

Waterford Selectboard Special Meeting
Tuesday, August 23, 2022.
In-person Waterford School Gym

Meeting Minutes

In attendance: Gary Allard, Rob Begin, Mike Barrett, Marcia Martel, Deb Benoit (Town Clerk), Heather Gonyaw (Town Treasurer), Marcel Lapierre (Asst. Town Clerk / Town Treasurer).

Sign in sheet included

Gary Allard called the meeting to order at 7:00PM

No modifications to the agenda

Rob Begin made a motion to approve the meeting minutes from the August 2, 2022 meeting. Mike Barrett seconded the motion. Motion passed 3-0.

Update from the Town Office (Informational/Action)

- Primary had 255 voters
- Zuccaro & Willis contacted the office to see if we want all of the records pertaining to the Town of Waterford. No cost to the town. The board agreed that we should take them and then determine what to keep.
- Marcel Lapierre appointed Assistant Town Clerk
- Deb asked if she could hire a person to do the website updated/general maintenance. The board agreed.
- Marcel Lapierre gave an overview of the work he has been doing with the accounts. From July 2021 through July of 2022. He has reconciled all expenses and deposits. Up until 12/31/2021 the accounts were correct. 01/01/2022 there was an outside auditors' adjustment that was done incorrectly. There needs to be an adjustment in the amount of \$16,841.64 to bring the books back into balance. Mike Barrett made a motion to authorize Marcel to make the noted adjustment. Rob Begin seconded the motion. Motion passed 3-0.
- Marcell also wanted to note the incredible amount of help that the St. Johnsbury Town Office has been to us. Diane and Stacy have provided answers and training when asked.
- Heather let the board know that tax bills had been sent out. Mike mentioned that he liked the insert.

Highway Department (Discussion/Possible Action)

- Mower – Jim reviewed the proposals and visited a local town garage that has the mower he was looking for. He asked the board for authority to purchase the mower. Rob Begin made a motion to authorize the purchase of a Diamond mower in the amount of

\$32,590.00. Marcia Martel seconded the motion. Motion passed 3-0. Heather Gonyaw asked where the expense would be charged. The board agreed that it should come out of the local budget for now.

- Building – Jim reported that he has been meeting with people to get quotes for the roof repair.
- Truck repair will cost around \$6,500. Jim does not believe the truck is worth fixing. Mike asked if Marcel could begin gathering information to create an inventory list of assets. Marcel agreed.
- Jim asked Mike about the guardrail. Mike is still in communication with the trucking company and will follow-up again.

Review of Personnel Policy (Discussion)

- Gary discussed additional questions and clarifications needed in the sections about insurance, time off for part-time employees, and comp time. Rob noted that VLCT had given in-depth feedback that should be reviewed and discussed. Rob suggested that the next working meeting be dedicated to reviewing, updating, adopting the personnel policy (even if it takes longer than one-hour). The board agreed.

Review Job Description and Duties – Board Clerk (Discussion and Possible Action)

- Rob provided the board with the final draft of the job description for the board clerk position. Marcia Martel made a motion to accept the job description and advertise the position. Mike Barrett seconded the motion. Motion passed 3-0. Position will be published in the Caledonian Record, on the town website, and the town Facebook page. Gary asked about number of hours. The board agreed that the position will require 15-20 hours per month.

NEK Broadband – Use of ARPA Funds (Discussion/Action)

- Based on the proposal presented at the last board meeting by NEK Broadband. Mike Barrett made a motion to provide NEK Broadband \$110,800 in ARPA funds to support the buildout in Waterford. Rob Begin seconded the motion. Motion passed 3-0.

Review Fuel Bids (Discussion/Action)

- Deb Benoit presented four quotes for fuel for the 22/23 heating season. After review Mike Barrett made a motion to accept the fuel bid from Fred's Energy in the amount of \$3.959/per gallon. Marcia Martel seconded the motion. Motion passed 3-0.

Plan for Budget Building (Discussion)

- Gary asked Rob and Marcia to serve on the budget sub-committee. They would work with Heather in reviewing and building the draft budget for CY '23. This would include meeting with department heads to discuss process and budget needs. Rob and Marcia agreed.

Cemetery Plan (Discussion)

- Gary proposed a cemetery sub-committee. This committee would include Warner Hodgdon, Howard Remick, and Ashley Whitehill, and Gary Allard to begin. Tasks would include property rights, creation of a five-year maintenance plan, and general clean-up. Warner reported that he has met with Debra Bell and several contractors to get quotes for cleaning up brush etc. He is ready to begin work at the Charles Hill Cemetery on Paul Gingue's property. Warner also reported that there are some problems within the cemetery with headstones and burial plots that will need to be cleared up.

Citizen's Concerns

- Howard Remick asked about town right away and whether there had been any movement on notifying property owners. Gary noted that the town doesn't appear to have an ordinance of its own regarding cars parked in the town right away. Gary asked James Hemond if there were surrounding towns that have good written ordinances. James noted Ryegate, Danville, and Groton.

Executive Session - 1 V.S.A. § 313 Transfer Station Personnel

- Mike Barrett made a motion to enter executive session. Rob Begin seconded the motion. Board entered executive session at 8:08pm.
- Marcia Martel made a motion to exit executive session at 8:26pm. Rob seconded the motion.
- ACTION: Clem will write up job duties for the transfer station attendants.

Meeting was adjourned at 8:27pm.

Next regular board meeting will be held Tuesday, September 13, 2022 @ 7:00PM at the Waterford School.