

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the March 19, 2014 Regular Selectboard Meeting

Present: Mark Warner (Selectboard Member), Michael Reese (Selectboard Member), Phil Dechert (Selectboard Member), Ellen DesMeules (Treasurer), Katy Savage (Vermont Standard), Sherman Kent, Laura Kent (Auditor), Melanie Williams, Bob Merrill, Betsy Siebeck (Library Trustee), Becky Fielder (Town Clerk), Christine Cole, Bill Cole, Marjorie Wakefield (Trustee of Public Funds), Art Lewin (Road Foreman), Ona Chase (Cemetery Commissioner), Keith Chase, Miller Hewitt, Emily Grube, and John Scialdone.

The meeting was called to order by Chair Mark Warner.

1. Review of Agenda: Following motion and discussion, the Agenda was unanimously approved with the addition of reviewing certain Town Highway documents.
2. Consider document entitled “Selectboard Meeting Procedures for Public Participation” for trial or ongoing basis: Following motion and discussion, the Board unanimously approved the document entitled “3-11-13 Draft – Selectboard Meeting Procedures for Public Participation” on a trial basis.
3. Approval of minutes of prior meetings: Following motion and discussion, the Board unanimously approved the minutes for the following meetings: 1/8/14, 1/12/14, 1/15/14-1/20/14, 2/5/14, 2/19/14, 2/24/14, 2/25/14 and 3/5/14.
4. Town Clerk's Report:
 - (a) Following motion and discussion, the Board unanimously approved the Town Meeting Minutes and School District Meeting minutes.
 - (b) Caterer's license application Vermont Spirits Distilling Company for an event at Suicide Six Ski Area: Following motion and discussion, the Board unanimously ratified the caterer's license application.
 - (c) Training update: Town Clerk has received assistance and training from a professional from another town.
5. Town Treasurer's Report:
 - (a) Review and action on warrants for payment: The Board unanimously approved the following warrants for payment: 157 & 158.
 - (b) Training update: Treasurer noted on-going assistance from former Treasurer Hazel Harrington.
6. Road Foreman's Report:
 - (a) Following motion and discussion, the Board unanimously approved certain road and bridge standards, which approval is required for federal and state grants. Road Foreman and Town Clerk will insert date of original approval.
 - (b) Review compliance with rules for storage of hazardous materials at Town Garage relating to on-site equipment maintenance: Road Foreman and the Board discussed potential cost and feasibility of changing oil and other fluids of equipment on-site. No decisions were made.

7. Vacancies:

- (a) Zoning Board of Adjustment (ZBA): Following motion and discussion, the Board unanimously appointed Shaun Pickett to serve on the ZBA until June 1, 2016.
- (b) Consider any interim appointments for Lister and Trustee of Public Funds pending Special Town Meeting elections on 4/9/14: The Board has not identified any candidates for interim appointments.

8. Unfinished Business:

- (a) Meeting Resolution: No action taken.
- (b) Bill from Red River Computer Co.: The Board requested Mark Warner to contact a company representative to review the amounts charged for dealing with a computer virus originating with the purchase of a computer and the town's responsibility for paying the charges.
- (c) Appointment of Town Officers:
 - i. Emergency Management Director & Coordinator: Phil Dechert noted the requirements of 20 VSA § 6 relating to appointment of a director and coordinator.
 - ii. Town Service Officer: Noting the connection between this office and certain town special funds, the Board (through Michael Reese) will identify appropriate candidates.
 - iii. Poundkeeper: The Board (through Mark Warner) will contact Constable for possible candidates.
- (d) Consider designation of selectboard liaisons to town departments: The Board agreed Phil Dechert may continue to work with Treasurer and Town Clerk. Mark Warner will continue to work with emergency services. Mark Warner will be the primary contact for the highway department with assistance from Michael Reese.
- (e) Review of selectboard priorities: The Board briefly discussed priorities.

9. New Business:

- (a) Consider Selectboard role in responding to Auditor Report on Special Funds including appointment of selectboard liaison to other interested officials: The Board agreed an advisory group should be formed to advise officials responsible for managing the special funds. Marjorie Wakefield and Michael Reese will coordinate the formation of the group.
- (b) Liquor License Renewal Application by Teago General Store: Following motion and discussion, the Board unanimously approved the application.
- (c) Health insurance for Town Clerk and Treasurer: Board agreed to consider health insurance benefits for town officials in the context of its Personnel Policy review. Phil Dechert plans to prepare a draft for review by next regular meeting.
- (d) Information Technology (Bob Merrill):
 - i. Collection and archival of email: Bob Merrill and Mark Warner will work on setting up system to archive emails on town's local server.
 - ii. Administration of email accounts: Bob advised that Mark's administrative access to email accounts is not appropriate protocol.
 - iii. Responsibility for computer management: The Board noted Red River Computer Co. (under a contract through June) handles the town's information technology needs but will review alternatives.
 - iv. System for automating the uploading of recordings and minutes: Mark will facilitate Bob's access to the system to automate uploads to the website.

- (e) Disposal of obsolete town computer equipment: Town officials will handle disposal administratively.
- (f) Consider legal opinions on class 3 roads maintenance including Johnson Road: Vermont League of Cities and Towns (VLCT) provided a legal opinion that the town should formally approve its seasonal maintenance of the class 3 roads currently unmaintained (such as Johnson Road and Old King's Highway) in order to avoid liability issues. Also, VLCT recommended that any private snowplowing of town roads be reviewed and approved by the town.
- (g) Consider release of funds from LaBounty Fund for town hall roof replacement:
 - i. The town will comply with its legal obligations under the LaBounty Fund for disbursement to pay for the new town roof.
- (h) Public Records Policy: The Board agreed to consider further revisions to the draft public records policy.

10. Following motion, the Board unanimously adjourned the meeting.

Dated: 3/24/2014

Respectfully Submitted,
Michael Reese, Selectboard Clerk