

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for September 2, 2015 Regular Selectboard Meeting
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00-7:15pm
3. Review of Agenda	Chair	7:20-7:20pm
4. Recurring items, including items for possible vote: a. Review, discussion & approval of August 5 th , August 18 th and August 19 th (<i>see attached pages 3-9</i>) b. Treasurer's Report i. Warrants for payment a). Accounts Payable (<i>see attached pages 11-12</i>) b). Payroll (Gross: \$7,430.16) c. Road Foreman's Report i. General update ii. Personnel Issues a). Hourly wage review b). Disability insurance coverage iii. Tractor and Roadside Mower Purchase	Chair Treasurer Road Foreman	7:20-7:25pm 7:25-7:30pm 7:45-7:50pm 7:50-8:00pm 8:00-8:10pm
5. Business items for possible vote: a. Appointments i. Constable a). Discuss with candidates b). Possible vote ii. Road Commissioner a). Status b). Possible vote b. Bill Emmons, Town Representative to Two Rivers Ottauquechee Regional Commission regarding regional plan vote c. Fire truck request for proposal d. Administrative assistant job description i. Review Reese proposal (<i>see attached pages 12-13</i>) ii. Possible vote on description and timeframe for advertisement e. Revised Pomfret Town Plan i. Set timeline for public meeting f. Antenna/Repeater wire and conduit issues i. Possible vote on plan to bury lines	Chair Michael Reese Bill Emmons Chair Michael Reese Phil Dechert Eric Chase	8:10-8:15pm 8:15-8:20pm 8:20-8:25pm 8:25-8:30pm 8:30-8:35pm 8:35-8:40pm 8:40-8:45pm

6. Business items for discussion: a. Delinquent tax collection b. Selectboard correspondence c. Next meeting's agenda	Chair	8:45-8:50pm 8:50-8:50pm 8:50-8:55pm
7. Closing public comments & adjournment	Chair	8:55-9:00pm

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the August 5, 2015 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), John Wright, Bob Merrill, Betsy Siebeck, Scott Woodward, Melanie Williams, Sherman Kent, Keith Chase, Andy Mann, John Moore, Kevin Rice, Emily Grube, Tom Gubbins, Zak Bowley, Greg Tuthill, Chris Reilly, Ray Bushey, Laura Kent and Bob Coates.

1. Call to Order: The Chair called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: The Board agreed by consensus to the posted agenda with the following changes: 1. Section 5. Add complaints about junkyards; and 2. Section 4.a. Remove review of July 30th meeting minutes.
4. Minutes of Prior Meetings: Eric Chase moved, and Phil Dechert seconded, to approve the draft minutes of the July 15, 2015 meeting with the following changes: Section 2. Executive Session: delete “until 7:00pm” and replace with “at 6:32pm and adjourned the executive session at 7pm. No action was taken.” Following discussion, the Board unanimously approved the motion.
5. Warrants for Payment:
 - (a) Phil Dechert moved, and Michael Reese seconded, that the Board approve the following warrants for payment:
 - i. Warrant Number 15011 totaling \$334,467.92; and
 - ii. Warrant Number 15010 totaling \$5,055.80.
 - (b) Following discussion, the Board unanimously approved the motion.
6. Road Foreman's Report:
 - (a) General Update:
 - i. Paving is completed. Tomorrow (August 6th), the road crew will install hardpack between driveways and road. After next week, they will install hardpack along road shoulders.
 - ii. Grading completed on almost one-half of Town. On south end, only remaining road is Bartlett Brook Road. Then, start on north end.
 - iii. Truck broke down with minor issue.
 - iv. Radios in two new trucks and base station will be installed tomorrow. Will have same coverage in Town as fire department.
 - v. Legal trail signs needed on Hidden Ridge and other places around Town. Will order and install more signs on legal trails around Town.
 - vi. Resident's driveway culvert along a running brook within Town right of way. Referred him to State stream management division.

- (b) Driveway Access Permit Application by Tom Dodge on Wild Apple Road: Site visit yesterday (August 4th) by Eric Chase, Phil Dechert and Road Foreman. Phil Dechert moved, and Eric Chase seconded, to approve the application by Tom Dodge for a new driveway on Wild Apple Road with the condition that the driveway slope slightly down away from the road for 20 feet and the applicant may put a culvert under the driveway if he wishes. The Board unanimously approved the motion.
 - (c) Road Foreman's Report (continued):
 - i. New Pavement: Road Foreman will inspect the recent paving project, specifically a spot near the Fire Department.
 - ii. Grading: Road Foreman indicated it takes about 8 hours to grade a mile of road. About 20-30 miles are left to grade.
 - iii. Culverts: Two culverts were dug up and repositioned because they were surfacing on Joe Ranger Road and Broad Brook Brook. Another one was damaged and replaced on Wild Apple Road.
 - (d) Claim for vehicle damage on Bartlett Brook Road: The Board received letter from the vehicle owner that includes additional information. The Board discussed Town policy on paying claims and setting precedence. Phil Dechert moved, and Michael Reese seconded, to pay the claim. There were no votes in favor of the motion.
7. Fire Truck Request for Proposal:
- (a) The Board heard from fire apparatus consultant Alan Saulsbury by speakerphone who explained his draft and answered questions from the Board. Following the end of the call, the Board, members of the fire department and members of the public discussed the proposal at length.
 - (b) Michael Reese moved, and Eric Chase seconded, that we have a Selectboard member meet with the fire department representatives and Alan Saulsbury and report back to the Board. Following further discussion, the Board unanimously approved the motion.
8. Administrative Assistant Job Description: The Board deferred this issue to the next meeting.
9. Vermont Overland Bike Race:
- (a) Race organizers requested a change in the race where the start and finish of the ride would be at Suicide Six. The start would then proceed on Stage Road, to Barber Hill Road, then Cloudland Road. In email correspondence, a resident asked that the race not turn left onto Galaxy Hill Road. The Board and members of the public discussed safety and traffic concerns.
 - (b) Michael Reese moved, and Phil Dechert seconded, to approve the changes to the route proposed by organizers and that Phil Dechert will coordinate specific traffic control issues with the race organizers. The Board unanimously approved the motion.
10. Revised Pomfret Town Plan: Phil Dechert noted the Board received the revised draft Town Plan on June 8, 2015. No action was taken at that time. Phil is preparing a selectboard title to the document and will arrange to post it online.
11. Antenna/Repeater Wire and Conduit Concerns: Eric Chase noted the conduit has not been backfilled and will be contacting the landowner's property caretaker. Eric is in the process of researching whether the work was part of the electrician's scope of work.

12. Delinquent Tax Collection: Michael Reese offered to reach out to the Delinquent Tax Collector.
13. Constable Advertisement on Listserv: Michael Reese will follow up with an individual who responded to the advertisement to determine his level of interest in the position.
14. Selectboard Correspondence: The Board received an email from Kevin Rice expressing concern about the interference by the Vermont 100 race with traffic at the intersection of Wild Apple Road and Stage Road. Michael Reese will communicate with the Vermont 100 race organizers to let them know of the concerns and the need to address it next year. The Road Foreman noted the requirement for someone with a traffic control certification if traffic is stopped.
15. Next Meeting's Agenda:
 - (a) Ethics Policy;
 - (b) RFP for slope/slidebank on Pomfret Road;
 - (c) Review bids on the tractor and roadside mower; and
 - (d) Concerns over property with abandoned cars.
16. Public Comment:
 - (a) Melanie Williams asked if the Board signed a contract with the Windsor County Sheriff. It did.
 - (b) Emily Grube expressed concern about backed up water damaging roads caused by fallen trees in both Mill Brook near the slidebank on Pomfret and on Allen Hill Road.
17. Adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting, which motion was unanimously approved at 9:35pm.

Date: 8/17/2015

Respectfully Submitted,

Michael Reese

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the August 18, 2015 Special Selectboard Meeting

Present: Phil Dechert (Selectboard Chair), Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Sherman Kent, Laura Kent and John Moore

1. Call to Order: The Chair called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Open Tractor & Roadside Mower Bids:
 - (a) The Board opened and publicly disclosed the technical specifications of bids from US Mower, Tiger Corporation, Champlain Valley Equipment and HP Fairfield.
 - (b) Bid prices were opened separately by Auditor Laura Kent and were not disclosed to the Board or the public. After the technical specifications are reviewed and compared, the Board will review the bid prices at a subsequent meeting.
4. Public Comment: None.
5. Adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting, which motion was unanimously approved at 8:15pm.

Date: 8/23/2015

Respectfully Submitted,

Michael Reese

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the August 19, 2015 Regular Selectboard Meeting

Present: Phil Dechert (Selectboard Chair), Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Betsy Siebeck, Emily Grube, Zak Bowley, Greg Tuthill, Keith Chase, Ona Chase, Melanie Williams, Scott Woodward, Sherman Kent, Laura Kent, Joanna Long, Norwood Long and Andrew Mann

1. Call to Order: The Chair called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: No changes.
4. Minutes of Prior Meetings:
 - (a) Eric Chase moved, and Phil Dechert seconded, to approve the draft minutes of the July 30, 2015 meeting. The Board unanimously approved the motion.
 - (b) Phil Dechert moved, and Michael Reese seconded, to approve the draft minutes of the August 5, 2015 meeting. Eric Chase noted he had not yet reviewed them. Phil Dechert withdrew his motion.
5. Warrants for Payment:
 - (a) Phil Dechert moved, and Eric Chase seconded, that the Board approve the following warrants for payment:
 - i. Payroll Warrant number 15012 totaling \$4,930.45; and
 - ii. General Account Warrant number 15010 totaling \$93,886.16.
 - (b) Following discussion, the Board unanimously approved the motion.
6. Road Foreman's Report:
 - (a) General Update: The Road Crew has been grading and ditching backroads. They have put material back onto the roads without hauling it away. They found a few driveway culverts where they needed to cut back ditches further. They have done about 7 miles on road in 3 days and have about 25 miles left to grade. The remaining roads are on the northwestern end of Town (West of Howe Hill Road toward West Hartford).
 - (b) Tractor and Roadside Mower Bids
 - i. Technical bid specifications were opened at yesterday's (8/19/2015) Special Meeting.
 - ii. The Board reviewed a spreadsheet showing how bids met the requested specifications (See attached).
 - iii. Auditor Laura Kent prepared another spreadsheet with price comparisons (See attached).
 - iv. The Board asked the Road Foreman to further evaluate the suitability of the proposed tractors and mowers.
 - v. Phil Dechert moved, and Eric Chase seconded, to defer decision on the proposals until a later date, which date is tentatively set for August 26, 2015 at 7pm. The Board unanimously approved the motion.

- (c) Requests for Proposals (RFP's) for Sand, Salt and Cracksealing
 - i. The Board discussed the benefit of delaying a salt RFP until review of State and other bulk purchase opportunities.
 - ii. Phil Dechert moved, and Eric Chase seconded, to authorize the Road Commissioner, acting in consultation with the Road Foreman, to publicize the draft RFP's for sand and cracksealing. The Board unanimously approved the motion.
 - (d) Alcohol Catering Permits: The Town Clerk issued permits as noted in the Agenda package.
7. Open Meeting Law Complaint:
- (a) The Board, complainant and members of the public discussed at length the complaint and other documents presented.
 - (b) Michael Reese moved that the Board acknowledge a violation of the open meeting law occurred. The motion failed for lack of a second.
 - (c) Michael Reese moved, and Phil Dechert seconded, that the Board hire an attorney familiar with open meeting law to assist the Board on open meeting law, including advice on handling the recent complaint. Michael Reese voted yes, Phil Dechert voted no, and Eric Chase abstained.
 - (d) Michael Reese moved the Board to invite a representative from the Vermont League of Cities and Towns (Municipal Assistance Center) or the Vermont Secretary of State's Office to come down for an informational meeting to explain and discuss Vermont's Open Meeting Law. The motion failed for lack of a second.
 - (e) Phil Dechert moved, and Eric Chase seconded, that the Board make no decision regarding the Open Meeting Law complaint. Phil Dechert and Eric Chase voted yes. Michael Reese voted no.
8. Appointments:
- (a) Constable: The Board suggested that interested individuals, including Doug Tuthill and Ona Chase, attend the Board's September 2nd meeting to discuss their interest in the position.
 - (b) Road Commissioner: Michael Reese said he would like to resign as Road Commissioner and that he would serve until a replacement is found. Michael Reese nominated Eric Chase to be Road Commissioner. Eric Chase declined the nomination.
9. Administrative Assistant Job Description: The Board agreed to defer this topic to a subsequent meeting.
10. Vermont Overland Bike Race: Phil Dechert met with Race Organizer, Peter Vollers, and reported on the route and traffic control issues.
11. Antenna/Repeater Wire and Conduit Concerns: Eric Chase noted that neither the electrical nor the ditching contractor believed they were responsible for back-filling the wire/conduit.
12. Junkyard Complaint: Eric Chase received a complaint that six unregistered vehicles were located at 223 Bunker Hill Road. Eric will send the landowner a letter pursuant to the Town's Ordinance Regulating Outdoor Storage of Junk and Junk Vehicles.
13. Fire Truck Request for Proposal Draft: The Board deferred action on this topic to a subsequent meeting.

14. Next Meeting's Agenda: Board members noted the following items for the next meeting's agenda: fire truck RFP, status of open meeting law complaint, Administrative Assistant job description and Constable.
15. Public Comment: Andrew Mann noted the Vermont Secretary of State's Office is in a unique position to assist with open meeting law questions and concerns.
16. Adjournment: Michael Reese moved, and Phil Dechert seconded, to adjourn the meeting, which motion was unanimously approved at 9:16pm.

Date: 8/23/2015

Respectfully Submitted,

Michael Reese

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1050	ALL STATES ASPHALT INC	1065228 chloride/587096	4730.00	0.00	4730.00	1087	09/02/15
1140	BLAKTOP INC	20141 Pave 2.5 mi Pomf Rd	223866.38	0.00	223866.38	1088	09/02/15
1753	GREEN INSURANCE ASSOCIATES	7/16/15 WORK Annual wk comp.	1581.00	0.00	1581.00	1089	09/02/15
1910	IRVING OIL CORPORATION	840478 ULS Diesel	1050.12	0.00	1050.12	1090	09/02/15
Report Total			231,227.50	0.00	231,227.50		

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***231,227.50 Let this be your order for the payments of these amounts.

Phil Dechert, Chair

Michael Reese

Eric Chase

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
08/28/15 - 09/02/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1050	ALL STATES ASPHALT INC	1065228	08/31/15	09/02/15	01 chloride/587096	4,730.00	0.00	0.00
		150-7-20-75-650.015	Chloride					
1140	BLAKTOP INC	20141	08/31/15	09/02/15	01 Pave 2.5 mi Pomf Rd	50,000.00	0.00	0.00
		150-7-50-90-550.005	Paving			173,866.38	0.00	0.00
		420-7-10-00-000.020	Paving expenses					
Invoice 20141 Total						223,866.38	0.00	0.00
1753	GREEN INSURANCE ASSOCIAT	7/16/15 WORK	08/31/15	09/02/15	01 Annual wk comp.	1,581.00	0.00	0.00
		100-7-30-40-520.000	Insurance					
1910	IRVING OIL CORPORATION	840478	08/31/15	09/02/15	01 ULS Diesel	1,050.12	0.00	0.00
		150-7-30-80-330.000	Diesel					
2865	U S TREASURY	PR-08/28/15 PR01:017	08/28/15	08/28/15	01 Payroll Transfer	347.12	0.00	0.00
		100-2-00-00-100.010	FICA/MEDI Payable			47.22	0.00	0.00
		100-2-00-00-100.000	FWT Payable					
Invoice PR-08/28/15 Total						394.34	0.00	0.00
Report Grand Total						231,621.84	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
150	55,780.12	0.00
420	173,866.38	0.00
100	1,975.34	0.00
	231,621.84	0.00

TOWN OF POMFRET
ADMINISTRATIVE ASSISTANT
DRAFT 8-31-2015 by Michael Reese

1. Position Summary:

- ◆ Assists the Selectboard in routine matters, and provides necessary information for decision-making to the Board;
- ◆ Highly responsible administrative position overseeing operations of the Town under direction and discretion of the Selectboard;
- ◆ Will improve administrative, fiscal and organizational efficiency while assisting Town officials in carrying out their respective duties;
- ◆ Serves as representative of the Selectboard; and
- ◆ Performs complex clerical duties requiring considerable decision-making and a thorough knowledge of the needs and responsibilities of the Town and departments.

2. Qualifications

- ◆ Familiarity with local government, finance, accounting and budgeting;
- ◆ Ability to negotiate contracts;
- ◆ Knowledge of computers and the various programs and applications used by the Town;
- ◆ Familiarity with state and federal law affecting municipalities;
- ◆ Ability to work effectively with local, regional and state agencies, non-profit organizations and Townspeople;
- ◆ Ability to communicate effectively, both orally and in writing;
- ◆ Ability to manage and resolve conflict;
- ◆ Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques and offer objective recommendations;
- ◆ Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- ◆ Ability to organize and use time effectively, and handle several significant responsibilities simultaneously;
- ◆ Ability to keep accurate, organized records;
- ◆ Ability to work independently without direct supervision;
- ◆ Ability to manage confidential information in a professional manner;
- ◆ Ability to listen and accept criticism;
- ◆ Attend appropriate training to maintain and improve skills;
- ◆ Have a positive attitude and work well as part of a team; and
- ◆ Ability to positively interact with the general public, other Town officials and employees, volunteers and the media.

3. Duties and Responsibilities

- ◆ Assist Town departments, committees, commissions and officers in preparing, submitting and monitoring the annual budget;
- ◆ Provide and explain periodic budget status reports to the Selectboard;
- ◆ Discuss and help the Selectboard understand financial reports;
- ◆ Work with other town departments and department heads concerning budgetary and fiscal matters;

- ◆ Prepare long range planning documents or capital plans as directed by the Selectboard and with input from various departments and committees;
- ◆ Prepare Selectboard meetings agendas and minutes as needed;
- ◆ Make recommendations to Selectboard regarding possible revisions to town policies, ordinances and recommend implementation of the new policies or programs;
- ◆ Prepare legal notices, announcements and help wanted advertisements;
- ◆ Administer and review all municipal insurance policies;
- ◆ Act as point person to gather information from the Town's attorneys, Vermont League of Cities and Towns, and Vermont Secretary of State's office in order to provide current legal information regarding all aspects and functions of Town government;
- ◆ Maintain active and archived, paper and electronic files;
- ◆ Respond to questions and concerns from the public;
- ◆ Assist with the application and writing process for all relevant grants; Track grant work and completion of grant funded projects;
- ◆ Work with Road Foreman to plan, coordinate and complete contracted highway projects;
- ◆ Be the purchasing agent for the Town with the exception of the schools, library and cemetery commission, subject to the Purchasing Policy; and
- ◆ Perform other duties as assigned.