class 4, and 23.111 miles of State highway in the Town of Waterford.

Cemetery Committee (Informational/Discussion)

- Three of the five appointed committee members were present and introduced themselves; Jennifer D’Agostino, Ashley Whitehill, and Mark Harpin. Jim O’Malley was not present. Gary reported that one member, Edie Aremburg, has resigned. The Selectboard will need to appoint a new member. Gary provided state statutes and town policies governing cemeteries and cemetery commissions to all of the members. The new committee will determine a meeting time and place and warn and conduct their meetings in accordance with state regulations.

Clerk of Boards/Admin Assistant Job Description (Discussion)

- The Development Review Board and Planning Commission have been without a clerk for more than two years and the Selectboard has been without a clerk since the resignation of the last Town Clerk. A job description was written but the board has been unsuccessful in hiring someone for the position for several months. Through open discussion with attendees, the job description was updated and given a new title, Town Boards Administrator, in the hopes it will generate more interest and applicants for the position.

Executive Session #1 - Personnel

- Warner made a motion to enter Executive Session to discuss a personnel issue. Rob seconded the motion. **Motion passed 5-0.** Selectboard entered Executive Session at 6:50 pm.
- Rob made a motion to invite Jim Hayes to the Executive Session. Warner seconded the motion. **Motion passed 5-0.**
- Rob made a motion to exit Executive Session. Warner seconded the motion. **Motion passed 5-0.** Selectboard exited Executive Session at 7:23 pm.
- A Road Crew Member job description was modified and will be advertised as widely as possible.

#### Executive Session #2 – Real Estate

- Rob made a motion to enter Executive Session to discuss a real estate issue. Warner seconded the motion. **Motion passed 5-0.** Selectboard entered Executive Session at 7:24 pm.
- Rob made a motion to exit Executive Session. Warner seconded the motion. **Motion passed 5-0.** Selectboard exited Executive Session at 7:38 pm.
- Mike will reach out to realtor about coordinating a site visit for the Selectboard to look at potential town gravel site.

#### Meeting Adjournment

- Warner made a motion to adjourn the meeting. Rob seconded the motion. **Motion passed 5-0.** Meeting was adjourned at 7:39 pm.

