

Waterford Selectboard Regular Meeting  
Tuesday, June 14, 2022 @ 7:00pm  
Location: Waterford School Gym

Meeting Minutes

In Attendance: Gary Allard, Mike Barrett, Rob Begin, Marcia Martel, Sue Hayes, Heather M. Gonyaw  
Sign in Sheet of Participants attached.

Gary Allard called the meeting to order at 7:02pm. Gary provided a quick reminder regarding meeting protocol since the meeting also had attendees over ZOOM.

No modifications to the agenda

Approval of Meeting Minutes:

- Mike Barrett made a motion to approve the meeting minutes of May 17, 2022. Marcia Martel seconded the motion. **Motion carried 4-0.**
- Mike Barret made a motion to approve the meeting minutes of May 26, 2022. Rob Begin seconded the motion. **Motion carried 4-0.**

Gary Allard stated that the meeting minutes for the May 31, 2022 were posted late. The board will work on a better system to ensure the minutes are posted within the required time limits. Additionally, Gary announced that the Town Clerk has been away from the office due to personal reasons. No formal resignation has been received.

Access Permit – Rebecca Koepl answered questions regarding the driveway permit that has been submitted. The intent is to build a guest cottage that is under 1,000 sq. ft. The current “driveway” is for the barn and that is for agricultural purposes. The field access will be converted to residential. Rebecca Koepl asked several questions regarding the one access rule of the town. The select board answered her questions and acknowledged that the Town of Waterford adopted the State Road standards. After some discussion Rob Begin made a motion to approve the driveway permit. Sue Hayes seconded the motion. **Motion carried 4-0.**

Waste District Budget – Gary provided an update to the board regarding the waste district budget question. He sent an e-mail letting them know that Waterford would like to continue having the option to vote on their budget each year.

Review of Financial Management Questionnaire – Heather Gonyaw reviewed the financial management questionnaire with the board. This is done each year by June 30<sup>th</sup>. Marcel Lapierre joined the conversation to share his progress on reconciling the accounts of the town. Marcel is ready for the three town auditors to join him to review his work in the general fund.

Highway Department Update – Jim Hayes provided the board with a highway update. They are working to grade all of the roads. When that is complete they will work on ditching and cleaning culverts and routine maintenance. There will be some expenses for maintenance on the current equipment.

Review and Adoption of Town of Waterford Personnel Policy – Sue Hayes provided a first draft of the Waterford Personnel policy. She asked that the board members review it and provide questions or feedback at the next meeting. Ron Gray asked if the handbook would be available for review by the community before it was adopted. The board agreed to post it on the town website after the board provides feedback and a second draft is created.

Review and Approval of Job Descriptions and Ad Placement for Vacancies – Two job descriptions were presented to the board. The first was the job description for the highway department road foreman. Kathy Hodgdon asked the board about the e-mail she sent recommending that a hiring committee be formed that included local individuals that have knowledge of the work that needs to be done. Sue Hayes acknowledged the receipt of the e-mail. The board believes that they will be able to review the job applicants and make the hiring decision without the need for a committee. Kathy Hadgdon asked that the job description for the road foreman be read. Gary Allard read the description. Mike Barrett made a motion to approve the Road Foreman job description. Rob Begin seconded the motion. **Motion carried 4-0.**

The job description for the transfer station attendant was reviewed by the board. Rob Begin made a motion to approve the job description as written. Marcia Martel seconded the motion. **Motion carried 4-0.**

There were several additional questions regarding the position from the public.

- Warner Hodgdon asked how many positions within the highway department were being posted. The answer was one. Warner suggested that the job description contain have more focus on training/pit operations/crushing etc.
- Howard Remick asked if the board would allow Jim to hire temporary, part-time help this summer specifically for ditch work. The board said it was up for discussion but would happen after a road foreman was hired.

Ad Placement – Sue Hayes will write and finalized the ads for placement. The job openings will be posted on the town website, the town Facebook page, the Caledonian Record, and Front Porch Forum. There was a bit of discussion about posting it in the Agency of Transportation's newsletter or on Indeed.

### Citizens' Concerns

Stacy Vachon had questions about the recent naming of "River View Lane". The road is still a private road.

- What class will the driveway be, 1,2,3,4 or trail? The driveway doesn't have a class.
- Does the town have any responsibility in maintaining the driveway? No
- What will our official 911 address be for Parcel 032.1? The 911 address is not assigned until there is an official driveway to the property.
- Does the naming of this driveway create a subdivision as the driveway runs through the center of our lot providing access to Tiffany Lasnier. No subdivision, no setback requirements.
- There was an additional question about signage regarding who is responsible for it and the expense. Jim Hayes said they have ordered signs for roads in the past but it was at the owner's expense. More research will need to be down on this.

Heather Gonyaw received a phone call regarding the fence at the Riverside Cemetery being down. Warner Hodgdon stated that it will cost about \$300 to purchase the materials to fix it. He plans to purchase the materials and fix it himself.

Helen Pike asked if the West Waterford cemetery would be mowed prior to the Waterford Historical Society's event on Saturday, June 25, 2022. Yes it will be. Warner Hodgdon will call the contracted mowing company to make sure it is done. Rob Begin asked if the WHS was all set with materials. Helen Pike stated they would be purchasing the needed materials and submitting receipts to the Town Treasurer for reimbursement per a conversation she had with Gary Allard. Gary Allard confirmed.

Mike Barrett received a call regarding why the flags were removed from the cemeteries in Waterford. Warner Hodgdon answered that they were removed per code that states they can be put on the graves three days prior to the holiday (Memorial Day or Veteran's Day) and removed immediately after the holiday.

Howard Remick brought a proposal to the board regarding the CAI tax mapping program for the listers. It is a \$950 one-time fee to set up the program. If the town wanted to also be involved there is a \$500 yearly fee. This is in addition to the proposal that Kandy received from Kofile to scan town records. The board expressed interest in further reviewing all of the proposals. Heather Gonyaw will send the Kofile proposal to the board for review.

Post office lease – Howard Remick measured the square footage of the post office space and provided that to Sue Hayes. Sue did a quick analysis of the square footage percentage, overall expenses of the building, and the post office's monthly rent payment. Sue is going to call the rental agreement company to see about negotiating the price but requested that a motion be made to accept and sign the lease agreement as the due date is 06/16/2022. Sue Hayes made the motion to accept the lease agreement for signature. Marcia Martel seconded the motion. **Motion carried 4-0.**

#### Agenda Items for Next Meeting

- Approval of the May 31, 2022 meeting minutes
- Maurice Chaloux Driveway Permit
- Employee Handbook (questions and feedback)
- Kofile / Lister's Proposal

Next Regular Selectboard meeting will be held on Tuesday, July 12, 2022 beginning at 7:00PM at the Waterford School Gym.

#### Executive Session 1 V.S.A. 312(a) – Personnel

Mike Barrett made a motion to enter executive session inviting Jim Hayes and Heather Gonyaw into the session with the board. Rob Begin seconded. Board entered executive session at 8:30 pm.

The board came out of executive session at 8:56pm. Mike Barrett made a motion to appoint Jim Hayes as Interim Road Foreman until a permanent one can be hired. Sue Hayes seconded the motion. **Motion carried 4-0.** Sue Hayes made a motion to pay a \$200 per week stipend to Jim Hayes for the additional work retroactive to May 26<sup>th</sup>. Marcia Martel seconded the motion. **Motion carried 4-0.**

Marcia Martel made a motion to enter executive session to discuss an additional personnel matter. Rob Begin seconded the motion. Board entered executive session at 8:58pm with the addition of Heather Gonyaw.

Board came out of executive session at 9:10 pm. No action was taken.

Rob Begin made a motion to adjourn. Mike Barrett seconded the motion.

Selectboard meeting adjourned at 9:15pm.

Meeting minutes taken by Heather M. Gonyaw

DRAFT