

Waterford Selectboard Meeting
Monday, June 14, 2021

Link to ZOOM Recording

https://us02web.zoom.us/rec/share/gm0F6xjwzOys2fSrGfWs9wVHRfGMpo8UaE-MCy3DqK7SZhcTImMRQEEYfXAVuEAd.wVvwvacQgYR_pLJ2

Minutes

The meeting was called to order at 7:30 pm.

Members in Attendance: Warner Hodgdon, Bill Piper, Fred Saar

Others in Attendance: David Morrison, Marcia Martel, Lisle Houghton, Robin Migdelany, Hannah Fenoff, Jessie Pelow.

Guests: Christine Hallquist and Kristen Fountain – NEK Broadband

Modifications to the Agenda

There were no modifications to the agenda.

Fred reported that Angela Daniels has decided she cannot continue as the Clerk. Fred will draft a position description and review with the Planning Commission and DRB; this position description will be used during interviews for a replacement.

Approval of Minutes

Warner made a motion to approve the minutes of the March 19th meeting; Bill seconded the motion and the motion passed unanimously.

Bill made a motion to approve the minutes of the April 6th meeting; Warner seconded the motion and the motion passed unanimously.

Warner made a motion to approve the minutes of the April 8th meeting; Bill seconded the motion and the motion passed unanimously.

Warner made a motion to approve the minutes of the April 12th meeting; Bill seconded the motion and the motion passed unanimously.

Warner made a motion to approve the minutes of the April 21st meeting; Bill seconded the motion and the motion passed unanimously.

Marcia noted that the discussion of the Waterford 8th grade participation in Green Up day was omitted from the May 10th minutes. Warner made a motion to approve the minutes of the May 10th meeting

subject to the correction noted by Marcia; Bill seconded the motion and the motion passed unanimously.

Marcia noted she was not listed as an attendee the June 3rd meeting. Bill made a motion to approve the minutes of the June 3rd meeting subject to the addition of Marcia to the attendees list; Warner seconded the motion and the motion passed unanimously.

Marcia also raised the question of requiring the Delinquent Tax Collector be bonded. Fred will ask Donna Berry to research this.

Citizens' Concerns

There were no citizens' concerns.

Town Boards

Mike Barrett had reported that Roberta Gillott has agreed to serve on the Planning Commission for another three years. Bill made a motion to appoint Roberta to the Planning Commission for a three-year term; Warner seconded the motion and the motion passed unanimously.

Fred discussed a Festival Permit submitted by the Davies Memorial Library for a "block party" at the Fire Station on July 16th. Warner made a motion to approve the application and waive the application fee; Bill seconded the motion and the motion passed unanimously.

Fred discussed a Festival Permit submitted by Ashley Whitehill and Tarah Powers for a wedding reception on July 31st. Bill made a motion to approve the application and waive the application fee; Warner seconded the motion and the motion passed unanimously.

Highway Department

Fred reviewed the Highway Department equipment replacement schedule and discussed replacement of the excavator and tractor. The excavator is entering a period where the trade-in or sale value is at a high point, and the tractor also has a high trade-in value. Warner will work with Lisle on quotes for a replacement excavator and Fred will work with Lisle on the tractor.

Fred discussed the VTrans FY22 Grant-in-Aid program and noted that Waterford has access to \$13,500 in grant funds with a \$3,375 match for a total of \$16,875. Warner made a motion to apply for the Grant-in-Aid ; Bill seconded the motion and the motion passed unanimously. Fred will submit the Letter of Intent to apply for the Grant.

Fred presented a salary survey for the Highway Supervisors salary and noted that similar information obtained in 2017 was not available in the VLCT Municipal Compensation and Benefits Report. Warner reviewed some research he had done and made a motion to increase Lisle's hourly rate to \$30.00; Bill seconded the motion and the motion passed unanimously.

Lisle reported that Shauna Clifford had advised him that the two grants Waterford applied for – one structure and one paving – had been approved. The grants are intended to replace a culvert on Lower Waterford Road and Lisle asked if the work should be scheduled this year or next year. The Selectboard agreed that Lisle should begin the engineering now and look for contractors to do the work.

Lisle reported that the new 10-wheel dump truck is ready to be put in service.

NEK Broadband Update

Christine Hallquist, Administrator, and Kristen Fountain, Vice Chair of the Board, from the NEK Broadband (the Communications Union District) joined the meeting and provided an update on the plans to provide fiber in Waterford. Waterford is in Phase I of the rollout and the initial installation will be in northeast Waterford. Christine and Kristen discussed the possible use for ARPA funds being awarded to Waterford to support the rollout.

NEK Broadband Update

Bill provided additional information on the Business Plan recently approved by the NEK Broadband Board of Directors and the high-level plan to build a reliable, resilient fiber network in the NEK.

ARPA Funding Update

Bill provided some information on the ARPA funding designated for Waterford - approximately \$65,000 this fiscal year and \$65,000 next fiscal year – and discussed a citizens committee to help determine how the funds should be spent. Bill made a motion to designate Fred as the Town representative to apply for the ARPA funding, work with Jessy on managing the expenses, and handling all application and reporting requirements ; Warner seconded the motion and the motion passed unanimously.

Fire Station/Town Well

Warner was having problems with ZOOM, and this was deferred until the July meeting.

Legal Review of Personnel Policies

Fred reported that he had contacted the attorney at Dinse and she confirmed she had received the policies. She is involved in a large project and will review the material as soon as she can.

Lower Waterford Cemetery Fencing

Fred reviewed the estimated cost to replace the fencing at the Lower Waterford Cemetery. Bill made a motion to approve the estimated \$300 cost with the Highway crew doing the installation; Warner seconded the motion and the motion passed unanimously.

Waterford Cemeteries – Policies, etc.

Warner reported that they have not been able to access the latest cemetery records created by Kristen Weaver. Jessy reported that she has been trying to meet with Kristen to learn how to use the program and reports but has not been able to schedule a meeting. Fred will meet with Jessy and determine how to move forward.

Warner reported he has done research on how other cemeteries operate, the requirements under State law, and other topics. The Selectboard discussed a Citizens Committee to help formulate the policies and procedures. Warner will continue working on this.

Warner reported that the scheduled building repairs have not been completed yet; the contractor is behind with other projects but is still planning to do the work. Fred requested that the contractor be engaged to provide a quote on the repairs identified by the Library Trustees when the current work is completed.

.gov Domain

Fred reported that the .gov domain registration is proceeding and he does not anticipate any issues.

Dog Warrant

Jessy reported that there are approximately 36 dogs that remained unlicensed. The Selectboard discussed the issue and will issue the Warrant; Fred will work with Jessy on a plan to encourage owners to address the problem without having to seize the dogs.

Audit for FY2020

Fred reported that the Selectboard had approved an audit every three years, and that one was due for FY2020. Jessy reported that she had contacted Sullivan & Powers; they can do the audit for \$17,000 for 2020 and for \$21,000 for 2021. Bill made a motion to engage Sullivan & Powers to perform an audit of FY2020; Warner seconded the motion and the motion passed unanimously.

Town E-mail Addresses

Jessy reported that the Town Board member and the Town office can have a Town e-mail at a cost of \$60 per year per e-mail account. Bill made a motion to proceed with getting Town e-mail; Warner seconded the motion and the motion passed unanimously.

Website Support and Maintenance

Fred has been discussing support and maintenance for the Town website with Mike Barrett, and they have reached an agreement on future support. Mike will complete all the redesign work to move the Waterford website to a new platform and will coordinate the implementation of https and the .gov domain for \$500.00. Mike will make on-going updates to the Town Website and the Town will retain his services for \$150.00 per month. Bill made a motion to retain Mike at the proposed rates; Warner seconded the motion and the motion passed unanimously.

In-Person Meetings

The Selectboard will return to in-person meeting in July, and Fred will contact Kandis to see if the Library can be reserved for the meetings. Bill raised the question of recording the meetings on ZOOM, and the Selectboard will pilot an in-person meeting recorded on ZOOM in July.

The meeting adjourned at 9:00pm.