

**Waterford Selectboard Meeting  
Monday, August 9, 2021  
Davies Memorial Library**

**Minutes**

The meeting was called to order at 7:00 pm.

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

Others in Attendance: David Morrison, Marcia Martel, Howard Remick, Katie Fiegenbaum, Caledonian Record, Clement Gray, Alexander Wood, Warren Witcher, Herb Nutter, Bryant Fleming, Dale Goyet, Wendell Holbrook, Justin Stabler, Dwayne Keach

**Modifications to the Agenda**

Fred requested modifications to the agenda to add the Turner Driveway Permit application under Citizens Concerns.

**Approval of Minutes**

Warner made the motion and Bill seconded the motion. The motion passed unanimously.

**Budget Report**

The Budget Report was not available.

**Citizens' Concerns**

Lisle was not in attendance, so the Turner Driveway Permit application was deferred until the September meeting.

Dave Morrison asked about progress on a new town office. He said the Waterford Historical Society could use the vault for their archives and the Historical Society and the library could use the additional space for events they host.

There were several comments from attendees on topics related to the Highway Department. The attendees brought a petition to the Selectboard, and they were asked to deliver the petition to the Town Clerk for certification and delivery to the Selectboard.

**Town Boards**

Bill presented an update on the current activities at the NEK Communications Union District (CUD) and the progress that is being made.

## Highway Department

Lisle was not in attendance so there was no report.

## Old Business

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

Warner provided an update on the status of the repairs to the porch, miscellaneous repairs in other parts of the building, and painting the building. We continue to have trouble engaging with contractors.

### Cemetery Update

Fred provided copies of the draft Cemetery Sexton Policy and the draft Cemetery Policies and Procedures to the Selectboard for comment in advance of a public meeting to discuss moving forward with the Town cemeteries. The public meeting is tentatively scheduled for 7:00pm on Thursday, August 19<sup>th</sup> pending confirmation that Warner is available, and that the Library is available.

### ARPA Funding Update

Bill provided an update on the "County" funds that Vermont has asked to be distributed directly to the Towns. The latest information is that this has been approved, but the timeline for distribution is still unclear.

### Local Hazard Mitigation Plan Update

Fred reported the Town received three responses to the RFP issued on July 12, 2021:

Jamie Caplan Consulting – well known in the NEK and has performed a number for HMP studies. Cost is \$15,920.00.

OPH Consulting – well known in the NEK and has performed several HMP studies in Vermont. OPH developed the initial Waterford Hazard Mitigation Plan in 2017. Cost is \$5,856.00.

SWCA Environmental Consultants – a firm based in Amherst, MA – Cost is \$13,575.00

After discussion Warner made a motion to accept the proposal from OPH Consulting at a cost not to exceed \$7,000.00. Fred will review the Scope of Work with the consultant.

### Waterford Historical Society Storage Cabinet

Fred and Warner reviewed the available space in the lower-level lobby and identified two alternatives: directly across from the door to the Town Office and at the foot of the stairs leading to the second floor. Fred made the recommendation to relocate the fire extinguisher, shift the water cooler, display case, picture, and current storage cabinet to the right, and make room for the second cabinet. We would also install lighting over the table in the center of the lobby. Bill made a motion to make these changes and Warner seconded the motion; the motion passed unanimously.

## **New Business**

### **Digitalizing Records**

Fred discussed the current process in the Town Office to digitalize land records and the need to start going back in time. The State recommends the last forty years of land records be available in digital format. There was a consensus that we would need outside help to accomplish this, and that we need to continue discussions.

### **Town Internship Program at UVM**

Fred reviewed an e-mail received from UVM about an internship program they are sponsoring. The goal of the program is to provide town offices with assistance in their communications, technology, and reporting, and to give the students an opportunity to see how towns run. Most of the work will be done remotely. After discussion the Selectboard could not identify a suitable project and will not pursue an internship.

Bill moved for adjournment, and Warner seconded the motion. The Selectboard meeting adjourned at 7:57pm.