

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the July 15, 2015 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Bob Merrill (Representative to EC Fiber), Kevin Rice (Pomfret Teago Fire Dept), Laura Kent, Sherman Kent, Marge Wakefield, Vern Clifford, Kristina Clifford, Betsy Siebeck, Scott Woodward, Zak Bowley, Emily Grube and Melanie Williams.

1. Call to Order: The Chair called the meeting to order at 6:31pm.
2. Executive Session: Michael Reese moved, and Phil Dechert seconded, to enter into executive session relating to the evaluation of a public officer or employee. The Board asked the Road Foreman to join the executive session. The Board unanimously approved the motion. The Board entered into an executive session until 7:00pm.
3. Public Comment: None.
4. Review of Agenda: The Board approved the agenda on a consensus vote.
5. Minutes of Prior Meetings:
 - (a) Phil Dechert moved, and Eric Chase seconded, that the Board approve the draft minutes of July 1, 2015 with the following changes:
 - i. Section 7 should read “1500 gallon” instead of “1500 pound”; and
 - ii. The first “to” on the fifth line should be removed.
 - (b) Following discussion, the Board unanimously approved the motion.
6. Treasurer's Report:
 - (a) Warrants for Payment:
 - i. Phil Dechert moved, and Michael Reese seconded, to approve warrant for payment number 15004 in the total amount of \$25,000. The Board unanimously approved the motion.
 - ii. Phil Dechert moved, and Eric Chase seconded, to approve warrant for payment number 15003 in the total amount of \$101,609.14. Following discussion, the Board unanimously approved the motion.
 - iii. Phil Dechert moved, and Eric Chase seconded, to approve warrant for payment number 15002 in the total amount of \$4,989.96 Following discussion, the Board unanimously approved the motion.

(b) FY 2015 Year End Reports:

- i. Following review of the Treasurer's Notes, Trial Balance, and Balance Sheet, the Treasurer noted:
 - A. The Non-Highway Fund was under budget by \$5,000 with income being \$70,000 less than anticipated.
 - B. The Highway Fund budget was even between income and expenses. Net result was the General Fund balance was reduced by \$65,000.
 - C. After subtracting \$250,000, which is the recommended undesignated fund balance of two months operated expenses to ensure adequate reserves, the Town has just over \$100,000 in additional funds.
 - D. The Treasurer believes these additional funds may not be available for expenditures, because the Town did not remove the income line item of \$25,000 for the trade-in of the tractor (before having received the accountant's advice to the contrary) and the total tax revenue may not be realistic.
 - E. The Town has over \$100,000 in delinquent taxes and fees.
 - F. The Library Treasurer noted the library assets described in the Balance Sheet are not accurate and will be updated.
- (c) Education Tax Rates for Fiscal Year 2016: The State informed the Town of its education tax rates: Non-residential Tax Rate will be \$1.4427 and the Homestead Tax Rate will be \$1.3642. The total tax rate will include the Town tax rate which has not yet been calculated.

7. Road Foreman's Report:

(a) General Update:

- i. Road crew has been doing shoulder work. For example, they put 1½ inch stone along the shoulders of Howe Hill Road.
- ii. The new scraper truck was picked up. The belly blade requires installation.

(b) Equipment Repairs:

- i. The grader has been out of service for about 2 weeks, because it needed a new hydraulic motor. It will be fixed tomorrow (Thursday, July 16th).
- ii. Tractor and Roadside Mower have been repaired.

(c) Paving: Tentative dates for paving are July 20th through August 1st. Following discussion about coordinating the project with a federally-funded slope project, the Road Foreman will contact Blaktop to consider alternative paving dates. A resident mentioned a plugged culvert on the Pomfret Road, which Eric Chase and the Road Foreman agreed to look into it.

(d) Guardrails: The Road Foreman presented a map of new and replacement guardrail locations. In addition to replacing broken existing guardrails, new guardrails will be located on Howe Hill Road (on the S-turns opposite the existing guardrails) and the Pomfret Road (Southeast of Handy Road across from Cabin Hill Road).

(e) Paving Grant: Michael Reese reported that the Town received a \$175,000 State paving grant.

(f) Claim for Vehicle Damage on Bartlett Brook Road: Nicholas Sprague requested \$250 to replace an oil pan damaged from a hump along a raised culvert on Bartlett Brook Road. Eric Chase moved, and Michael Reese seconded, to pay \$250 which does not include labor costs and noted that this is a one-time payment and does not reflect a Town policy. Following further discussion, Eric withdrew the motion.

8. Resolution Requesting Membership in the East Central Vermont Telecommunications District and Appointing a Representative to the Governing Board: Phil Dechert moved, and Michael Reese seconded, that the Board approve the Resolution. Noting the Resolution has been on the Board's agenda for three meetings, the Board unanimously approved the motion.
9. EC Fiber Telecommunications "Hub" Update: Phil Dechert plans to present a draft contract at the next Board meeting. A resident suggested checking with the property owner neighboring the proposed location of the Hub.
10. Appointment of Constable and Listers: The Board noted the importance of finding a Constable and additional Listers. Michael Reese will advertise the position on the Pomfret listserv.
11. Administrative Assistant Job Description: At the next meeting, Board members will propose changes to a sample job description used by Barnard.
12. Amended Town Hall Policy and Rules:
 - (a) Michael Reese moved, and Phil Dechert seconded, that the Board approve the draft policy attached to the Agenda with the following changes:
 - i. Replace the last sentence of Section 3.B. with the following: "Renter will furnish the Town with a certificate of such insurance at least five days prior to the Event"; and
 - ii. Add the following to the end of Section 3.C.: "Renter will furnish the Town with a certificate of such insurance at least five days prior to the Event."
 - (b) Following discussion, the Board unanimously approved the motion.
13. Highway Traffic Ordinance Relating to Speed Limit Changes: Michael Reese will review the any existing Town ordinances and prepare a draft with changes consistent with the Board's vote at its July 1st meeting.
14. Special Town Meeting Minutes: The Board will consider the Special Town Meeting Minutes at its next meeting.
15. Fire Truck Request for Proposal (RFP): The Board and members of the public in attendance held an extensive discussion of the proposed fire truck RFP. Phil Dechert moved, and Eric Chase seconded, to accept the RFP from the Pomfret Teago Fire Department Chief for the Board to review and make a decision at a later date, and the Board will seek the advice of a government procurement specialist to assist the Board members. Following further discussion, the Board unanimously approved the motion.
16. Public Comments: Michael Reese read aloud an email from Michael Barcomb dated July 14th relating to his concerns about the Town's response to the hump in Bartlett Brook Road.
17. Selectboard Correspondence: The Board received the following:
 - (a) Request for information relating to the State's Financial Review of Grants; Michael Reese will begin the process of collecting the necessary information.
 - (b) Application for driveway access permit from Tom Dodge on Wild Apple Road; Michael Reese will coordinate a site visit.
 - (c) State of Vermont Public Service Board filing for solar array at 70 Sugarhouse Road by Peter Harrington; The Planning Commission is currently reviewing the filing.

18. Adjournment: Phil Dechert moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 7/20/2015

Respectfully Submitted,

Michael Reese