

Waterford Selectboard Regular Meeting Minutes

Monday, May 11, 2026 @ 6:00 PM

Davies Library

In Attendance: Tim Yarrow, Wade Cochran, Shawn Hallisey, Kathy Hodgdon, and Will Jones.
Attendance list attached.

Chair Tim Yarrow called the meeting to order at 6:00 PM.

Tim Yarrow disclosed that Rick Villeneuve, former town employee, has asked to work with Tim. The matter is regarding a private issue irrelevant to the town. Rick had ceased working for the town at least one month before contacting Tim.

Modifications to Agenda

- No modifications were made.

Approval of Meeting Minutes

- Will Jones moved to approve the minutes of the April 27, 2026 meeting. Kathy Hodgdon seconded the motion. Motion passed 5-0.
- Shawn Hallisey moved to approve the minutes as amended of the April 30, 2026 meeting. Kathy Hodgdon seconded the motion. Motion passed 5-0.

Health and Disability

- Colin Fucci is currently the broker of health insurance only, but he identified an area of concern regarding disability coverage. He sent a proposal to the Selectboard around December of last year to show the Board what options they have. He offered to collect updated quotes and send a new proposal if the Board is interested.
- Colin explained the limitations in the current disability plan. Short term disability is covered up to 60% but caps out at \$500 per week. Given the \$500 cap, town employees would only be receiving between 37% and 46% of their wages on a weekly basis. Long term disability has a similar gap in coverage. The current plan is no longer rate locked, so now is an ideal time to shop around.
- Tim Yarrow thanked Colin for his work. The Board agreed they would like Colin to provide a current proposal with updated figures. Colin agreed to attend the June 1st Selectboard Meeting to share his new proposal.

First Read Policies

- Will Jones moved to approve the updated Cemetery Lot Policy. Kathy Hodgdon seconded the motion. Motion passed 5-0.
- Shawn Hallisey moved to approve the Cash Receipts/ Return Checks Policy as amended. Will Jones seconded the motion. Motion passed 5-0.
- Kathy Hodgdon moved to approve the updated Traffic Ordinance. Shawn Hallisey seconded the motion. Motion passed 5-0.
- The Credit Card Policy was tabled until the June 1st meeting.

Town Clerk Update

- Town Clerk Deb Benoit read a statement outlining recent updates.
- The Town Clerk's Office hired an HR Consultant, Theresa, to help update policies and procedures. The updated policies and procedures will be brought to the Selectboard for approval.
- Deb shared a few required training courses for various town employees. Board members will need to review the Selectboard Handbook because the VLCT are posting updates.
- A local family contacted Deb to let her know that they cleaned the 'dumping' area on Slate Ledge Road that has been a problem for quite some time.
- Shawn Hallisey agreed to write a letter of thanks on behalf of the Selectboard to the family who cleaned Slate Ledge Road. The letter will be presented for approval at the June 1st meeting.
- An ordinance regarding municipal ethics is required. Deb will present the model ordinance recommended by VLCT at the June 1st meeting.
- The Treasurer has been uploading audio files from various meetings for quite some time. It has been pointed out that this task is not the job of the Treasurer. Deb requested the Board assign the task to a specific role. The Board discussed potential solutions with Deb and the Board Administrator, Hannah Demers. They did not come to a conclusion and will continue to search for solutions at the June 1st meeting.
- Tim Yarrow inquired about establishing a set of questions to ask every candidate interviewed for the Highway Dept position. Road Foreman Jim Hayes agreed and asked about establishing an improved background check and skill check.
- The application deadline for the Highway Dept position is Monday, May 18th. All of the applications will be shared with relevant parties following the deadline.

Ethics Liaison Appointment

- The Ethics Liaison is intended to be appointed out of the employee pool. A Selectboard member is only permitted to be appointed if there is no employee pool.
- Assistant Town Treasurer Marcel Lapierre expressed interest in assuming the role.
- Shawn Hallisey moved to appoint Marcel Lapierre as the Ethics Liaison. Wade Cochran seconded the motion. Motion passed 5-0.

Certificate of Compliance

- Following discussion from the Board and the Road Foreman, Will Jones moved to Certify Compliance for the Town Road Bridge Standards and Network Inventory. Shawn Hallisey seconded the motion. Motion passed 5-0.

Feasibility Study

- Shawn Hallisey presented an updated bid from EH Danson Associates including an estimate of the cost to build a new town garage and an estimated timeframe of completion. The price did not increase. They bid a price of about \$12,500 to produce the requested feasibility study.
- Kathy Hodgdon moved to approve the use of EH Danson Associates' proposal for a feasibility study. Wade Cochran seconded the motion. Motion passed 5-0. Marcel Lapierre agreed to contact both bidders to inform them of the Board's choice.

Ethics Letter from Jim Hayes

- The Board agreed to table this topic until the June 1st meeting so the new Ethics Liaison has a chance to review the ethics letter from Jim Hayes.

Road Commissioner Appointment

- Tim Yarrow moved to appoint Ron Gray as Road Commissioner. Kathy Hodgdon seconded the motion. Discussion followed.
- Ron Gray shared some details of his experience working for the state in the construction section for nearly 40 years. He requested a stipend of \$1,500 yearly for the position.
- The Board discussed their concerns with the Road Foreman position and heard concerns from citizens.
- Will Jones moved to appoint Shawn Hallisey as Road Commissioner. The motion did not receive a second.
- Kathy Hodgdon and Tim Yarrow noted their ongoing concerns about the allegations they made against Will Jones regarding Jim Hayes in March of 2026. Will Jones upheld the non-recusal letter he submitted in March as a response to their allegations.
- Tim Yarrow amended his motion to appoint Ron Gray as Road Commissioner with a yearly stipend of \$1,500 with a job description outlining duties and responsibilities to be approved no later than June 1st. Kathy maintained her second to the motion. Motion passed 3-2.

Act 250 for Town Garage

- Zoning Administrator Matt Walsh was not present. The Board agreed to table the topic until the June 1st meeting.

Investment

- There will be an Informational Meeting held at Waterford School at 6pm on May 27, 2026 to discuss the investment fund.

DRB Appointment

- There were no potential candidates. The Board tabled the topic.

Auditor Appointment

- There were no potential candidates. The Board tabled the topic.

NVDA Update

- Will Jones discussed the Future Land Use Map created by the NVDA. He will attend a Zoom meeting discussing recent changes this Wednesday. He offered to pass along questions from the Board and citizens during the meeting. Many rural towns will be asking for clarification about the same general questions.
- The Board reviewed the Future Land Use Map and did not note errors of designated land uses within the geographical boundaries of the town.
- Concurrent in this agenda item was related discussion about the State legislature amending Act 181 to potentially roll-back provisions related to the "road rule" designations of long property access driveways (longer than 800'), and the "Tier-3" sensitive ecosystems review, both of which required Act 250 review as originally enacted. The impact to NVDA's land-use maps by the State's legislative amendments to Act 181 are currently undetermined.
- Kathy Hodgdon thanked Will for the extensive work he is putting into this issue. The rest of the Board voiced their thanks as well.

Citizens' Concerns

- Dave Morison shared that he was not pleased with his experience working with Zoning Administrator Matt Walsh while helping a friend pursue a permit.
- Dave expressed concern over the new box culvert installed on Mad Brook Road. He believes there is a section that requires more support. Ron Gray said he noticed the same issue.
- Dave Morison referenced the fridge in the library used by the food shelf and asked the Board to ensure it is not covering an emergency exit.
- Dave Morison explained that he believes the appointment of a Road Commissioner needs to be included in two town articles and voted on by the town. The town previously voted for the entire Selectboard to act as the Road Commissioner, so the town would need to vote to allow the appointment of a single Road Commissioner.

- Wade Cochran asked if anything was done to address the statement made by Debbie Powers in a previous meeting regarding Tim Yarrow. Debbie's husband, Kevin Powers, notified the Board that they revoked the use of their fire hydrant for town firefighters until they receive a response from Tim. Tim agreed to contact Debbie for a discussion. He noted the comments he made that she took offense from were made as a private citizen, not as a Selectboard member.

Agenda Items for Next Meeting

- Audio Posting
- Credit Card Policy
- Ethics Ordinance and Policies
- Thank You Letter Approval
- Ethics Letter from Jim Hayes
- Act 250 for Town Garage
- Cemetery Permit
- Road Commissioner Job Description
- Driveway Permit
- LEMP Update/Sign Off
- Code of Ethics Investigation and Enforcement

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

- Wade Cochran moved to enter Executive Session. Will Jones seconded the motion. Motion passed 5-0. The group entered Executive Session at 8:47pm.
- Tim Yarrow moved to exit Executive Session. Shawn Hallisey seconded the motion. Motion passed 5-0. The Group exited Executive Session at 9:12pm. No action was taken.

Adjourn

- Will Jones moved to adjourn the meeting. Wade Cochran seconded the motion. Motion passed 5-0. The meeting was adjourned at 9:13pm.

