

Waterford Board of Selectmen

Monday, January 11, 2021

ZOOM (Virtual Meeting)

7:30 PM

Minutes

- Meeting Called to Order: Gary called the meeting to order at 7:30 PM.
- Members in Attendance: Gary Allard, Fred Saar, and Bill Piper
- Others in Attendance: Lisle Houghton, Marcia Martel, Steve Eddy and Jessy Pelow plus one unknown
- Modification of Agenda: Mutual Aid Agreement to be added under Old Business.
- Approval of Minutes: Selectboard moved to approve the December 14th minutes at their February meeting.
- Citizens' Concerns:
 - Marcia Martel: Meeting minutes need to be posted within ten days.
 - Dwayne Keach: Fred received a citizen complaint from Dwayne regarding Town employee bonuses, Highway crew as well as the condition of the Town Garage. Fred informed Mr. Keach that a formal complaint must be submitted to the Selectboard.
- Town Board Representative: Library Treasurer- Mary Jo O'Neill emailed the Selectboard regarding the Davies Memorial Libraries 2020 potential financial shortage due to reduced fundraising caused by COVID. Selectboard asked Marcia Martel to explore if there is an available assistance grant for Municipal Libraries.
- Highway:
 - Excavator Repair: Selectboard approved the attached costs for the Excavator repair.
 - Other: Lisle will speak with Kevin Gillander for his approval of Ron Fenoff dumping earth material into the pit.
- Old Business:
 - Belknap Dog Update: Gary will touch base with James Gingue, the Animal Control Officer, for all associated costs due.
 - Personnel Policies Update: Gary will email VLCT for review of the Personnel Policies.
 - Annual Town Meeting Planning: Mike Barrett & Maurice Chaloux will coordinate Pre-Town Meeting day. Selectboard would like to compensate Mike Barrett for all his assistance. Fred will look into options.

- Annual Warning & Budget Considerations: Bill made the motion to approve the 2021 Town Warning subject to the changes discussed and their signatures will serve as approval. Fred seconded the motion. All approved.
- Selectboard approved the attached budget recommendations.
- Request to waive late Homestead filing penalty update: Fred talked to the CPA and after discussion Bill made the motion to decline waiving the penalty for late filing. Fred seconded the motion. All approved.
- Other- Mutual Aid Agreement- Fred will forward the draft Mutual Aid Agreement to Gary who will then assemble the agreements between Waterford, Concord & Barnet.
- New Business:
 - 2021 Waterford budget: Approved.
 - CAI Annual Maintenance Agreement: Bill Piper made the motion to approve CAI's automatic renewal for Waterford's Annual Maintenance Agreement. Fred seconded the motion. All approved.
 - SB/PC/DRB Clerk: After discussion it was determined that the Clerk position will be advertised.
 - Other: Gary reported at the Town tax sale, the Town of Waterford received ownership of a property on East Village Road.
- Adjournment: Bill motions to adjourn at 8:40 PM. Fred seconded the motion; all were in favor.



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6450
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
 Milford, MA (508) 634-3400

Batavia, NY (585) 815-6200
 Binghamton, NY (607) 772-6500
 Clifton Park, NY (518) 877-8000
 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500

SERVICE ESTIMATE

ESTIMATE NUMBER: SCQT101103
ESTIMATE DATE: 1/7/2021
ESTIMATE EXPIRES: 3/8/2021

BILL TO

Town of Waterford
 532 Maple St
 PO Box 56
 Lower Waterford, VT 05848
 USA

SHIP TO

Town of Waterford
 Route 2, One Cat Lane
 Richmond, VT 05477
 USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR0566326	01/07/2021	7148700	7148700	Richmond	General Line	1 of 1
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Danforth, Casey	Lyle Houghton	802-748-9133				
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	312C	CBA00488		U032127	3735.02	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

1 REPLACE SEALS &/OR GASKET - BOOM CYLINDER

DISASSEMBLE CYLINDER, CLEAN AND INSPECT ALL PARTS. LIGHT HONE BARREL, HAND POLISH ROD AND HEAD. REASSEMBLE WITH ALL NEW SEALS GASKETS AND WEAR BANDS. TORQUE PISTON NUT AND HEAD TO SPECIFICATION. JOB DOES NOT INCLUDE ROD EYE AND BARREL EYE BEARINGS, BEARING EYE DIRT SEALS OR HYDRAULIC LINE O-RINGS TO REMOUNT.

Parts

2	1195435	Flat Rate Parts Seal Kit	482.00
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Labor

		Flat Rate Labor	1,142.00
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Miscellaneous

0		Flat Rate Miscellaneous	30.00
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Total Segment Parts	482.00
Total Segment Labor	1,142.00
Total Segment Miscellaneous	30.00
Segment Total	1,654.00

Total Invoice Parts	482.00
Total Invoice Labor	1,142.00
Total Invoice Miscellaneous	30.00

Estimate Amount	1,654.00
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Terms are n/30 with approved credit

CUSTOMER PURCHASE ORDER

CUSTOMER PRINTED NAME

CUSTOMER SIGNATURE

DATE

2021 Budget Summary

Town Revenue

Raised by Property Taxes	975,851	No increase from 2020
2020 Delinquent Tax's	30,000	
Education Tax Rebate/Charge	23,733	
Hold Harmless	23,674	
Town Clerk Fees	27,313	
Permits	3,645	
Pike	6,100	
USDA	<u>26,000</u>	
Total Anticipated Town Revenue	1,116,316	

Highway Revenue

State Highway Aid	118,000
Overweight Truck Permits	<u>250</u>
Total Anticipated Highway Revenue	118,250

Total Anticipated Revenue 1,234,566.00

Total Town and Fire Dept. Budgets 1,234,566.00

Change for 2020 Budget 0.00

Waterford 2021 Expense Budget

	<u>2021 Budget</u>
Selectboard	
Stipend	5,610
FICA/Medicare	429
Clerk	1,800
Insurance & Bond (PACIF)	29,500
Professional Services	-
Postage	-
Mileage	-
Training & Meetings	600
Advertising	300
Legal Fees	2,500
Dues / Subscriptions	
NVDA	1,000
VLCT	2,660
Equipment	500
MRGP	1,590
Miscellaneous	600
	<u>47,089</u>
Town Office Building	
Lawn Care	600
Cleaning	1,200
Pest Control	900
Utilities	
Electric	1,440
Street Lights	1,440
Heating Fuel	3,000
Repairs & Maintenance	600
Operating Supplies	2,040
	<u>11,220</u>
Town Clerk and Treasurer	
Personnel	
Salaries	
Town Clerk/Treasurer	45,000
Assistant Town Clerk	25,020
FICA/Medicare	5,400
Benefits	-
Medical	33,600
Dental	2,400
Life/Disability	420
Health Reimbursement	9,000
Retirement	3,600
Workmen's Compensation	-
Annual Bonus	2,000
Utilities	
Telephone	1,440
Internet	720
Computer Services	3,000
Equipment	1,500
Equipment Repair	500
Postage	600
Supplies	1,800
Training and Meetings	350
Advertising	720
Mileage	600
External Audit	4,500
	<u>142,170</u>

Waterford 2021 Expense Budget

	<u>2021 Budget</u>
<u>Elections</u> - Includes Waste Management	5,640
Total - Elections	5,640
<u>Auditors</u>	
Salaries	3,480
FICA/Medicare	264
Postage	100
Mileage	-
Training	200
Town Report	1,200
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	5,244
<u>Delinquent Tax Collector</u>	
Fees (8%)	-
FICA/Medicare	765
Mileage	1,000
Postage	132
Supplies	200
Training	300
Legal Fees	2,000
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	4,397
<u>Listers</u> Non-reappraisal mileage included in salary	
Salaries	16,524
FICA/Medicare	1,264
Computer Support*	2,800
CAMA	
NEMRC (Listers)	
CAI (Tax maps)	
Postage	-
Training	250
Advertising	100
Supplies	200
Tax Maps	2,400
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	23,538
<u>Board of Civil Authority</u>	
Training	-
Mileage	-
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	-
<u>Public Safety</u>	
Caledonia County Sheriff	5,520
CALEX	26,004
Generator Maintenance	550
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	32,074
<u>Emergency Management</u>	
Meetings/Training	-
Supplies	-
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	-
<u>Transfer Station</u>	
Attendant Wages	9,000
Compactor	-
Alternate	-
Recycling	-
FICA / Medicare	720

Waterford 2021 Expense Budget

	<u>2021 Budget</u>
NEKWMD Surcharge	2,700
Fees	12,000
Hauling	-
Tipping	-
Other	-
Recycling (Attendant)	4,140
Tire Disposal	900
Green Up Day	600
Operating Supplies	<u>1,020</u>
	31,080

Development Review Board

Professional Services	-
Postage	50
Mileage	-
Training	-
Advertising	300
Legal Fees	-
Supplies	<u>50</u>
	400

Planning Commission

Professional Services	-
Postage	120
Mileage	-
Training	-
Advertising	210
Legal Fees	-
Supplies	-
Printing	<u>30</u>
	360

Zoning Administrator

Salary	10,800
FICA/Medicare	840
Postage	5
Meetings/Training	-
Supplies	80
Telephone	<u>-</u>
	11,725

Library Don't budget - Reimbursed - How to handle accounting

Total Library -

Appropriations

NEK Counsel on Aging	500
Caledonia Home Health	1,250
Catamount Arts	500
Davies Memorial Library	13,900
Fairbanks Museum	1,104
NEK Learning Services	200
NEK Human Services	1,159
NEK Youth Services	750
Rural Community Transportation	400
Umbrella	1,000
Kingdom Animal Shelter	<u>500</u>
	21,263

Waterford 2021 Expense Budget

	<u>2021 Budget</u>
County Tax	24,000
	24,000
Cemetery	
Contract Services	5,300
Sexton	-
Repairs and Maintenance	300
	5,600
Project 1	-
Project 2	-
	365,800

Highway Department

Administration

Salaries	197,844
Overtime	30,996
FICA/Medicare	15,144
Benefits	
Medical	90,000
Dental	3,840
Life/Disability	1,020
Health Reimbursement	7,200
Retirement	14,000
Workmen's Compensation	10,000
Annual Bonus	4,400
Clothing Allowance	1,052
Meetings/Training	500
Total - Highway Admin.	375,996

Construction and Maintenance

Signs	3,000
Bridges/Guardrails	2,004
Equipment Rental	2,004
Advertising	100
Operating Supplies	100
Gravel/Stone/Material	30,000
Calcium Chloride	33,000
Sand	30,000
Salt	15,000
Leveling/Sealing	-
Culverts	15,000
Projects (Paving, etc.)	-
Project 1 Match	-
Waterford Match	25,000
Other	-
Project 2 Match	-
Waterford Match	-
Other	-
Total - Const. & Maint.	155,208

Waterford 2021 Expense Budget

	<u>2021 Budget</u>
<u>Equipment Maintenance</u>	
Truck 2 - 93 Ford (Spare)	3,500
Truck 3 - 13 Freightliner	3,500
Truck 4 - 1997 10 Wheel	1,251
Truck 4.1 2021 10 Wheel	4,440
Truck 5 - 2009 10 Wheel	
Truck 6 - 2019 WS 4700	5,100
Truck 11 - 2014 Pickup	3,000
Truck 12 - 2016 Pickup	1,020
2016 Cat Grader	4,000
Tractor/Mower	3,300
Cat Excavator	1,020
Deere Tractor	3,000
Tilt Trailer	500
Box Trailer	100
Culvert Thawer	1,200
Truck Radios	1,200
Equipment	200
Rentals	600
Gas, Oil and Diesel	40,020
Total - Equip. Maintenance	76,951

<u>Highway Garage</u>	
Professional Services	250
Repairs/Maintenance	1,500
Equipment	-
Supplies	24,000
Utilities	4,440
Electric	-
Heating Oil	-
Telephone	-
Total - Highway Garage	30,190

<u>Lease Payments</u>	
Grader	28,187
Loader	17,735
Truck 6	20,858
Truck 4.1 Down Payment	40,250
Truck 4.1 Chassis	19,045
Truck 4.1 Body & Plow	10,815
Total - Lease Payments	136,890

Total Highway Budget 775,235

Town Budget	365,800
Highway Budget	775,235
	1,141,035
Fire Department Budget	93,531
2021 Budget Total	1,234,566