

Town of Pomfret

5218 Pomfret Road

North Pomfret, VT 05053

**Agenda for February 19, 2014 Regular Selectboard Meeting
Meeting to be held at 7 pm in the Town office and is open to the public**

- Call to order
- Review of agenda
- Elect chair and clerk
- Town Clerk's Report
- Meeting Resolution
- Approval of minutes of prior meetings: 1/8/14, 1/12/14, 1/15/14-1/20/14, and 2/5/14 (see website <http://pomfretvt.us/index.php/select-board1/minutes/>)
- Town Treasurer's Report
 - Review and action on warrants for payment
- Road Foreman's Report
 - Roadside mowing RFP
 - Tractor repair
- Appointment of Town Officers
- Consider designation of selectboard liasons to town departments
- Review of selectboard priorities
- Other business

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

REVISED 2013 Meeting Resolution DRAFT #2 12/18/13

Regular meetings of the Pomfret selectboard will be held every other Wednesday starting on the first Wednesday after town meeting at the town office at 7:00 pm as published in the Annual Report.

The selectboard will hold a selectboard meeting every Monday at 7 am in the town garage to discuss activities of the highway department. At these meetings no formal actions will be taken and no money will be appropriated, expended, or encumbered. These meetings are open to the public.

Special meetings of the Pomfret selectboard shall be announced at least 24 hours before the meetings and notices shall be given to local media and posted on the town webpage and in the Town Office, the North Pomfret Post Office and the Teago General Store. All selectboard meetings (regular, special and emergency) are open to the public and subject to the Open Meetings Law (1 VSA § 310-314).

The agendas for all regular selectboard meetings will be prepared by the selectboard clerk, approved by the selectboard chair and submitted to the town clerk prior to the meetings. The town clerk shall post the agendas in the town clerk's office and on the town web site, and distribute copies to persons who have requested copies of the agendas. Persons wishing to add items to any agenda should contact the selectboard clerk five (5) calendar days before the selectboard meetings.

The minutes of all selectboard meetings shall be taken by the selectboard clerk or another person designated by the selectboard. The selectboard clerk shall approve the draft minutes, clearly label them as "draft" and make them "available for inspection by any person and for purchase of copies at cost upon request after five days from the date of any meeting" 1 VSA § 312. (b)(2). The selectboard clerk shall also forward a copy of the draft minutes to the town clerk who shall post them on the town web site and distribute them to persons who have requested copies. After the draft minutes have been approved by the selectboard, the selectboard clerk shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly labeling them as "approved". The selectboard clerk shall sign the approved minutes and submit a copy to the town clerk for filing and posting on the town web site.

All selectboard meetings will be audio recorded. The audio recordings of selectboard meetings shall be available for inspection and copying and posted on the town web site within five (5) calendar days after the meeting.

Selectboard members may, from time to time and in the best interest of the Town, discuss town business in person, in writing, by telephone or by email exchanges during which no formal actions will be taken and no money will be appropriated, expended, or encumbered. Items that may be discussed include but are not limited to the maintenance and repair of town highways, equipment and buildings; the scheduling of meetings; and the review of draft meeting agendas, draft meeting minutes, draft policies, draft ordinances, draft contracts and draft letters. The selectboard considers these communications to be conducting routine day-to-day administrative matters and they will be outside of duly warned meetings (1VSA§312 (g)).

Approved at the _____ regular selectboard meeting.

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

REVISED 2013 Meeting Resolution DRAFT #2 12/18/13 with
Proposed Changes by Michael Reese on 2-9-14

Regular meetings of the Pomfret selectboard will be held ~~every other on the first and third~~ Wednesdays of each month starting on the first Wednesday after town meeting at the town office at 7:00 pm as published in the Annual Report.

~~The selectboard will hold a selectboard meeting every Monday at 7 am in the town garage to discuss activities of the highway department. At these meetings no formal actions will be taken and no money will be appropriated, expended, or encumbered. These meetings are open to the public.~~

Special meetings of the Pomfret selectboard shall be ~~announced~~ noticed at least 24 hours before the meetings and notices shall be distributed to the town's public email list, given to any local media requesting such notices, and posted on the front page of the town webpage, ~~and~~ in the Town Office, the North Pomfret Post Office and the Teago General Store. Emergency meetings shall only be called when necessary to respond to an unforeseen occurrence or conditions requiring immediate attention by the selectboard. Notice of emergency meetings shall be distributed to the town's public email list and posted on the front page of the website. All selectboard meetings (regular, special and emergency) are open to the public and subject to the Open Meetings Law (1 VSA § 310-314).

~~Agendas for all meetings~~ The agendas for all regular selectboard meetings will be prepared by the selectboard clerk, approved by the selectboard chair and submitted to the town clerk prior to the meetings. The town clerk shall post the shall be posted agendas in the town clerk's office and ~~on~~ the town web site along with all documents relating to the Agenda, and distribute copies to persons who have requested copies ~~of the agendas~~. Persons wishing to add items to any agenda should contact the selectboard clerk five (5) calendar days before the selectboard meetings.

The minutes of all selectboard meetings shall be taken by the selectboard clerk or another person designated by the selectboard. The selectboard clerk shall approve the draft minutes, clearly label them as "draft" and make them "available for inspection by any person and for purchase of copies at cost upon request after five days from the date of any meeting" 1 VSA § 312. (b)(2). The selectboard clerk shall also ~~forward a copy of the draft minutes to the town clerk who shall arrange to~~ post them on the town web-site and distribute them to persons who have requested ~~copies~~. After the draft minutes have been approved by the selectboard, the selectboard clerk shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly labeling them as "approved". The selectboard clerk shall sign the approved minutes and ~~submit a copy to the town clerk for filing shall arrange to post them, and posting~~ on the town web site.

All selectboard meetings will be audio recorded. The audio recordings of selectboard meetings shall be available for inspection and copying and posted on the town web site as soon as possible after the meeting and with the objective of not longer within five (5) calendar days after the meeting.

~~Selectboard members may, from time to time and in the best interest of the Town, discuss town business in person, in writing, by telephone or by email exchanges during which no formal actions will be taken and no money will be appropriated, expended, or encumbered. Items that may be discussed include but are not limited to the maintenance and repair of town highways, equipment and buildings; the scheduling of meetings; and the review of draft meeting agendas, draft meeting minutes, draft policies, draft ordinances, draft contracts and draft letters. The selectboard considers these communications to be conducting routine day-to-day administrative matters and they will be outside of duly warned meetings (1VSA§312 (g)).~~

Approved at the _____ regular selectboard meeting.