

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for February 3, 2016 Regular Selectboard Meeting
NOTE- SPECIAL TIME: 3:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	3:00pm-
2. Fire Truck Selection Process a. Open Price Information in Proposals b. Discuss Process and Schedule c. Appoint Fire Truck Evaluation Committee and Approve Committee Charge	Chair	3:00-3:30pm
2. Public Comment	Chair	3:30-3:40pm
3. Review of Agenda	Chair	3:40-3:45pm
4. Recurring items, including items for possible vote: a) Review, discussion, and approval of minutes b) Treasurer's Report i) Warrants for Payment (1) Accounts Payable (2) Payroll c) Road Foreman's Report i) General Update	Chair Treasurer Road Foreman	3:45-3:50pm 3:50-4:00pm 4:00-4:10pm
5. Business items for possible vote: a. Schedule Pre-Town Meeting Information Session b. Additional Documents for Town Meeting c. Traffic Ordinance d. Overland Bike Event 2016	Chair Chair Michael Reese Michael Reese	4:10-4:20pm 4:20-4:30pm 4:30-4:40pm 4:40-4:50pm
6. Business Items for discussion e. Selectboard correspondence f. Next meeting's agenda	Chair	4:50-4:52pm 4:52-4:55pm
7. Closing public comments and adjournment	Chair	4:55-5:00pm

Check Warrant Report # 15055 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 02/03/16 To 02/03/16

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1250	CARGILL, INCORPORATED	2388002 salt	13041.56	0.00	13041.56	1368	02/03/16
1370	D & D EXCAVATING, INC.	3213 screened sand	2484.00	0.00	2484.00	1369	02/03/16
1430	DEAD RIVER COMPANY	20108 Annual Svc Contrctcs	1452.70	0.00	1452.70	1370	02/03/16
1430	DEAD RIVER COMPANY	22531 242.3 Gals LP N Pom FD	339.63	0.00	339.63	1370	02/03/16
1430	DEAD RIVER COMPANY	32150 227.3 Gals Oil Town Hall	349.38	0.00	349.38	1370	02/03/16
1430	DEAD RIVER COMPANY	51650 158. gals LP-N Pom FD	213.79	0.00	213.79	1370	02/03/16
1430	DEAD RIVER COMPANY	74183 112.3 Gals Oil Teago FD	230.10	0.00	230.10	1370	02/03/16
1430	DEAD RIVER COMPANY	74188 195.4 Gal Oil Town Garag	315.57	0.00	315.57	1370	02/03/16
1430	DEAD RIVER COMPANY	75035 Oil- Town Garage	233.26	0.00	233.26	1370	02/03/16
1430	DEAD RIVER COMPANY	86651,86656 LP for Hist Soc & Twn Of	202.91	0.00	202.91	1370	02/03/16
1770	GUVSWM	3980 Landfill Coupons-cost	2100.00	0.00	2100.00	1371	02/03/16
1780	HAMPSHIRE FIRE PROTECTION CO.,	142419 Annual Fire Ext Maint	105.00	0.00	105.00	1372	02/03/16
1780	HAMPSHIRE FIRE PROTECTION CO.,	142620 Bldg Maint-Highwy	242.00	0.00	242.00	1372	02/03/16
1910	IRVING ENERGY	541543 433.9 Gals Diesel	740.40	0.00	740.40	1373	02/03/16
2100	MAGEE OFFICE PRODUCTS	C-01852916 Service Contract-Copier	300.00	0.00	300.00	1374	02/03/16
3260	WELCH'S TRUE VALUE HARDWARE	161014 wire drain auger	16.99	0.00	16.99	1375	02/03/16
3320	WINDSOR COUNTY SHERIFF DEPT.	M41-7-15 Sheriff Patrol	784.00	0.00	784.00	1376	02/03/16
Report Total			23,151.29	0.00	23,151.29		

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****23,151.29 Let this be your order for the payments of these amounts.

Phil Dechert, Chair

Michael Reese

Eric Chase

01/29/16
01:28 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 02/03/16

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Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1250	CARGILL, INCORPORATED	2388002	01/29/16	02/03/16	01 salt	13,041.56 ✓	0.00	0.00
		150-7-20-75-650.000	Salt					
1370	D & D EXCAVATING, INC.	3213	01/29/16	02/03/16	01 screened sand	2,484.00 ✓	0.00	0.00
		150-7-20-75-650.005	Sand					
1430	DEAD RIVER COMPANY	20108	01/29/16	02/03/16	01 Annual Svc Contrcts			
		100-7-10-65-624.000	Fuel Oil, Town Hall			261.95 ✓	0.00	0.00
		150-7-40-83-624.005	Garage Fuel Oil			256.95 ✓	0.00	0.00
		100-7-30-40-623.000	Propane Pomfret Fire Dept			256.95 ✓	0.00	0.00
		100-7-30-40-624.000	Heating oil, Teago FD			256.95 ✓	0.00	0.00
		100-7-20-33-623.000	Brick bldg propane			162.95 ✓	0.00	0.00
		100-7-10-30-623.000	Propane			256.95 ✓	0.00	0.00
Invoice 20108 Total						1,452.70	0.00	0.00
		22531	01/29/16	02/03/16	01 242.3 Gals LP N Pom FD			
		100-7-30-40-623.000	Propane Pomfret Fire Dept			339.63 ✓	0.00	0.00
		32150	01/29/16	02/03/16	01 227.3 Gals Oil Town Hall			
		100-7-10-65-624.000	Fuel Oil, Town Hall			349.38 ✓	0.00	0.00
		51650	01/29/16	02/03/16	01 158. gals LP-N Pom FD			
		100-7-30-40-623.000	Propane Pomfret Fire Dept			213.79 ✓	0.00	0.00
		74183	01/29/16	02/03/16	01 112.3 Gals Oil Teago FD			
		100-7-30-40-624.000	Heating oil, Teago FD			230.10 ✓	0.00	0.00
		74188	01/29/16	02/03/16	01 195.4 Gal Oil Town Garage			
		150-7-40-83-624.005	Garage Fuel Oil			315.57 ✓	0.00	0.00
		75035	01/29/16	02/03/16	01 Oil- Town Garage			
		150-7-40-83-624.005	Garage Fuel Oil			233.26 ✓	0.00	0.00
		86651,86656	01/29/16	02/03/16	01 LP for Hist Soc & Twn Off			
		100-7-20-33-623.000	Brick bldg propane			78.45	0.00	0.00
		100-7-10-30-623.000	Propane			124.46	0.00	0.00
Invoice 86651,86656 Total						202.91 ✓	0.00	0.00
Total For DEAD RIVER COMPANY						3,337.34	0.00	0.00
1770	GUVSWM	3980	01/29/16	02/03/16	01 Landfill Coupons-cost			
		100-6-10-10-320.025	Landfill Coupons-Cost			2,100.00 ✓	0.00	0.00
1780	HAMPSHIRE FIRE PROTECTION	142419	01/29/16	02/03/16	01 Annual Fire Ext Maint			
		100-7-10-30-424.000	Town Office Building Main			35.00 ✓	0.00	0.00
		200-7-10-96-424.000	Maintenance Expense			35.00 ✓	0.00	0.00
		100-7-20-33-424.000	Brick bldg Maint and repa			35.00	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Invoice 142419 Total						105.00 ✓	0.00	0.00
	142620		01/29/16	02/03/16	01 Bldg Maint-Highwy			
	150-7-40-83-424.000		Garage Building & Grounds			242.00 ✓	0.00	0.00
Total For HAMPSHIRE FIRE PROTECTION CO., LLC						347.00	0.00	0.00
1910	IRVING ENERGY	541543	01/29/16	02/03/16	01 433.9 Gals Diesel			
		150-7-30-80-330.000	Diesel			740.40 ✓	0.00	0.00
2100	MAGEE OFFICE PRODUCTS	C-01852916	01/29/16	02/03/16	01 Service Contract-Copier			
		100-7-10-30-740.000	Other New Equip/Copier le			300.00 ✓	0.00	0.00
3260	WELCH'S TRUE VALUE HARDWA	161014	01/29/16	02/03/16	01 wire drain auger			
		150-7-30-80-330.015	Shop, oil, small tools et			16.99 ✓	0.00	0.00
3320	WINDSOR COUNTY SHERIFF DE	M41-7-15	01/29/16	02/03/16	01 Sheriff Patrol			
		100-7-30-42-525.000	Sheriff's Patrol			784.00 ✓	0.00	0.00
Report Grand Total						23,151.29	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
150	17,330.73	0.00
100	5,785.56	0.00
200	35.00	0.00
	23,151.29	0.00

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 6, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member) Art Lewin, Sr. (Road Foreman) Ellen DesMeules (Treasurer), Laura Kent (Auditor), Melanie Williams, Scott Woodward, Sherman Kent and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:10pm.
2. Executive Session:
 - (a) Phil Dechert moved, and Eric Chase seconded, that the board enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
 - (b) Phil Dechert moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
3. Public Comment: None.
4. Review of Agenda: Michael Reese requested that the traffic notice of ordinance amendment be added to the agenda, and its addition was approved by consensus. The public raised the topic of missed deadlines, and its addition was approved by consensus.
5. Approval of Minutes: Phil Dechert moved, and Eric Chase seconded, to approve the draft minutes of the 12/2/15, 12/8/15, 12/16/15, and 12/21/15 Selectboard meetings. The Board unanimously approved the motion
6. Treasurer's Report:
 - (a) Warrants for Payment Phil Dechert moved, and Michael Reese seconded, that the Board approve the following warrants. The Board unanimously approved the motion:
 - i. 15049 accounts payable in the amount of \$2,840.09
 - ii. 15048 payroll in the amount of \$8,190.71
 - iii. 15046 accounts payable in the amount of \$52,109.25
 - iv. 15044 payroll in the amount of \$1,120.00
 - v. 15043 payroll in the amount of \$10,335.42

(b) General Discussion

- i. There was discussion on time sheets, the completion of the December financial reports, payroll, and working with the auditors, as well as other miscellaneous items.

7. Road Foreman's Report:

- (a) General Update: There have been two ice storms, one snowstorm since the last Selectboard meeting. Road crews are plowing, and roads are rough; there are washboards everywhere. Some ice in places needs rectifying.
- (b) 150 tons of salt brought in to refill shed. Still hauling sand in.
- (c) Talked to Bridgewater mutual agreement for Wayside Road: they will take care of in exchange for two loads of sand. There was discussion of other mutual agreements with neighboring towns.
- (d) Five Applicants have applied for road crew worker position.
- (e) Complaints on Hemlock tree leaning over Pomfret road, south of Rudge Road; town employees are watching the tree and it is healthy and doesn't appear to be moving; there is no problem yet.
- (f) There was additional discussion concerning the trees on King's Highway, sand dropping, and overtime for road crew employees.

8. Missed Deadlines: There was a discussion prompted by the public on missed deadlines, including Public Safety Capital Equipment Plan, the budget, and other items. These items were discussed.

9. Assistant to Selectboard: Welcome and discussion of tasks, etc.: Assistant was welcomed by board, general public. There was a review of the list of ongoing work items for the assistant. Compensation for use of cellular phone, laptop was considered.

10. Fire Truck Addendum: The Technical specifications of the addendum were discussed, including the tilt table. Phil Dechert moved, and Michael Reese seconded, to distribute the addendum to vendors and post on Pomfret website. The Board unanimously approved the motion.

11. Evaluation Process for Fire Truck Bids: The evaluation process was discussed, in particular the use of guides and the development of a Matrix/document for the evaluation process and the utility of forming a committee. No action was taken.

12. Options for Delinquent Tax Collection: The issues of compensation for Delinquent tax collector, whether the position be appointed by the Selectboard rather than elected, and flexibility on penalties were discussed. The assistant to the Selectboard was tasked with following up with The Vermont League of Cities and Towns on this issue.

13. Selectboard Report: The Selectboard Report was reviewed and discussed, and edits were suggested. Michael Reese moved, and Eric Chase seconded to approve the edits to the report. The Board unanimously approved the motion.
14. Budget: The town budget was discussed. A Special Budget meeting was scheduled for Monday, January 11 at 7pm. The Assistant to the Selectboard was tasked with drafting an Agenda and the Warning for the meeting.
15. Selectboard correspondence: The Board received:
(a) VTrans Annual Mileage Certificate
16. Next Meeting's Agenda: Possible Items include the VTrans Annual Mileage Certificate.
17. Closing public comments & adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:23pm.

Date: 01/10/2016

Respectfully Submitted,

Michael Reese

Approved at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 11, 2016 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member) Art Lewin, Sr. (Road Foreman) Ellen DesMeules (Treasurer), Becky Fielder (Town Clerk), Jonathan Williams (Assistant to Selectboard), Laura Kent (Auditor), Melanie Williams, Scott Woodward, Sherman Kent, and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:03pm.
2. Public Comment: None.
3. Review of Budget: There was review and discussion of the budget at length. The next Special Selectboard Meeting to discuss the budget was scheduled for Monday, January 18, 2016.
4. Closing public comments & adjournment: There were no closing public comments. Michael Reese moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:27pm.

Date: 01/12/2016

Respectfully Submitted,

Michael Reese

Approved at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 18, 2016 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Scott Woodward, Emily Grube, Melanie Williams, Sherman Kent, and Laura Kent

1. Call to Order: The Chair called the meeting to order at 7:05pm.
2. Public Comment: None.
3. Review of Draft Town Warning: There was review and discussion of the Draft Town Warning. No action was taken.
4. Date and Time for Opening Fire Truck Bids: There was discussion on when the fire truck bids will be opened, and if the prices submitted will be opened at the same time. It was decided that the bids shall be opened at the next regular Selectboard meeting, January 20, 2016 at 7:30pm.
5. Review Town Budget: There was review and discussion of the budget and its various components at length. Phil Dechert moved, and Michael Reese seconded, to approve the 1-11-16 Draft 2016 Pomfret Capital Plan for Highway Equipment. The Board unanimously approved the motion.
6. Closing public comments & adjournment: There was public comment regarding the administrative assistant. Phil Dechert moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:24pm.

Date: 01/22/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 20, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Kevin Rice (Fire Chief), Melanie Williams, Laura Kent (Auditor), Sherman Kent, Scott Woodward, Emily Grube, Steve Chamberlin, Marjorie Wakefield (Trustee of Public Funds), John Peters, and Gregg Tuttle

1. Call to Order: The Chair called the meeting to order at 7:14pm.
2. Executive Session:
 - (a) Phil Dechert moved, and Michael Reese seconded, that the board enter into executive session for the purposes of discussing the employment of a new employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin Sr. the Road Foreman and Jonathan Williams the Assistant to the Selectboard were present for the executive session.
 - (b) At 7:34 PM, Phil Dechert moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
3. Public Comment: None.
4. Review of Agenda: The opening of the Fire Truck bids, discussed at the last meeting was moved to the January 26th Selectboard meeting at 4:30 PM, as it was not placed on the January 20, 2016 Regular Selectboard Meeting Agenda.
5. Treasurer's Report: There was no treasurer's report as the treasurer was ill.
 - (a) Warrants for Payment: Michael Reese moved and Phil Dechert seconded to approve the following warrants. The Board unanimously approved the motion.
 - a.i. Payroll warrant number 15052 in the amount of \$7,725.94
 - a.ii. Payroll warrant number: 15051 in the amount of \$3,039.60.
 - a.iii. Warrant number 15050 in the amount of \$7,425.75.
6. Road Foreman's Report:
 - (a) General Update:
 - a.i. Pushing back the edges of roads and sanding roads. Some drifts.
 - a.ii. Issue with loader, found out due to design flaw. Was taken care of (New throttle, new brake pedal).
 - a.iii. Old Kings Highway will be closed to thru traffic on Friday January 22, 2016 from 8:00am-4:00pm for tree work. Please seek alternate routes.
 - a.iv. Issues with people plowing their driveways across a town road and leaving the plowed material in the road. **Reminder: PLOWING SNOW**

ACROSS A TOWN HIGHWAY IS A VIOLATION OF STATE LAW.

7. Request to Use Legal Trail for Logging (LT-2 off Wild Apple Road; Request by Steve Chamberlin): Phil Dechert moved, and Michael Reese seconded, to authorize and issue a permit for logging use for 1 year with conditions for restoration if any potential damage, with subsequent inspection following use. The Board unanimously approved the motion.
8. VTrans Annual Mileage Certificate: There was a presentation by Phil Dechert on the VTrans Annual Mileage Certificate. Phil Dechert moved, and Michael Reese seconded, to approve the 2016 VTrans Annual Mileage Certificate and to authorize the chair to sign it. The Board unanimously approved the motion.
9. Budget and Town Report:
 - (a) The Draft Town Meeting Warning was reviewed and discussed at length. Phil Dechert moved, and Eric Chase seconded, to approve the warning as amended with the amount of taxes and monies to be raised to be voted on at a later date. The Board unanimously approved the motion.
 - (b) The Town Budget was reviewed and discussed. Fire Department budget issues and record keeping issues were discussed with Kevin Rice, the Fire Chief.
10. Selectboard Correspondence: None.
11. Next Meeting's Agenda: A special meeting for the review and discussion of the town budget as well as the opening of the fire truck bids was scheduled for Tuesday, January 26 at 4:30pm at the Pomfret town office.
12. Closing public comments & adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:39pm.

Date: 01/22/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting