

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

Draft Minutes of the March 2, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member) Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Scott Woodward, Emily Grube, Rick Russell, Joanna Long, Norwood Long, Sherman Kent, Laura Kent (auditor), and Andrew Mann

1. Call to Order: Michael Reese called the meeting to order at 7pm.
2. Public Comment: None.
3. Review of Agenda: Additional items were added to the road foreman's report including an update on the hydrology study for the Cloudland Road Culvert Project, and a briefing on the bid documents for the Pomfret Slope Project.
4. Organizational Meeting:
  - (a) Elect Selectboard Chair and Clerk: Melanie Williams moved, and Sheila Hopkins seconded, that Michael Reese serve as the Selectboard Chair. The Board unanimously approved the motion. There was discussion on the role of the Selectboard Clerk's duties and responsibilities. Michael Reese moved, and Eric Chase seconded, that Melanie Williams serve as the Selectboard Clerk. The Board unanimously approved the motion.
  - (b) Select Official Town Newspaper and Alternate: Michael Reese moved, and Sheila Hopkins seconded that the Official Town Newspaper be the Vermont Standard with the Valley News as the Alternate Town Newspaper. The Board unanimously approved the motion.
  - (c) Establish Selectboard Regular Meeting Schedule: Michael Reese moved, and Frank Perron seconded that the first and third Wednesdays of the month at 7pm serve as the regular Selectboard meeting schedule. The Board unanimously approved the motion.
  - (d) Authorize Chair or Alternate to Sign Payroll Warrants and Accounts Payable Warrants: Sheila Hopkins moved, and Melanie Williams seconded to authorize Michael Reese, with Frank Perron as the Alternate, to sign Payroll Warrants and Accounts Payable. The Board unanimously approved the motion.
  - (e) Re-Adopt the Meeting Rules of Conduct for Regular and Special Selectboard Meetings, and the Selectboard Meeting Procedures for Public Participation: The re-adoption of the Meeting Rules of Conduct for Regular and Special Selectboard Meetings, and the Selectboard Meeting Procedures for Public Participation was postponed to a subsequent meeting.
  - (f) Appointment of Tree Warden: Erick Chase moved, and Frank Perron

seconded for Art Lewin, Sr to be Tree Warden. The Board unanimously approved the motion.

5. Review, Discussion, and Approval of the Minutes: The Board postponed the approval of the minutes to a subsequent meeting.
6. Review List of Additional Appointments: Michael Reese noted that a lister and an auditor needed to be appointed. There was discussion regarding the vacant positions, and who should fill them. The board reviewed and discussed additional appointments listed on the inside back of the Annual Report. Questions were raised regarding the Emergency Services Directors' term limits, and the Assistant to the Selectboard was tasked with researching this item. There was discussion by the board on the delinquent tax collector position, and how to fill the position.
7. Treasurer's Report: None.
  - (a) Warrants for Payment: Michael Reese moved, and Sheila Hopkins seconded to approve warrants #15060, #15063, and #15065 as read. The Board unanimously approved the motion.
8. Road Foreman's Report:
  - (a) General Update: Rain, snow, and slush weather conditions. There is still a vacant road crew position. All Road crew trucks are back up and operating. Sanding and plowing continue. There was discussion on a culvert washout and a potential upgrade. There are candidates being interviewed for the vacant road crew position. Warning roadsides and guardrail placement are being worked on.
  - (b) The Road foreman noted that the posting of roads for springtime weight limits needs to be done. Michael Reese moved, and Eric Chase seconded to allow the Road Foreman to approve and post the spring weight limit road postings as reviewed and read aloud. The Board unanimously approved the motion.
  - (c) Paving: Johnson Road down to Bartlett road to be paved: 2 1/2/ miles, which is the same distance as last year's paving. No culverts need replacing along this stretch of road. The Road foreman will talk to the landowner to put some drainage in before paving, and ditching as well. Cost estimates were discussed: The road foreman mentioned that the town should get bids out by next month. Financing the paving was discussed.
  - (d) Roadside Mowing: There was discussion on replacing the town's existing tractor. Eric Chase had put together a spec and contracted vendors, however he believes purchasing a new vehicle is a better option. An RFP must go out. The State Municipal Equipment Loan Program was considered.
  - (e) Cloudland Road Culvert Grant Options: The Assistant to the Selectboard and the Road Foreman briefed the Selectboard on their meeting with VTrans concerning The Cloudland Road Culvert, and which grant programs could fund this project. The Assistant to the Selectboard was tasked with completing the VTrans Structures grant application documents for this project.
  - (f) Pomfret Slope Project: The Assistant to the Selectboard and the Road

Foreman briefed the Selectboard on their meeting with VTrans concerning this item. There was extensive discussion. A Special Meeting to receive and open the bids was scheduled for Monday March 28, at 6pm. Frank Perron moved, and Eric Chase seconded the motion to approved the Contract Documents as received and presented along with the requisite dates as informed by VTrans. The Board unanimously approved the motion.

9. Consider Designation of Selectboard Liaisons to Town Departments: The consideration of designating Selectboard liaisons to the Pomfret town departments was deferred to a later meeting.
10. Review of Selectboard Priorities: The review of Selectboard priorities was deferred to later meeting.
11. Selectboard Correspondence: None.
12. Next Meeting's Agenda: The March 16 Regular Selectboard Meeting Agenda Items shall include the re-adoption of the certification of compliance and standards as well as the approval of all of the Cloudland Road Structures grant application documents, as well as the review, discussion, and approval of past meeting minutes, the consideration of designating Selectboard liaisons to the Pomfret town departments, and the review of Selectboard Priorities.
13. Closing Public Comments & Adjournment: None. Frank Perron moved, and Sheila Hopkins seconded to adjourn the meeting at 9:10pm. The Board unanimously approved the motion.

Date: 03/03/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at \_\_\_\_\_ Meeting