

**Waterford Selectboard Meeting  
Monday, July 12, 2021  
Davies Memorial Library**

**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, Kevin Gillander, Howard Remick, Helen Pike, Donna Rae Heath, and Roberta Smith

Guests: Katie Fiegenbaum, Caledonia Record

**Modifications to the Agenda**

Fred requested modifications to the agenda to add Local Hazard Mitigation Plan update (Old Business) and Set Tax Rate (New Business).

**Approval of Minutes**

Marcia noted that her name is misspelled in the June 14<sup>th</sup> minutes, and Kevin noted that the June 14<sup>th</sup> minutes did not include the time the meeting adjourned. Fred requested a motion noting both corrections; Bill made the motion and Warner seconded the motion. The motion passed unanimously.

**Budget Report**

There were no comments on the budget report provided by Jessy.

**Citizens' Concerns**

Fred discussed a call he received from a resident on Hastings Road concerning a dog running loose. She had discussed this with the Selectboard in April, and Warner has had contact with her on this topic. Fred will write a letter to the owner recapping the complaint and provide a copy to the Town's Animal Control Ordinance. Fred advised that future incidents needed to be reported to the Selectboard for any actions to take place.

Helen Pike, Donna Rae Heath, and Roberta Smith attended the meeting to review how historical items are donated to the Town and archived. The Waterford Historical Society is out of space in the archive cabinet and requested the Selectboard investigate alternatives to add a second cabinet in the lower-level lobby. Fred committed to review the alternatives and to advise the WHS.

**Town Boards**

Bill made a motion to appoint Jason Miller to fill Mickey Esposito's remaining term; Warner seconded the motion and the motion passed unanimously.

## Highway Department

Lisle reviewed the Lower Waterford Road project:

- VTrans awarded the Town a Structure Grant of \$155,000 to install a box culvert on Lower Waterford Road. Ruggles Engineering will perform the engineering and design this winter and have a bid packet ready in the spring.
- VTrans awarded the Town a Paving Grant of \$140,000 for paving on Lower Waterford Road. Lisle had obtained pricing from Pike of \$111,000; Warner requested a day to review the pricing and he will coordinate directly with Lisle of the purchase.

Lisle reported that Beth Kanell has requested to move her driveway back to its original location. After discussion Lisle stated he did not have any concerns about the planned location of the driveway, and the Selectboard concluded the Beth does not need a Driveway Permit since she is moving the driveway, not installing a new one.

Dave Morrison provided some comments on the limb mowing that had left brush in the roadway. Lisle explained that they hired a contractor to do this every 7 to 10 years because the branches are a hazard for the Town Trucks, Grader, and other tall equipment. After discussion there were no further questions.

## Old Business

### Fire Department/Town Garage Well

Warner reported that the work to connect the well to both building is planned for this week; Lisle will be doing some excavating to facilitate the final hookup. Marcia asked about the final cost of the well and about the depth and gallons per minute for the well. Warner did not have that information with him, and he will provide the information to Marcia.

Marcia also inquired about the use of ARPA funds to pay for the well; the consensus was the installing the well was an allowable expense.

### Website Maintenance

Fred reviewed his conversations with Mike Barrett regarding the Town website and discussed Mike's concerns about potential liability by being a contractor vs. a Town employee. After discussion Warner made a motion to hire Mike as a Town Employee at \$150 per month; Bill seconded the motion and the motion passed unanimously.

### Inspection of the Town Office/Davies Memorial Library Building

Warner reported on the results of an inspection of the building porch and outlined the options for repair. Warner reported that he has contacted seven contractors: two do not seem interested, one said "No", and four did not respond. Warner will keep looking for a contractor but expects this to be a difficult process due to the size of the job.

### Cemetery Update

Fred reported that he has not been successful contacting Kristen Weaver and will be looking for technical assistance around Google Sheets and how they work.

Fred discussed the value of creating a CAD drawing of the cemeteries to help identify where lots are supposed to be vs. where they are. Fred is continuing to investigate sources to have CAD drawings created; both Fred and Warner believe the CAD drawings would be helpful in identifying potential problems.

Warner reviewed a draft of Cemetery Policies he had prepared based on a review of how other Towns operate and discussed recommended pricing for cemetery plots. After discussion and input from several attendees, the Selectboard decided to approve the recommended pricing and to schedule a Public Meeting to gather input on the Policies. Bill made a motion to approve the revised pricing, and Warner seconded the motion; the motion passed unanimously.

#### ARPA Funding Update

Fred reported that the last update he saw indicated the State planned to apply for the funds near the end of June and the Town's would receive their funds near the end of July. Bill asked Marcia if she had any more recent information, especially about how the "County funds" would be handled; Marcia indicated the Legislature would reconvene in October to discuss allocation of funds.

#### Local Hazard Mitigation Plan Update

Fred reported that a Request for Proposal (RFP) was issued on July 12<sup>th</sup>; copies were sent via e-mail to two consultants who had expressed interest in creating the original plan in 2015, and both replied they were interested in the update. Fred reported that information about the RFP is posted on the Town website and that an ad was placed in the Caledonian Record.

#### **New Business**

##### VLCT Hazard Identification Survey

The Selectboard discussed the report from the VLCT Hazard Identification Survey and the most effective way to remediate the items noted. Bill volunteered to coordinate the efforts.

##### Updates to Town Purchasing Policy

Fred discussed three additions to the Town's Purchasing Policy to comply with the Grant Award for the ARPA funds:

- Protections for Whistleblowers (Statute)
- Increasing Seat Belt Use in The United States (Encourage)
- Reducing Texting While Driving (Encourage)

Bill made a motion to adopt the proposed changes and Warner seconded the motion; the motion passed unanimously.

##### Signing Warrant/Electronic Signatures

Fred reviewed the pre-pandemic process of having one Selectman approve the warrants and having the other two sign the warrants at the next Selectboard meeting. The Selectboard agreed that it is appropriate to return to this process since the pandemic restrictions have been lifted.

Fred discussed the Uniform Electronic Transmission Act (9 V.S.A § 276), and that Vermont has adopted the Act. The Act makes electronic signatures the same as signed signatures. Bill notes that electronic signatures have been in use for several years, and that they are the norm in business. Fred noted that all grants from the state are signed electronically by both parties. Since the Uniform Electronic Transmission Act has been adopted by the State the Town will also accept electronic signatures where appropriate.

##### Delinquent Tax Update

Donna Berry provided a report that indicates there are five parcels with four owners that remain delinquent on their taxes; the outstanding total as of July 12<sup>th</sup> is \$8,961.67.

#### Municipal Planning Grant

Fred reported that another Municipal Planning Grant cycle is coming up and the Town should consider projects that may be eligible for the Grant. Fred will forward the announcement to Bill and Warner.

#### Selectboard Meeting Time and Location

After discussion and requesting input from the attendees, Bill made a motion to change the Selectboard meeting time to 7:00pm and to hold the meetings in the Library. Warner seconded the motion and the motion passed unanimously.

#### Set Tax Rate

Fred reported that the Educational Tax Rates have been received from the State, and the Selectboard needs to meet to set the Town combined tax rate. The Selectboard will meet at 8:45am on Friday, July 16<sup>th</sup> in the Town Office to set the 2021 tax rate.

The Selectboard meeting adjourned at 8:49pm.