

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

Approved

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Draft Minutes of the March 25, 2015 Special Select Board Meeting

Select Board members present: Phil Dechert, Michael Reese, Scott Woodward
Others present: Emily Grube, Laura Kent, Sherman Kent, Art Lewin

The meeting was called to order by the Chair, Phil Dechert, at 7:08pm.

The Chair reviewed the published agenda.

The Board next considered various quotes for crushed stone for this year's road maintenance. Michael Reese moved to accept the Pike Industries quote dated March 10, 2015. Phil Dechert seconded the motion. The motion carried unanimously.

The Board next discussed what agenda items should be put on the agenda for the next regular meeting. The following items were considered for the next meeting:

- Appointment of Trustee of Public Funds; a candidate has been identified and will be considered;
- Laura Kent reminded the Board that Norm Buchanan would like to discuss the future of the Listers;
- Phil Dechert pointed out that the Select Board needs to discuss a plan on how to address the revised Town Plan;
- Phil Dechert will come prepared to Tom Havill's property damage claim, if any;
- The Board needs to discuss and approve a Meeting Resolution/Rules of Procedure;
- Michael Reese needs to contact Doug Tuthill about being the alternate for the Solid Waste District Representative;
- Scott Woodward suggested the Board needs to discuss establishing a records retention policy and understanding how email is archived;
- Michael Reese suggested that the Board discuss and adopt an employment review process (Art's review was due last September);
- Michael Reese pointed out that the Board needs to decide whether to act on Administrative Assistant & job description;
- Michael Reese pointed out that the Board needs figure out how to assist Ellen DesMeules in appointing an Asst. Treasurer;
- Michael Reese reminded the Board that it needs to discuss the purchase of new generator for highway garage (for later meeting);
- Michael Reese suggested that the Board needs to discuss potential highway grants (Michael will organize and bring to an upcoming meeting).

The Board next addressed agenda items related to revising the Town budget.

- Budget area work assignments:
 - Emergency Services – Scott Woodward will work with Kevin Rice on the Emergency Services Budget

- Highway – fixed vs. variable costs, ordinary vs. extra ordinary expenditures – Group effort between Michael Reese, Scott Woodward and Art Lewin
 - Step 1: revisit budget areas where numbers are not confident
 - Step 2: ground paving plan
- Other Town Departments – Phil Dechert will lead the effort to revise the budget for other departments.

The meeting adjourned at 9:18pm.

Date drafted: March 28, 2015

Date approved: TBD

Respectfully submitted,

Scott Woodward
Clerk

Approved at April 1, 2015 Meeting
- Michael Reese, Selectboard Member