

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the May 7, 2014 Regular Selectboard Meeting

Present: Mark Warner (Selectboard Member), Michael Reese (Selectboard Member), Phil Dechert (Selectboard Member), Ellen DesMeules (Treasurer), Becky Fielder (Town Clerk), Arthur Lewin, Sr. (Road Foreman), Jonathon Fredholm (Constable), Katy Savage (Vermont Standard), Sherman Kent (member of Ad Hoc Committee on Financial Reporting), Laura Kent (Auditor), Melanie Williams, Hazel Harrington, Rosi O'Connell, Judi Greene, Joanna Long (member of Ad Hoc Committee on Invasive Species) and Norwood Long.

The meeting was called to order by Chair Mark Warner at 7:05pm.

1. Review of Agenda: Following motion and discussion, the Agenda was unanimously approved with the following changes: 1. Move dog ordinance review to Constable's Report; 2. Move roadside mowing bids to follow Constable's Report; and 3. Add review of 5/5/14 Minutes.
2. Public Comment: None.
3. Town Clerk's Report (7:08pm): 39 dogs appear to remain unlicensed.
4. Constable's Report (7:10pm):
 - (a) Constable summarized changes proposed by Runamuck for the kennel agreement with the Town. Final draft to be reviewed at a subsequent selectboard meeting.
 - (b) Constable noted a Constable from another town may be willing to act as temporary constable when he is away for a couple of months this summer. The Board noted it did not wish for the temporary constable to act beyond the Constable's existing authority. The Constable and Dechert will contact additional candidates for the temporary position.
5. Road Foreman's Report, Part 1 (7:32pm):
 - (a) Roadside Mowing: Chair opened two sealed bids: one for \$17,437.50 and the other for \$18,600 to mow the Town's roadsides by June 15, 2014. Joanna Long asked that invasive species be mowed at the proper times and that mowing everything at once would be counter-productive. The Board asked the Road Commissioner to review and further advise the Board on a plan that addresses these concerns within budget constraints and road crew priorities.
6. Treasurer's Report (8:04pm):
 - (a) Review and action on warrants for payment: The Board unanimously approved the following warrants for payment: 169, 170 and 171.
 - (b) The Treasurer developed and presented proof of insurance forms for sub-contractors.
 - (c) The Treasurer and Dechert summarized meeting with VLCT accountant Bill Hall (which included Trustees of Public Funds). Bill Hall had described the respective roles of the Board and Trustees of Public Funds differentiating reserve funds from endowment funds. The Treasurer accounts and reports the investment and expenditures. Town Officials should carefully review the report prepared by former Auditor Janis Murcic.
 - (d) The Treasurer has sought advice from the Town departments for preliminary opinions on the revision of the Town's Chart of Accounts. She will prepare a draft within the next couple of weeks for presentation, review and finalization by June 1, 2014.

- (e) Reese moved, and Warner seconded, to accept and acknowledge the gift from the family of Josephine Brayton to be added to the Keith Educational Trust Fund. Following discussion, the Board approved the motion unanimously.
- (f) The Board agreed to table the consideration of the gift from Orson St. John.
- (g) The Board agreed to table the consideration of the disbursement of principal from the Scott Harrington Road Maintenance Fund.
- (h) Dechert moved, and Warner seconded, that the Town pay former Treasurer Hazel Harrington at the rate of \$22.99 per hour for her extensive assistance to the current Treasurer. Following discussion, the Board approved the motion unanimously.
- (i) Warner agreed to contact another telecommunications company to review alternatives to the Town's current services.

7. Road Foreman's Report, Part 2:

- (a) Reese noted the Better Backroads Grant for erosion control projects was submitted.
- (b) Truck Purchase:
 - i. The Road Foreman presented two bids for the purchase of a new scraper truck (Western Star, Model 4700) and trade-in of two existing trucks.
 - A. Patriot Freightliner Western Star of Westminster, Vermont offered \$118,589 for the new truck and trade-in values of \$36,000 for the 2wd and \$30,000 for the 4wd scraper truck.
 - B. J&B International Trucks, of Colchester, Vermont offered \$113,496 for the new truck and trade-in values of \$39,000 for the 2wd and \$32,000 for the 4wd scraper truck.
 - ii. Reese moved, and Warner seconded, to except this purchase from the formal requirements of the purchasing policy. Following discussion about the limited sources for this purchase and the due diligence performed to obtain the best pricing, the Board unanimously approved the motion.
 - iii. Reese moved, and Warner seconded, to authorize the Road Foreman to execute the purchase of the truck and trade-ins of the two existing trucks with J&B International Trucks. Following discussion, the Board unanimously approved the motion.
- (c) Paving:
 - i. The Road Foreman noted he plans to meet with Vtrans engineer Jon Harrington to discuss a new method to extend pavement. He will also meet with a Pike Industries representative to review paving costs and needs.
 - ii. Dechert moved, and Warner seconded, to authorize Reese to apply for a State paving grant on behalf of the Town. Following discussion, the motion was approved unanimously.

8. Vacancies (9:36pm):

- (a) Warner moved, and Dechert seconded, to appoint Sheila Murray as Town Service Officer. Following discussion, the Board approved the motion unanimously.
- (b) Warner moved, and Dechert seconded, to appoint Frank Perron as Fire Warden. Following discussion, the Board approved the motion unanimously.
- (c) The Board agreed to table the appointment of Road Commissioner.

9. Unfinished Business (9:44pm):

- (a) Dechert agreed to work with the Town Clerk to engage a consultant to review the Town computer needs. He estimated the cost to be less than \$200.00.
- (b) Dechert moved, and Warner seconded, to amend the Town's purchasing policy with the following language to be inserted as 9.E.: "The Selectboard may waive any and all purchasing requirements set forth herein as it may deem to be in the best interest of the Town. Examples of situations whereby the Selectboard encourages Department Heads to seek waivers are: use of Vermont State Purchasing Department procurements, "piggy-back" onto bid awards issued by

other government agencies and instances where significant discounts may be obtained by prompt action.” Following discussion, the Board approved the motion (Dechert and Warner voted yes; Reese voted no).

10. New Business (9:52pm):

- (a) Warner noted that he contacted a State fire inspector to inspect the Town Hall. Several deficiencies were noted that may limit activities. The Board and public discussed the issue. No action was taken.
- (b) The Board requested the Road Foreman to ask Bill Cole to do the spring clean-up at the town offices and town hall grounds. The Board will solicit bids for lawn maintenance for the remainder of the season.
- (c) Warner moved, and Dechert seconded, that the Town formally adopt the National Incident Management System (NIMS). Following discussion, the Board unanimously approved the motion.
- (d) The Board agreed to hold a probationary employee review of the Road Foreman (Art Lewin) at 6pm on the day of the next regular meeting.
- (e) Reese moved, and Warner seconded, to enter into executive session to discuss negotiations relating to a real estate option involving the emergency services antenna/repeater. The Board asked the Road Foreman to be present, because he has knowledge and information required for the Board's discussion. After coming out of executive session, the Board authorized Reese to negotiate the terms of an agreement with landowner Mike Barcomb.

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

Dated: 5/9/2014

Respectfully Submitted,
Michael Reese, Selectboard Clerk