

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

Draft Minutes of the April 6, 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), Laura Kent (Auditor), Sherman Kent, Scott Woodward, Emily Grube, Dr. and Mrs. Hugh Hermann Joanna Long and Norwood Long, Crys Szekely

1. Call to Order: Michael Reese called the meeting to order at 7pm.
2. Public Comment: None.
3. Review of Agenda: The board discussed the addition of the following items to the agenda: Liquor license for Suicide 6, Town Meeting Minutes, Fire Truck Committee Update, Town Plan Meeting Update, and the 'Zackathon' race. Michael Reese moved and Sheila Hopkins seconded to put the aforementioned items on the agenda. The Board unanimously approved the motion.
4. Organizational Meeting: 2016 Draft Pomfret Selectboard Rules of Procedure. Melanie Williams briefed the Selectboard on the Draft Pomfret Selectboard rules of Procedure, and there was discussion and suggested edits. Sheila Hopkins moved, and Frank Perron seconded to approve the Pomfret Selectboard Rules of Procedure as amended. The Board unanimously approved the motion.
5. Consideration of Appointment of Town Health Officer: The Selectboard met with Dr. Hugh Hermann and made inquiries regarding health officer requirements and procedures. Eric Chase moved, and Sheila Hopkins seconded to appoint Dr. Hermann as Town Health Officer. The Board unanimously approved the motion.
6. Review, Discussion, and Approval of the Minutes: Frank Perron moved, and Melanie Williams seconded to approve the 3/14/16 and the 3/16/16 minutes with edits. The board unanimously approved the motion.
7. Treasurer's Report: The Treasurer answered questions from Selectboard members concerning accounts payroll.
  - (a) Warrants for Payment: Sheila Hopkins moved, and Michael Reese seconded to approve warrants #15070, #15074, #15071 as read. The Board unanimously approved the motion.
  - (b) Budget Status report: There was discussion on high delinquency tax rates, tax collection, and the delinquent tax collector position. Frank Perron agreed to

work on the issue of filling said position. There was also discussion on available funds for the tractor/mower.

8. Road Foreman's Report:

(a) General Update: Two weeks ago started grading, and fixing mud holes. The amount of hardpack being put out is drastically reduced. There was discussion on the evening's weather and salting. The new road crew employee started Monday and was noted as being very enthusiastic. There was an update on the scraper truck: the town should get the scraper truck back from the mechanic's between April 18 to 22. The Road Foreman called today to talk to the mechanic: they have found the needed part, and it was shipped out last Friday. The mechanic should have the part yesterday or today. There was discussion on the replacement and pricing of guardrails: the price is under \$25K, and the work doesn't have to be put out to bid. The road foreman called Lafayette Highway Specialties and Vermont Recreational Surfacing and Fencing, and got two prices from them. The Selectboard discussed the prices provided. There are three locations for installing the guardrail. There are also two places where the guardrail pushed over and can be straightened back up at minimal cost. There are also numerous places in town where guardrail should go up. The Selectboard discussed the best way to fund the guardrail work. The Selectboard agreed to allow the guardrail reserve account to be tapped for the guardrail projects. Eric Chase moved, and Sheila Hopkins seconded to allow the Road Foreman to contract with Lafayette for the guardrail projects and to allow the use of the guardrail reserve account monies. The board unanimously approved the motion.

The road foreman is still working on signs and complying with the state/federal signs mandate: The town needs to start work on sign replacement/installation by 2018, not necessarily completed by 2018.

(b) Zackathon: The approval of the 'Zackathon' race was discussed. Michael Reese agreed to follow up with the race organizers on the following items: 1: Certificate of Insurance. 2: Traffic control plan. 3: Advanced notice for residents of Pomfret.

(c) Transportation Grants: The Assistant to the Selectboard briefed the Selectboard on the Structures and Better Roads grant applications. The Paving grant application and the Pomfret Slope project were also discussed. A Special Selectboard Meeting was scheduled for next Wednesday April 13 in order to discuss, work on, and/or approve the grant application documents.

9. Liquor License: The liquor license renewal for Suicide Six was discussed. Eric Chase moved, and Frank Perron seconded moved to authorize the Selectboard chair to sign off on the liquor license renewal applications. The Board unanimously approved the motion.

10. Town Meeting Minutes: Michael Reese moved, and Sheila Hopkins seconded to

- approve the Town Meeting minutes. The board unanimously approved the motion.
11. Fire Truck Committee Update: Michael Reese briefed the Selectboard on the Fire Truck Committee's progress.
  12. Town Plan Meeting Update: Melanie Williams and others briefed the board on the Town Plan Meeting and the town plan was discussed. The Selectboard agreed to have the next Regular Selectboard Meeting begin at 6pm to allow for Town Plan discussion.
  13. Appointment of Capital Plan Committee: Selectboard to adopt Article 17 of Town Meeting: Sheila Hopkins moved, and Melanie Williams seconded, that the Selectboard adopt Article 17 of the 2016 Town Meeting Warning and move forward with the creation of a Capital Plan Committee. The Board unanimously approved the motion. Sheila Hopkins offered to serve on the committee. Melanie Williams agreed to develop an advertisement for serving on the Capital Plan Committee.
  14. Assign Drafting of Job Description for Constable/Animal Control Officer: Frank Perron briefed the Selectboard on the job description for Constable/Animal Control Officer, noting that he contacted other towns asking what they use for the job description. Frank Perron agreed to continue working on this item.
  15. Discuss Response to David Hardy Correspondence of 14 March 2016: Frank Perron briefed the Selectboard on the correspondence and the conversation he had with David Hardy. The Selectboard noted that the town of Pomfret has a dog ordinance and fully intends that it be enforced. Frank Perron will follow up with a reply to David Hardy.
  16. Approval of Sheila Murray as Town Service Officer: Frank Perron moved, and Eric Chase seconded to approve Sheila Murray as the Town Service Officer. The Board unanimously approved the motion.
  17. Tractor/Mower: The approval of RFP and the approval of financing plan prior to awarding a contract were discussed. Funds, funding sources, and bids/bidders were discussed. The Selectboard made edits to the RFP. Michael Reese moved, and Sheila Hopkins seconded to approve the RFP as edited. The Board unanimously approved the motion. The RFP shall be issued and published by April 7, 2016.
  18. Discussion re: Possible Purchase of ½ acre of land to South of Town Garage Sand Pit: Frank Perron briefed the board on the possible purchase of a ½ acre of land located to the south of the town garage sand pit, and there was discussion.

19. Repeater Batteries: The Road Foreman briefed the Selectboard on the repeater batteries that need to be replaced, and the issue was discussed.
20. Mileage Reimbursement: Sheila Hopkins briefed the board on the issue of mileage reimbursement. The draft policy drafted by Sheila Hopkins was discussed, as well as which employees said policy would impact. Sheila Hopkins agreed to continue work on this item.
21. Draft Municipal Timeline: The assistant to the Selectboard presented the draft municipal timeline, and the document was discussed.
22. Painting of Town Hall Donation: Frank Perron briefed the board on the offer of a donation to paint the town Hall, and there was discussion. Frank Perron agreed to follow up on this item.
23. VLCT PACIF Equipment Grant: The VLCT PACIF Equipment Grant application was discussed. The Assistant to the Selectboard will email town departments and officials soliciting potential equipment requests for the application.
24. Selectboard Correspondence: Eric Chase brought to the board's attention a phone call requesting a stop sign at Caper Street in town, and agreed to follow up on said call. The purchase of speed limit signs was discussed.
25. Next Meeting's Agenda: The Delinquent Tax Collector Position will be put on the agenda for the next Regular Selectboard Meeting. The starting time of the next Regular Selectboard Meeting will be changed to 6PM to allow for work/discussion on the town plan.
26. Closing Public Comments and Adjournment: Frank Perron moved, and Sheila Hopkins seconded to adjourn the meeting at 9:50pm. The Board unanimously approved the motion.

Date: 04/07/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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