

Waterford Selectboard Working Meeting Minutes

Monday, January 26, 2026 @ 6:00 PM

Davies Library

In Attendance: Ron Gray, Tim Yarrow, Wade Cochran, Will Jones, and Sue Hayes via phone call. Attendance list attached.

Ron Gray called the meeting to order at 6:02 PM.

Modifications to Agenda

- Tim Yarrow added 1 V.S.A. § 313(a)(1)(A) Contracts as an additional topic for Executive Session.

Approval of Meeting Minutes

- Will Jones moved to approve the minutes as amended of the January 12, 2026 meeting. Wade Cochran seconded the motion. Motion passed 5-0.

Redetermination of 2025 COD (Discussion/Action)

- Board Members reviewed the Redetermination of 2025 Coefficient of Dispersion prepared by the Town Listers and provided by Town Clerk Deb Benoit.
- Will Jones moved to approve the Redetermination of 2025 COD. Tim Yarrow seconded the motion. Motion passed 5-0.
- Town Listers will be available to speak with Board Members on Tuesday to provide additional information if requested.

Festival Permit (Discussion/Action)

- Town Clerk Deb Benoit presented the Festival Permit for the Fire Department's continuation of the 40th Anniversary Celebration on March 7, 2026 from 3pm-9pm. They plan to host a bonfire and set off fireworks.
- Tim Yarrow moved to approve the Festival Permit for the Fire Department's continuation of the 40th Anniversary Celebration on March 7, 2026. Will Jones seconded the motion. Motion passed 5-0.

Driveway Permits (Discussion/Action)

- Road Foreman Jim Hayes has been in contact with Daryl Mathews and approves the driveway permit.
- Will Jones moved to approve the driveway permit for Daryl Mathews. Wade Cochran seconded the motion. Motion passed 5-0.

- There was confusion about the proper protocol for awarding driveway permits. Road Foreman Jim Hayes shared the protocol he was trained to follow. Town Clerk Deb Benoit read relevant parts of the instructions included in the driveway permit application. She read through many past driveway permits and found some potential issues that need to be corrected.
- The Board agreed to include Driveway Permit Review in a future meeting to eliminate inconsistencies between the instructions and protocol. Tim Yarrow volunteered to investigate.

T-Shirts (Discussion/Action)

- Town Clerk Deb Benoit shared with the Board quotes she collected with Town Treasurer Heather Gonyaw for the town t-shirts.
- Wade Cochran also collected quotes for the t-shirts. A company used by the state for sourcing OSHA approved gear shared an estimate of about \$16.50 per t-shirt. The cost is consistent no matter the quantity. The official quote is expected to be sent soon.
- The Board will get more information about pricing. The discussion was tabled until the next Selectboard meeting.

Wage Increase Effective Date (Discussion/Action)

- Board Members discussed the misunderstanding that occurred regarding the effective date of wage increases. They reviewed payroll information from multiple employees.
- Board Members agreed that the motion they passed intended for the wage increase effective date to be 01/12, which is the beginning of the first full pay period of the year.
- Will Jones pointed out that the term “pay period” is defined as one week according to the Personnel Policy, despite the newly approved Payroll Policy which establishes biweekly paychecks. Chair Ron Gray pointed out that Sue Hayes is in the process of reviewing both policies to remove inconsistencies. This is one such inconsistency they will correct.
- Will Jones moved to approve payroll. Town Clerk Deb Benoit requested they approve payroll via email according to their usual protocol. The Board agreed.
- Ron Gray volunteered to meet with Assistant Town Treasurer Marcel Lapierre to go over the situation.

Agenda Items for Next Meeting

- Bill Piper Driveway Permit
- Driveway Permit Process Update
- T-Shirts
- Traffic Study Request
- Town Garage
- Memorandum of Understanding

Executive Session 1 V.S.A. § 313(a)(1)(B), (A)

- Tim Yarrow moved to enter Executive Session. Will Jones seconded the motion. Motion passed 5-0. The group entered Executive Session at 7:12 pm.
- The Group exited Executive Session at 7:54 pm. No action was taken.

Adjourn

- Sue Hayes moved to adjourn the meeting. Will Jones seconded the motion. Motion passed 5-0. The meeting was adjourned at 7:55 pm.

Selectboard Meeting January 26, 2026

Sign In Sheet

Name

Debra Bennett

Sue Hayes
Will Jones

Signature

Debra Bennett

Sue Hayes
Will Jones