

## Waterford Selectmen's Meeting

Monday, December 11, 2017

Town Clerk's Office

### Attendees:

**Selectmen:** Fred Saar, Brent Beck, Gary Allard

**Road Foreman:** Lisle Houghton

**Town Clerk:** Jessy Pelow

**Assistant Clerk:** Steve Eddy

**Citizens:** Dave Morrison, Jeff Glingue, Kevin Glllander, Bill Willis

**Opening:** Gary opened the Selectmen's meeting at 7:30 p.m. Fred made the motion to approve the minutes for November 11<sup>th</sup>. Brent seconded the motion. All approved. The Selectmen signed the minutes and orders.

**Modification of Agenda:** Lisle added Grime Driveway under Highway-Other. Fred moved Waterford Fire Dept. DRAFT Budget to the top under Town Board Representative.

**Citizen's Concerns:** Dave asked what was going on with CALEX in terms of the town. The Selectboard commented that the town has signed a contract with CALEX and will no longer be an article for Town Meeting Day. Dave also stated that he has noticed there has been mixed materials in the Town compost.

### **Town Board Representative: Waterford Fire Dept. DRAFT Budget:**

Jeff Glingue and Bill Willis were present to discuss their Fire Department Budget. Jeff noted that Fred met with the Waterford Fire Department Finance Committee – Jeff Glingue, Bill Willis, and Howard Jones – to discuss how to handle the payments for the Engine and Rescue Truck in the 2018 budget. There was also a discussion of the various GL accounts and Bank accounts used by the Fire Department. It was a very productive discussion and the Fire Department will be making some changes based on additional input from the Town Treasurer. Fred reviewed the preliminary budget with the Selectboard.

**Shop Windows:** Fred reported that he and Lisle had inspected the three small windows on the front of the shop and that they need to be replaced. Fred recommends including them in the 2018 Town Budget; he will contact Mayo's glass and get an estimate for the budget.

**Update on Fencing Around Highway Dept:** Fred reported that he and Lisle have discussed various options for fencing in areas of the Highway Department to prevent dumping trash and removal of sand, gravel and other Town resources. It appears the best option is to fence along Duck Pond Road from just beyond the Fire Department to just past the stand of trees beyond the sand pile. Fred provided an aerial view of the proposed fence.

**Daniels Farm Driveway Culvert Update:** Highway crew have installed, and the property owner has paid the price of the culvert.

**Drilled Well for Fire Dept. & Highway Dept:** Fred will contact Kevin Colby to ask him to test the water at the Fire Department & Highway Garage to determine the water quality.

**Other:** Lisle met with Paul Grime who wants a driveway access coming off this property located at 866 Old County Road accessing his property for his business at 533 Lawrence Road. The Selectboard noted to have Paul fill out the driveway application and for Chris Brimmer to first review and determine if this access could fall under agricultural use or commercial.

Lisle asked to go into executive session.

The Selectboard went into executive session at 8:05pm. Came out of executive session at 8:13pm with discussion on clarification of policy.

**Black River Design:** Fred has visited with Black River Design and they have revised their proposal. The total cost in the proposal was reduced to \$5,700; Fred stated that he believed the project could be done for the \$5,000 target expense with good project management; Fred requested approval to proceed. Brent made the motion for Black River to complete the work necessary in the amount of \$5,000. Fred seconded. All approved.

**Statewide Parcel Mapping/Tax Maps:** Fred reported that the State has finally awarded the contracts for the Parcel Mapping Project; Waterford is participating in Year One of the project and the Project should cover some of the updates and corrections that are needed. Some of the requested items such as adding layers to the maps would be billed to the Town.

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**Waterford Dump-Dumpster for Trash vs. Fence Entire Area:** Fred reported that he has received a quote from Casella Waste Management for an additional 30-yard dumpster for bulky trash. The cost of the dumpster is \$100 per month, the hauling fee is \$288 per trip, and the tipping fee is \$88 per ton. Assuming the dumpster would need to be emptied every other month and would contain under 2,000 pounds for trash the annual cost would be \$3,408, the average monthly cost would be approximately \$250. Brent made the motion to try out the dumpster for 6 months. Gary seconded the motion. All approved.

**Kalte Kive School Fund:** Waiting for Kevin Colby at the Waterford School to give a list of items that need replacement so that the account can be closed.

**Update on Dimick Tax Bill Resolution:** Jessy contacted Dimick about the additional tax due based on the corrections the State provided, and he paid the additional amount that was due. The Selectboard approved waiving the penalty assessed by the State (the Town will pay the penalty), and after Fred and Jessy reviewed the various aspects of the penalty, Fred recommended not trying to recover the money from the State. The Selectboard agreed.

**Dana Young Construction Recycling Door Estimate:** Selectboard moved this to the May agenda.

**Other:** Gary mentioned that the Town of Waterford should have drafts of form letters that are easily accessible. Steve will construct a few.

**Bonuses:** Brent made the motion for bonuses to be as follows: Lisle \$1,000, Wade \$1,000, Jim \$800, Ian \$600, Joanne \$800, Jessy \$800 and Steve \$800. Fred seconded the motion. All approved.

**Cost of Living Increase:** Brent made the motion to increase salaries for 2018 by 2.00%. Fred seconded the motion. All approved.

**Set Annual Town Officer's Meeting:** The Selectboard set the meeting for January 8<sup>th</sup> at 7:00pm in the Davies Memorial Library.

**Transition of the Waterford School to a Consolidated School District- What Effect on the School as an Emergency Shelter:** Waterford School will be transitioning to a new Supervisory Union, and we need to determine if this will have any effect on the use of the School as an Emergency Shelter. The Town currently pays for the annual maintenance on the generator at the school.

**Milltel Proposal for Town Office Phone System:** Gary spoke with Greg Millen, who sells MillTel phone systems, about a potential phone system for the Town Office. Greg met with Jessy and came up with a list of necessary features. The quote includes, Install of Avaya telephone system configured for up to 3 lines and 8 extensions. Price includes 2 cat 5e wire drops in office and 2 display phones. Includes voicemail system with 4 mailboxes and auto-attendant. Price: \$1,376.00. The Selectboard agreed that this is important for the office to run smoothly and that this is a good price. Brent made the motion to approve the installation of the Avaya phone system for \$1,376.00. Fred seconded. All approved.

**Permission to Close Union Bank Fire Dept. Accounts:** Fred made the motion to close the following Fire Department bank accounts at Union Bank.: Debit card account ending in 4794 will go into the Fire Department purchasing fund, Long Range account ending in 0586 will go part into the Fire Department purchasing fund and part memorial fund, Hydrant Account ending in 0578 will go into the Fire Department Hydrant Fund and the Grant Maintenance fund ending in #4718 will go into the Fire Department purchasing fund. Brent seconded the motion. All approved.

**Permission to Close Town Pass-Thru Account:** Fred made the motion to close the town Pass Thru account ending in # 3598 at the Passumpsic Bank and those funds will go into the Town General Fund. Brent seconded the motion. All approved.

**Resolution for USDA Grant:** Brent made the motion for if he is unavailable to sign grant documents that Fred Saar be authorized to sign any grant documents. Fred seconded the motion. All approved.

**Shadow Lake Road Driveway:** Fred has received several calls from Jim and Sharon Kisch regarding activity on the abutting property that had been subdivided. Sharon has also visited with Chris Brimmer. The Kisch's bought the Cross property on Shadow Lake Road; this property was involved in lawsuit with the abutter and a Settlement Agreement was approved by the Court. The Kisch's were concerned that the abutter was installing a driveway that was not allowed. Fred visited the property and, after discussion with Jessy and Lisle, determined that there is logging activity on the property, but it does not appear that they are installing a permanent driveway. Fred requested the Selectboard approve recording the Settlement Agreement on all four lots in the subdivision and that the Town waive the recording fees. The Selectboard agreed. Fred made the motion for the settlement agreement to be recorded and that the recording fees be waived. Brent seconded. All approved.

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**Subdivisions- Should Location of Drive be Required as Part of Subdivision:** Fred expressed his concern that a subdivision could be approved by the DRB that resulted in a lot that could not meet the provisions of the driveway permit, and recommended that the DBR either 1). require the location of the driveway be shown on the subdivision plans and be in compliance with the Driveway Ordinance; or 2). Require a statement from the property owner that all lots can comply with the Driveway Ordinance. After discussion the Selectboard decided to pass this along to Chris Brimmer.

**Adjourn:** Brent made the motion to adjourn. Fred seconded the motion. All approved. The meeting adjourned at 8:50pm.

Approved:  
Date:

Jessy Pelow  
Town Clerk