

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for December 7, 2016 Regular Selectboard Meeting
7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00pm-
3. Review of Agenda	Chair	7:00-7:10pm
4. Recurring Items, Presentations, Including Items for Possible Vote: a) Pomfret Historical Society Storage Request b) Review, discussion, and approval of minutes: 11/15 Special Meeting, 11/16 Regular Meeting, 11/16 Special Meeting, 11/22 Special Meeting c) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll d) Delinquent Tax Collector's Report e) Road Foreman's Report i. General Update ii. Wayside Road	Alan Graham/Chair Chair Treasurer Delinquent Tax Collector Road Foreman	7:10-7:20pm 7:20-7:25pm 7:25-7:35pm 7:35-7:40pm 7:40-7:55pm
5. Business Items for Possible Vote: a) Clifford Driveway b) Stream Alteration Permits (brush in waterways) c) Covered Bridges Half Marathon d) Fire Department Contract/Insurance e) Traffic Ordinance Rewrite f) Document Security and Communication Process (Selectboard Updates to Town Treasurer)	Chair	7:55-8:50pm
6. Business Items for Discussion a) Selectboard correspondence: b) Next meeting's agenda:	Chair	8:50-8:55pm
7. Closing Public Comments, Review of Assignments, and Adjournment	Chair	8:55-9:00pm

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the November 15, 2016 Special Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member), Emily Grube (Selectboard Member), Betsy Seibeck (Library Trustee), Art Lewin (Road Foreman), Norm Buchanan (Lister)

1. Call to Order: Michael Reese called the meeting to order at 6:30 p.m.
2. Public Comment: None.
3. Discussion of the Budget: Highway Capital Plan-related budget items, Auditors, Listers, Library, and Income.

The board heard from Library Trustee, Betsy Seibeck, regarding the Library portion of the budget and she answered Selectboard questions.

The board heard from Lister, Norm Buchanan, regarding the job of the Board of Listers and issues related to the Lister's portion of the budget.

The board discussed Highway Capital Plan-related budget items and the Road Foreman gave input and answered questions of the Selectboard.

The board discussed the Auditor's portion of the budget.

The board worked on the Income section of the budget.
4. Review and Adjustments to Upcoming Budget/Special Meeting Agendas: The Board reviewed the agenda for the 11/22 special Selectboard meeting and added the topic of reviewing unresolved line item figures.
5. Closing Public Comments and Adjournment: There were no public comments. Sheila Hopkins moved, and Frank Perron seconded, to adjourn the meeting at 9:15 pm. The Board unanimously approved the motion.:

Date: 11-15-16

Respectfully Submitted,
Melanie Williams, Clerk

Approved by the Board at _____ Meeting

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the November 16, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams, (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Sheriff D. Michael Chamberlain, Deputy Claude Weyant, Karen Hewitt (Collector of Delinquent Taxes), and Scott Woodward,

1. Call to Order: Michael Reese called the meeting to order at 7:09pm.
2. Public Comment: There was no public comment.
3. Review of Agenda: There were no changes to the Agenda.
4. Review, Discussion, and Approval of Minutes (11/01, 11/02, 11/09): (audio 1:00) Sheila Hopkins moved, and Emily Grube seconded, to approve the 11/01, 11/02, and 11/09 Regular and Special Selectboard meeting minutes. The Board unanimously approved the motion.
5. Windsor County Sheriff: (audio 1:50) Windsor County Sheriff D. Michael Chamberlain and Deputy Claude Weyant gave a report on the services they provide to the town of Pomfret, associated current and future hourly rates, and other related law enforcement issues. There were questions and discussion by the Selectboard. Current rates are \$51 an hour; the rates are scheduled to go up to \$53 an hour in 2017; this rate can be adjusted depending on the services requested/provided. From July 1st to November 16, 2016 the town has spent \$3600 on sheriff law enforcement services and the sheriff's department has generated \$2,400 in revenue for the town.
6. Treasurer's Report: (audio 29:33)
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to approve the warrants (#16032, #16032a, and #16033) as read. The Board unanimously approved the motion.
7. Delinquent Tax Collector's Report: (audio 33:15) The Delinquent Tax Collector Karen Hewitt briefed the Board on ongoing collection efforts, and there was discussion. A tax sale was discussed.
8. Road Foreman's Report: (audio 35:00)
 - (a) General Update: The Road Foreman briefed the Board on road crew leaf blowing efforts - a tractor was rented to assist with the work. The sand screen

has been completed and is functioning. The road crew is preparing for winter work. All signs for the Caper Street Intersection will be installed by tomorrow -11/17/16. An existing stack of uninstalled warning signs for other locations in town was discussed.

9. Capital Plan Report: (audio 40:43) Scott Woodward briefed the Board on this item and there was discussion by the Board. Melanie Williams Moved, and Emily Grube, seconded, to accept the 2016 Pomfret Capital Plan as written, with the Pomfret Selectboard agreeing to work over time on the plan's recommendations. The Board unanimously approved the motion.
10. Traffic Ordinance: (audio 55:31) Melanie Williams and the Selectboard Assistant briefed the Board on this item and there was discussion by the Board, the Selectboard Assistant, and the Road Foreman. The traffic ordinance item shall be discussed at the next Regular Selectboard meeting.
11. Liquor Catering Permit: (audio 1:12:50) Sheila Hopkins read aloud the liquor catering permit issued for the Woodstock Inn/Resort Corp for a catered lunch with cash bar at Artis Tree (2095 Pomfret Road) on Saturday November 5 from 12-4pm.
12. Tree Cutting: (audio 1:13:41) Frank Perron briefed the Board on this item and there was discussion by the Board and the Road Foreman. Emily Grube moved, and Sheila Hopkins seconded, to authorize Frank Perron to take down 3 additional trees on Hewitt Hill Road if the land owner agrees in addition to the tree originally discussed. The Board unanimously approved the motion.
13. Selectboard Assistant Computer+Software Purchase: (audio 1:24:00) The Assistant to the Selectboard briefed the Board on this item and there was discussion. Michael Reese moved, and Frank Perron seconded to approve the town's purchase of a computer and appropriate software for the use of the Selectboard Assistant. The Board unanimously approved the motion. The Selectboard Assistant shall give the town clerk and treasurer the necessary information for the purchase of said computer and software.
14. Selectboard Assistant Phone Stipend: Sheila Hopkins briefed the Board on this item and there was discussion. Sheila Hopkins moved, and Frank Perron seconded, to approve a \$40 a month stipend for the Selectboard assistant for the use of his personal phone for town business. There was discussion. The Board unanimously approved the motion. The Selectboard Assistant shall note the item on his last timesheet of each month. Melanie Williams moved, and Sheila Hopkins seconded, to make the phone stipend for the Selectboard Assistant effective November 2016. The Board unanimously approved the motion.
15. Selectboard Correspondence: (audio 1:30:00) None.

16. Next Meeting's Agenda: (audio 1:32:00) 'Historical Society Storage Issue', 'Traffic Ordinance', 'Reserve Accounts' were items scheduled for the first December Regular Selectboard meeting. There was discussion concerning agenda items and the upcoming 11/22/16 Special Selectboard meeting.

17. Closing Public Comments, Review of Assignments: (audio 1:52:00) There were no closing public comments.

18. Adjournment: Sheila Hopkins moved, and Frank Perron seconded, to adjourn the meeting at 9:02pm. The Board unanimously approved the motion.

Date: 11/18/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the November 16, 2016 Special Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams (Selectboard Member), Michael Reese (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin Sr. (Road Foreman), and Jonathan Williams (Assistant to the Selectboard)

1. Call to Order: Michael Reese called the meeting to order at 6:05pm.
2. Public Comment: None.
3. Executive Session:
 - (a) Michael Reese moved, and Sheila Hopkins seconded that the board enter into executive session related to the purposes of the employment or evaluation of a public officer or employee pursuant to 1 VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin Sr., and Jonathan Williams were present for the executive session.
 - (b) Melanie Williams moved, and Sheila Hopkins seconded, that the Board exit executive session. There was discussion. The Board unanimously approved the motion at 7:06pm. No decisions were made or actions taken related to the subject discussed in executive session at this time.
4. Closing Public Comments and Adjournment: Melanie Williams moved, and Sheila Hopkins seconded, that the board adjourn the special meeting. The Board unanimously approved the motion and the meeting was adjourned at 7:07pm.

Date: 11/18/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the November 22, 2016 Special Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams (Selectboard Member), Michael Reese (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin Sr. (Road Foreman), Laura Kent (Auditor), Sherman Kent, and Jonathan Williams (Assistant to the Selectboard)

1. Call to Order: Michael Reese called the meeting to order at 6:32pm.
2. Public Comment: None.
3. Road Crew Job Applicant Discussion: Michael Reese moved, and Sheila Hopkins seconded, to have the town hire to the road crew Dale Lewis at a rate of \$18 per hour subject to all terms in the personnel policy including a six-month probationary period. There was discussion by the Selectboard and the Road Foreman. Michael Reese noted for the record that this applicant had the most highway department experience of all the candidates, having worked for several years in another town as a road crew employee in NY State. Emily Grube did not participate in the conversation and did not vote on this item due to a conflict of interest. The Board unanimously approved the motion with Emily Grube abstaining.
4. Discussion of the Budget: Budget Reconciliation, Review of Unresolved Line Item Figures: Frank Perron briefed the Board on this item and there was discussion by the Selectboard and the public concerning budget reconciliation. Line items discussed include: Social Security/Medicare; Town Office Building Maintenance; Insurance; Legal and Professional Fees; Accounting Support; Brick Building Maintenance and Repair, Insurance; Town Buildings & Reserve Funds; Fire Department; Sheriff's Patrol; Contract Services; School Plowing; Appropriations; Highway (Retirement, Health Insurance, Projects, Highway Reserves, Expenditures).
5. Review and Adjustments to Upcoming Budget/Special Meeting Agendas: 'Fire Department Contract/Insurance' and 'Chippers Case' were items added to the next Regular Selectboard meeting agenda. A Special Selectboard meeting is scheduled for Tuesday, December 6 at 6:30pm for the following purposes: 'Finalize Budget', 'General Fund Surplus Discussion', 'Reserve Accounts Discussion'.
6. Closing Public Comments and Adjournment: Sheila Hopkins moved, and Frank Perron seconded, that the board adjourn the special meeting. The Board unanimously approved the motion and the meeting was adjourned at 9:32pm.

Date: 11/27/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting



COVERED BRIDGES

HALF MARATHON

POMFRET • WOODSTOCK • QUECHEE

P.O. Box 722 • WOODSTOCK, VERMONT 05091

11/12/2016

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

I am writing to request permission to hold the Covered Bridges Half Marathon on Sunday 4, 2017 at 8:15am. The race will follow the same course as past years, beginning at Suicide Six ski area and following Stage road to Route 12. A certificate of insurance will be provided to the town from CBHM. As in past years, traffic control will be handled by Windsor County Sheriff's and volunteers. We will notify residents in advance through signs and newspaper. In the past, the road crew has been very helpful in grading River road a week or so before the event when needed, if possible we would appreciate it if that could be done again this year.

Thank you in advance for your consideration; please let me know if you have any questions or concerns.

Sincerely,

Bill Blaiklock
Race Director CBHM, Inc
PO Box 722
Woodstock, VT 05091
802-291-2463: blaiklo@aol.com

Town of Pomfret, Vermont
5218 Pomfret Road
North Pomfret, VT 05053

Draft Traffic Ordinances

Incorporating the Existing Traffic Ordinance Document and all Subsequent Amendments

1. Preamble: Pursuant to the provisions of Title 23 V.S.A. §1007 and §1008, 24 V.S.A. Chapter 59, §1971 – 1973, 24 V.S.A. §2291 (1), (4), and (5), 23 V.S.A. §1007 and 13 V.S.A. §7251. The Selectboard of the Town of Pomfret, Vermont, adopted the following Traffic Ordinance on [REDACTED], 2016.
2. Scope: This ordinance establishes special traffic regulations applicable to public highways within the Town.
3. Definitions: The definitions in Title 23 V.S.A. §4 are incorporated by reference. See the Vermont General Highway Map of the Town of Pomfret, prepared by the Vermont Agency of Transportation, dated 2015, for town highway numbers.
4. Traffic Control Devices:
 - 4.1 It shall be unlawful for any person to disobey the direction of a traffic control device except in response to the directions of a law enforcement officer.
 - 4.2 It shall be unlawful for any person intentionally to remove, injure, obstruct, deface, alter, or tamper with, any traffic control device.
 - 4.3 It shall be unlawful for any person to install any sign or device that may resemble or be mistaken for an official traffic control device without prior approval of the Town Selectboard.
5. Speed Regulations: On the basis of traffic and engineering surveys, the following maximum speeds are hereby established for traffic in both directions on the following designated portions of town highways:
 - 5.1 On T.H. 1,
 - 5.1.1 From the Woodstock town line through the center of town to the Hartford town line: 45 mph beginning at the Woodstock town line, extending northerly 0.90 miles; then 35 miles per hour to 0.99 miles; then 25 mph extending northerly to 1.25 miles from the Woodstock Town Line; then 35 miles per hour to 0.35 north of the junction of T.H. 60; then 45 mph extending northerly to 0.10 mile south of the junction of T.H. 24; then 40 mph extending easterly 4.43 miles to the Hartford town line.
 - 5.1.2 Speed limit between flashing light and “End School Zone” signs shall be as posted when light is flashing. Lights shall be flashing on days when school is in session at times agreed upon in writing between the Pomfret Selectboard and the School Board.
 - 5.2 On T.H. 2, Stage Road, from South Pomfret toward the Barnard town line: 25 mph beginning at the junction with T.H. 1, extending westerly .11 mile; then 35 mph from to bridge B13.

5.3 On T.H. 3, Howe Hill Road, from the Hewittville corner toward the Sharon town line: 35 mph beginning at the junction of T.H. 1 extending northerly 1.25 miles to 0.52 mile south of the Sharon town line.

5.4 On T.H. 29, Bunker Hill Road, 25 mph for its entire length.

5.5 On T.H. 60, Library Street, 25 mph for its entire length.

6. Stop and Yield Intersections:

6.1 The following intersections are designated as STOP intersections and shall be so signed:

6.1.1 T.H.1 southbound at the junction of T. H. 2

6.1.2 T.H.3 entering T.H.1

6.1.3 T.H.60 entering T.H.1

6.1.4 T.H.60 entering T.H.2

6.2 The following intersections are designated as YIELD intersections and shall be so signed:

6.2.1 T.H.7 entering T.H.3

7. Violations:

7.1 Each violation of a provision of this ordinance shall be deemed a separate offense.

7.2 A person who violates a provision of this ordinance shall be subject to prosecution.

8. Severability: The provisions of this ordinance are declared severable, and if any provision hereof be judged invalid, such judgment shall not affect the validity of any other provision.

9. Adoption: Subject to the provision of 24 VSA §1973 this ordinance is adopted on the [REDACTED] day of [REDACTED] 2016 by the Selectboard of the town of Pomfret and shall become effective on the [REDACTED] day of [REDACTED] 2016.

Selectboard Member, Chair

Selectboard Member, Vice Chair

Selectboard Member, Clerk

Selectboard Member

Selectboard Member