

Waterford Selectboard Regular Meeting

Tuesday, July 12, 2022 @ 7:00PM

In-person Waterford School Gym

ZOOM: <https://us02web.zoom.us/j/82587993375>

**Meeting Minutes**

Board Members Present: Gary Allard, Rob Begin, Sue Hayes, Marcia Martel, Mike Barrett

Elected Officials: Heather Gonyaw (treasurer)

Sign in sheet attached

Gary Allard called the meeting to order at 7:00 PM

No Modifications to the Agenda

Approval of Meeting Minutes:

- Marcia Martel made a motion to approve the meeting minutes of May 31, 2022. Sue Hayes seconded the motion. **Motion passed 4-0.**
- Mike Barrett made a motion to approve the meeting minutes of June 14, 2022. Rob Begin seconded the motion. **Motion passed 4-0.**
- Marcia Martel made a motion to approve the meeting minutes of June 23, 2022. Sue Hayes seconded the motion. **Motion passed 4-0.**
- Mike Barrett made a motion to approve the meeting minutes of June 28, 2022. Rob Begin seconded the motion. **Motion passed 4-0.**

Treasurer's Report – Budget vs. Actual (Discussion)

- Heather Gonyaw asked if there were any questions from the board regarding the budget vs. actual document she e-mailed them. Rob Begin had one question regarding the insurance line item being overspent. That was an error when budgeting and will be better reflected of actual costs next budget cycle. The board had no other questions. Heather reported that overall 46% of the budget had been spent at the 6-month mark.

Assistant Treasurer – Adjusting Entry (Action)

- Marcel Lapierre asked that this be tabled to allow him more time to research. The board agreed.

#### Highway Department Grant (Discussion / Action)

- The board reviewed the grant document. This is the grant from the Vermont Agency of Transportation. It is for Lower Waterford Road/Copenhagen Road work. Marcia Martel made a motion to authorize the Town Clerk to sign the grant document (P02093). Rob Begin seconded the motion. **Motion passed 4-0.**

#### Hazard Mitigation Plan Adoption (Action)

- The board reviewed the Hazard Mitigation Plan. This needs to be submitted to the State. Mike Barrett made a motion to adopt the hazard mitigation plan as presented. Rob Begin seconded the motion. **Motion passed 4-0.**

#### Waterford Boat Launch Concerns (Discussion)

- Jennifer Smith addressed the board about the destructive behavior that continues to occur at the boat launch in Waterford. She has talked with law enforcement (both local sheriff's department and the Vermont State Police, Vermont Fish and Wildlife, North River Hydro, and Tom Lawrence. Each group is doing what they can but they are short staffed. The following suggestions were made to hopefully decrease the behavior:
  - Install a gate
  - Close the boat launch earlier than 9:30pm
  - Install cameras
  - Hire security for the weekends
- Gary Allard recognized the problem but pointed out that Waterford doesn't own the property and therefore doesn't have any authority. Roberta Gilliott asked who has the authority and the answer was North River Hydro. Jennifer Smith asked the board for help. She would like a small group to be formed that would include a select board member. She would like to raise awareness of the behavior and hopefully send a message that this continued behavior will not be tolerated. Mike Barrett volunteered to be a member on the committee. Jennifer Smith will circle Mike in on future communications.

#### Review / Community Feedback – Personnel Policy (Possible Action)

- Sue Hayes reported that the personnel policy will be reviewed by HR at VCLT within the next couple of weeks. Several changes were made from the previous draft – bi-weekly pay was removed, as was direct deposit. Ron Gray asked if he could provide additional feedback. Ron's comments were to Section 4 specific to vacation time accrual, employee bonuses, holiday pay, bereavement leave, and unpaid leave. Specific to section 5.1 – health and dental – timing for a new employee to be added. Mike/Sue will check with BCBS.

#### Approve Tax Rate for 2022 (Action)

- Mike Barrett made a motion to approve the **tax rate**. Sue Hayes seconded it. **Motion passed 4-0.**

#### Review / Approve Lister's Proposal (Possible Action)

- Rob Begin made a motion to accept the proposal for set-up and monthly plan for scanned land records with payment made using ARPA funds. Marcia Martel seconded the motion. **Motion passed 4-0.**

#### Review / Approve Town Office Proposal – Kofile (Possible Action)

- Mike Barrett made a motion to approve the Kofile proposal for a plat rack and supplies for the vault with payment made using ARPA funds. Sue Hayes seconded the motion. **Motion passed 4-0.**

#### Board Clerk (Discussion)

- The board is interested in hiring a board clerk to serve for all boards including the DRB, Planning, and Select board. A job description needs to be created and the position should be posted. Writing a job description should be added to the agenda for the working meeting on July 26<sup>th</sup>.

#### Highway Department / Transfer Station Open Positions (Discussion)

- Applications have been received for both positions. The board would like to interview all candidates on Monday, July 18<sup>th</sup> at the Town Offices beginning at 6 p.m. Rob Begin will contact each candidate and set up the time. Gary Allard will be unable to attend the meeting. Mike Barrett will run the meeting. Meeting will be warned and interviews will be conducted in executive session.

#### Citizen's Concerns

- Howard Remick would like something done about the pull off at the narrows (Hale Road towards Passumpsic). Perhaps jersey barriers? Jim Hayes will work with Howard to come up with a solution.
- Jim Hayes would like approval to purchase the welding table that is already at the town garage (it belongs to an employee). The price would be \$250.
- Roberta Gilliott asked about the ARPA funds and what the process is for spending those funds. The board reported that no formal process had been created. This will be an agenda item for the working meeting on July 26<sup>th</sup>.
- Question regarding the firetruck – no loan was obtained.

#### Agenda Items for Next Meeting

- Write job description for board clerk
- Write process for spending/requesting ARPA funds
- NEK Broadband report

Marcia Martel made a motion to go into Executive Session to discuss personnel. Rob Begin seconded the motion. The board entered Executive Session at 8:14p.m.

The board exited Executive Session at 8:34p.m..

No action was taken.

Motion to adjourn was made by Marcia seconded by Sue.

Meeting adjourned at 8:35p.m.

Minutes taken by Heather M. Gonyaw.

DRAFT

Waterford Selectboard Meeting – July 12, 2022

Sign In Sheet

Name

Signature

Howard Remick

Howard W. Remick

Carolyn Fleming

Carolyn Fleming

BRYANT FLEMING

Bryant Fleming

Martha Nuttner

Martha Nuttner

Herb Nuttner

Herb Nuttner

Sallie Lewis

Sallie Lewis

Paul Gray

Paul Gray

JOSIA OAKLEY

Josia Oakley

DWAYNE KEACH

Dwayne Keach

Kewin C Gulland

Kewin C Gulland

JENNIFER SMITH

Jennifer Smith

Marcel Lapierre

Marcel Lapierre

Hannah Fenoff

Hannah Fenoff

KATHY HODGSON

Kathy Hodgson

Debra Benoit

Debra Benoit

Jeffrey Guyer

Jeffrey Guyer

Maria Dauter

Maria Dauter

Clem Gray

Clem Gray

Daphne Bullock

Daphne Bullock

Jim Hayes

Jim Hayes

Robert Gillott

Robert Gillott