

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the March 16, 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), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Ona Chase (Constable), Orson St.John (Planning Commission Member) Bill Emmons (Planning Commission Member), Keith Chase, Betsy Siebeck, and Scott Woodward

1. Call to Order: Michael Reese called the meeting to order at 7pm.
2. Public Comment: Scott Woodward made a public comment regarding Greenup Day (May 7th, 2016) and the cleanup of old culverts.
3. Review of Agenda: Michael Reese put forth the addition of another warrant to the agenda and also a request regarding the Pomfret Slope Project.
4. Dog Ordinance Discussion: The issue of the enforcement of the Pomfret dog ordinance was briefly discussed. No action was taken.
5. Organizational Meeting:
 - (a) Elect a Vice Chair: the position of a Vice Chair for the Pomfret Selectboard was discussed. Eric Chase was nominated for the position but declined the nomination. Sheila Hopkins moved, and Melanie Williams seconded to nominate Frank Perron as Vice Chair. The Board unanimously approved the motion.
 - (b) Re-Adopt the Pomfret Rules of Procedure, and the Selectboard Meeting Procedures for Public Participation: The Pomfret Rules of Procedure and the Selectboard Meeting Procedures for Public Participation were discussed. The Selectboard considered VLCT's template documents as an alternative.
 - (c) Consideration of Designating Selectboard Liaisons to Pomfret Town Departments: The Consideration of Designating Selectboard liaisons to Pomfret Town Departments. The Assistant to the Selectboard was assigned the task of generating a list of Town Departments, committees, commissions, etc. (entities) for the Selectboard.
 - (d) Review of Selectboard Priorities: The Selectboard discussed potential Selectboard priorities.
6. Review, Discussion, and Approval of the Minutes: Several Selectboard members recused themselves from voting on the January 26, January 28, February 03, and February 17 minutes as they were not elected or present at those meetings, and noted for the record that this is acceptable under State law. The board approved

the March 2, 2016 minutes by consensus.

7. Treasurer's Report: The Treasurer answered questions from Selectboard members concerning invoices, accounts, and other items.
 - (a) Warrants for Payment: Melanie Williams moved, and Michael Reese seconded to approve warrants #15067, #15073, #15069 as read. The Board unanimously approved the motion.

8. Road Foreman's Report:
 - (a) General Update: The Road Foreman noted that in the last week 42 yards of salt, 100 yards of sand 706 ³/₄ hard pack, 171 yards of 1 ¹/₂ hard pack were put out on a listed number of roads. There were two breakdowns in the past week: Truck #2 the camshaft bracket broke and has been fixed. Truck #1 something broke in front axle. After a dialog with manufacturer, it was determined that it is probably a gear tooth. Estimated time of repair sometime between this coming Monday and Wednesday. The Road Foreman and the Selectboard discussed costs and repairs. Several culverts identified that have to be dug up, replaced, or reset due to frost heaves. Road name signs, and their identification and compliance with State/Federal law were discussed.
 - (b) Transportation Grants: The Structures grant documents were discussed. The paving grant application was discussed. There was a review of the Better Backroads grant and potential project identification. It was determined that a culvert on River Road is an acceptable project for the Better Backroads grant application. The PACIF Equipment Grant Program was evaluated and considered.
 - (c) Request to Drive on Wild Apple Rd (class 4 section): The request to drive on Wild Apple Road was discussed. Sheila Hopkins moved, and Eric Chase seconded to have the Selectboard deny the request to drive on Wild Apple Rd (class 4 section) until the road foreman allows that it is dry enough. The Board unanimously approved the motion. Melanie Williams will follow up via email with the person making the request regarding the board's decision.
 - (d) The Road Foreman raised the issue of four complaints made in the last week of an anonymous 4 wheeler ATV on Webster Hill.

9. Update from Fire Truck Evaluation Committee: Eric Chase briefed the Selectboard of the progress made by the Fire Truck Evaluation Committee. He noted that they are three-fourths of the way through a line by line evaluation for compliance, and will have said evaluation completed by the next meeting of the committee. The Selectboard discussed the timeline for the Fire Truck Evaluation Committee.

10. Liquor Catering Permits: The issue of liquor catering permits was discussed. No action was taken.

11. Appointment of Town Representative to Community Advisory Board: The Selectboard agreed that they will post a list of town appointments on the community listserv asking for interest in filling said appointments.
12. Request from VT Dept. of Forests, Parks, and Recreation (re: radio frequencies): The Request from the VT Dept. of Forests, Parks, and Recreation was considered. Frank Perron moved, and Eric Chase seconded to allow the VT Dept. of Forests, Parks, and Recreation to utilize the town's radio frequencies. The Board unanimously approved the motion. Frank Perron will communicate the Board's decision to the Dept. of Forests, Parks & Recreation and assist them.
13. Appointment of Capital Plan Committee: The appointment of a Capital Plan Committee was discussed.
14. Warning 4/5/16 Pomfret Hazard Mitigation Plan Work Group Meeting: The attendance and warning of the 4/5/16 Pomfret Hazard Mitigation Plan Work Group Meeting was deliberated upon. Melanie Williams will follow up with TROC about warning the meeting.
15. Mileage Reimbursement Policy Discussion for Town Employees: The mileage reimbursement for municipal employees was discussed. The Selectboard will consider reviewing/drafting a policy and consulting VLCT on the issue.
16. Town Plan Adoption: Orson St. John and Bill Emmons, both planning commission members, briefed the Selectboard on the Town Plan and the addition/development of new language.
17. Selectboard Follow-ups:
 - (a) Melanie contact Ona Chase re: interest in Constable & Pound Keeper positions: Melanie Williams reported that she spoke with Ona Chase and that she was interested in the Constable & Pound Keeper positions. Ona Chase then stated that she no longer wished to be considered for the positions.
 - (b) Frank & Michael re: tractor purchase RFP: Frank Perron briefed the board on the tractor purchase Request For Proposal, and distributed an RFP to the Selectboard. The Selectboard reviewed the RFP and discussed the timing of the process.
 - (c) Sheila re: state loan & lease programs for tractors: Sheila Hopkins briefed the Selectboard on the Vermont Municipal Equipment Loan Fund program. Potential funding sources for the tractor were discussed.
 - (d) Eric, speak w/Kevin Rice re: interest in EMD position: Eric Chase noted that Kevin Rice is interested in the EMD position. The EMD position will be discussed at the next Selectboard meeting. The Town Service Officer position was also discussed.
 - (e) Frank, re: State Fire Warden: Frank Perron briefed the Selectboard on the term period for the State Fire Warden position.
 - (f) Michael & Frank re: researching delinquent tax collector options: Frank Perron briefed the board on delinquent tax collector options. The Selectboard will contact other municipalities regarding this position.
 - (g) Michael re: health officer: Michael Reese briefed the Selectboard on the health officer position. This position will be discussed at the next Selectboard

meeting.

18. Selectboard Correspondence: None.
19. Next Meeting's Agenda: At the Road Foreman's request, the Assistant to the Selectboard will copy the Road Foreman on the Regular Selectboard Meeting Draft Agenda emails in the future. Eric Chase raised the issue of employee reviews to a future Selectboard meeting agenda.
20. Closing Public Comments: Ona Chase provided additional comments and documentation to the Selectboard concerning the dog ordinance discussion.
21. Executive Session and Adjournment:
 - (a) Eric Chase moved, and Frank Perron seconded that the board enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
 - (b) Sheila Hopkins moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. Eric Chase moved, and Sheila Hopkins seconded that the Selectboard offer the road crew worker position to Bruce Earl at a pay rate of \$15 an hour with the expectation that he obtain a CDL within the first three months of employment and that there be a six month probationary period, with an estimated pay rate increase of \$16 an hour when he obtains his CDL. The Board unanimously approved the motion.
 - (c) Michael Reese moved, and Frank Perron seconded that the board enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
 - (d) Michael Reese moved, and Frank Perron seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
 - (e) Sheila Hopkins moved, and Melanie Williams seconded to adjourn the meeting at 9:46pm. The Board unanimously approved the motion.

Date: 03/17/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting