Waterford Selectboard Working Meeting Minutes

Monday, July 27, 2026 @ 5:30pm

Davies Library

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

Chair Tim Yarrow called the meeting to order at 5:46pm.

Modifications to Agenda

- Add Line of Credit Discussion
- Rearrange the order of topics as needed

Approval of Meeting Minutes

- Shawn Hallisey moved to approve the minutes as amended of the July 13, 2026 Regular Meeting. Kathy Hodgdon seconded the motion. Motion passed 3-0-1. Wade Cochran abstained.

Executive Session 1 V.S.A. § 313(a)(1)&(2) – Personnel; Contractual Matter (Possible Action(s))

- Shawn Hallisey moved to enter Executive Session. Kathy Hodgdon seconded the motion. Motion passed 4-0. The group entered Executive Session at 5:53 pm.
- The Board came out of Executive Session at 6:11pm. No action was taken.

Select Board Housekeeping (Discussion/Action)

- Shawn Hallisey confirmed he completed the assigned ethics training.
- Tim Yarrow discussed comments made by Shawn Hallisey during the June 29, 2026 Special Meeting where he criticized the professional experience of the Town Office employees.
- Shawn Hallisey brought attention to the apology he gave to the Town Office employees during the July 13, 2026 Regular Meeting. He clarified his intentions and apologized to all Town Office employees for the offense he caused.
- Tim asked the livestream audience to share if it would be useful to include the livestream address on the agenda.

Vacant Board Seat (Discussion/Action [Possible Executive Session])

- Tim Yarrow reported that Ron Gray is the only individual who expressed interest in the vacant Board seat. Ron Gray shared a few words about his experience and intentions to vote for the best interest of the town.

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- The discussion was tabled and the Board transitioned to discuss the Town Garage Report to accommodate the schedules of the guests from E.H. Danson. The discussion resumed after the Town Garage Report was concluded.
- Shawn Hallisey moved to enter Executive Session to discuss the appointment of the vacant Board seat. Kathy Hodgdon seconded the motion. Motion passed 4-0. The Group entered Executive Session at 6:59pm.
- The Group exited Executive Session at 7:06pm.
- Kathy Hodgdon moved to appoint Ron Gay to fill the vacant Board seat until the next Town Meeting when the remaining term (ending 2028) will be up for election. Wade Seconded the motion. Motion passed 3-0-1. Shawn Hallisey abstained. Ron Gray accepted the appointment and was sworn in by the Town Clerk Deb Benoit.

Town Garage – E.H. Danson Report (Discussion/Action)

- Roy Ward and his assistant Elizabeth were present at the meeting. Roy is the engineer at E.H Danson who evaluated the Town Garage and produced the report.
- The Town Garage is about 60 years old with a life expectancy of about 50-70 years. Roy conducted a nondestructive investigation and explained some challenges he discovered, such as code non compliance etc.
- Roy shared more details about how he priced the projects. He created an order magnitude cost, not a cost estimate. It is the best approximation available considering the great amount of information that is unavailable at this stage.
- The order magnitude cost of renovation is about $2.2mil plus 25% contingency. There is great risk of uncovering unforeseen issues during renovation that will dramatically increase the cost.
- The order magnitude cost of new construction is about $2.5mil plus 10%-15% contingency. This does not include fees such as architectural, engineering, permits, insurance, etc. Roy estimated the inclusive cost to be about $3.5mil.
- Roy raised the issue of longevity. A steel new build has a life expectancy of about 50-100 years. He recommended choosing a new build.
- The next step in the process is creating a schematic design. He agreed to send a proposal of the cost to the Board. He shared some information he learned from past experience working with municipalities on similar projects.
- Road Foreman Jim Hayes shared the importance of Ray's point-of-contact having an understanding of the needs of the Highway Dept.

Cemetery Deed and Town Repurchase of Cemetery Lot (Action)

- Town Clerk Deb Benoit presented three cemetery deeds for approval.
- The previously approved deed for Hooker-Anastasia had a clerical error. The Board signed the corrected cemetery deed.

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- Bill Piper owns multiple lots in the Lower Waterford Cemetery. He agreed to sell one of his lots back to the town. Wade Cochran moved to approve the purchase of Lot 4A in the Lower Waterford Cemetery from Bill Piper. Kathy Hodgdon seconded the motion. Motion passed 5-0.
- Wade Cochran moved to sell Lot 4A of Lower Waterford Cemetery to Deb and Chris Benoit. Kathy Hodgdon seconded the motion. Motion passed 5-0.

Justice of the Peace on November Ballot Approval- (Action)

- Town Clerk Deb Benoit requested Board approval to include the Justice of the Peace on the ballot this November.
- Shawn Hallisey moved to approve the addition of the Justice of the Peace to the ballot of the Nov 26' election. Kathy Hodgdon seconded the motion. Motion passed 5-0.

Fuel Bids (Discussion/Action)

- Town Clerk Deb Benoit reported that three vendors submitted a bid for a contract of 3,500 gallons of fuel. Fred's Energy bid $4.029/gal. Dead River bid $4.152/gal. Irving Energy bid $4.416/gal. Last year's accepted price was $2.79/gal for 3,500 gallons and all of the fuel was used.
- Tim Yarrow discussed the possibility of reducing the contract to 1,000 gallons and renegotiating the remaining 2,500 gallons in the fall.
- Shawn Hallisey moved to accept Fred's Energy bid of $4.029/gal for a partial offer of 1,000 gallons. Wade Yarrow seconded the motion. Motion passed 4-1. Deb will inform them if Fred's Energy agrees to the partial offer.

Line of Credit (Discussion)

- The previously approved contract to roll over the remaining line of credit contained an error. Assistant Town Treasurer Marcel Lapierre shared the updated contract with Tim Yarrow.
- Shawn Hallisey moved to approve rolling over the remaining line of credit amount of $185,823. Kathy Hodgdon seconded the motion. Motion passed 5-0. All Board members signed the document.
- The line of credit is expected to be paid off in about two months.

Re-sign of Fire Truck Loan (Action)

- There was a clerical mistake on the loan paperwork for the fire truck purchase. All Board members signed the corrected loan paperwork.

Road Commissioner Update (Discussion/Action)

- Road Commissioner Ron Gray sent a report to Board members. He shared some updates from the report.

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- Road Foreman Jim Hayes has been working on selecting areas for the $24k grant to make road improvements. He needs an iPad and cell phone to complete the grant work required in the field.
- There is an opportunity to have the crushed gravel stock pile quality tested by the VT Agency of Transportation for the price of $250. The topic will be added to the next Board meeting.
- A stop sign at the corner of Shadow Lake Rd and Old County Rd S has not been installed. Jim believes a yield sign should be installed rather than a stop sign to reduce the substantial danger of Town Highway trucks going off the road.
- Ron believes a stop sign is more appropriate due to the poor visibility when the grass is grown tall. Jim pointed out that there is a fence in the right way preventing the brush from being cut. The area could be properly maintained if the fence is moved/removed.
- Ron and Wade agreed to pursue the matter and report their findings.
- Ron received a complaint from the Martel's about damage done to their fence last winter located by the culdesac on Sleight Ledge Rd. A picture of the damage was included. The matter will be added to the next Selectboard meeting.

Road Commissioner Job Description (Discussion/Action)

- Wade Cochran questioned the stipend agreement since Ron is now entitled to a stipend for being a member of the Selectboard. The stipend agreement was removed and will be discussed in the next Selectboard meeting.
- Concerns from Board members, citizens, and the Road Foreman were discussed.
- Kathy Hodgdon moved to approve the Road Commissioner Job Description as amended. Tim Yarrow seconded the motion. Motion passed 3-1-1. Ron Gray abstained.
- Wade Cochran noted that it may need to be readdressed as circumstances change.

Highway Department Road Crew Advertisement (Discussion/Action)

- Kathy Hodgdon presented a copy of the previous ad used for the Road Crew position. The Group discussed various changes to the description.
- Shawn Hallisey moved to approve the Highway Dept Road Crew Advertisement as amended. Wade Cochran seconded the motion. Motion passed 4-1.
- The ad will run six times over a two week period on Monday's, Wednesday's and Saturday's beginning August 1 with an application deadline of Aug 17. Applications will be received by the Town Clerk. The Treasurer will receive them in the absence of the Town Clerk. It will be posted on LinkedIn, FaceBook, Front Porch Forum, etc.
- The group discussed the phone and iPad needs of the Road Foreman while reviewing agenda items to include in the next meeting. Disagreements ensued and tensions were high.
- Jim Hayes asked for the record to note that earlier, when the town was not able to get a phone for the RF position, he helped by agreeing to put the phone in his name and be

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reimbursed by the town. The contract holds him responsible for the decisions made by the town about the phone.

Agenda Items for Next Meeting Aug 10

- Reorganize Selectboard- NVDA, Vice Chair
- Gravel Test
- Shadow Lake Yield Sign
- Martel Fence
- Shadow Lake Fence
- Green Burial
- Stipend
- Gillander Update
- Phone and iPad

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

- Shawn Hallisey moved to enter Executive Session. Kathy Hodgdon seconded the motion. Motion passed 5-0. The group invited Jim Hayes and entered Executive Session at 8:47pm.
- Shawn Hallisey moved to exit Executive Session. Kathy Hodgdon seconded the motion. Motion passed 5-0. The group exited Executive Session at 10:00 pm. No action was taken.

Adjourn

- Wade Cochran moved to adjourn the meeting. Shawn Hallisey seconded the motion. Motion passed 5-0. The meeting was adjourned at 10:01 pm.

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Selectboard Meeting July 27, 2026

Sign In Sheet

Name	Signature
Robin Mugdela	
Rob Gray	
Roy Ward	
Elizabeth Kurie	
Jim Hayes	
Mathew Ash	
Deb Benoit	