

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

Draft Minutes of the May 18, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member) Sheila Hopkins (Selectboard Member), Ellen DesMeules (Treasurer), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Scott Woodward, Laura Kent (Auditor), Sherman Kent, Ona Chase (Constable), Doug Tuthill, Karen Hewitt (Delinquent Tax Collector), John S Moore (Planning Commission), Kevin Rice (Fire Chief), John Peters Jr., Zac Bowley, Jack Peters, Andy Mann, Dave Thurber, and Nancy Matthews

1. Call to Order: Michael Reese called the meeting to order at 6:11pm.
2. Executive Session:
 - (a) Michael Reese moved, and Sheila Hopkins seconded that the board enter into executive session for the purposes of the evaluation of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin Sr. and Jonathan Williams were present for part of the executive session.
 - (b) Sheila Hopkins moved, and Melanie Williams 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.
3. Public Comment: There was public comment on the budget and the budget process.
4. Review of Agenda: The topics of Capital Planning Committee member addition, Treasurer catering permits and the discussion of Eric Chase's departure were added to the agenda. The board unanimously approved the changes to the agenda.
5. Eric Chase's Resignation: Michael Reese moved, and Melanie Williams seconded, that the Board accept Eric Chase's resignation from the positions of Selectboard and Road Commissioner, and there was discussion. The Board unanimously approved the motion.
6. Review, discussion, and approval of minutes: Michael Reese moved and Frank Perron seconded, to approve the 5/2/16 minutes as amended. The Board unanimously approved the motion. Michael Reese moved, and Frank Perron seconded, to approve the 5/4/16 draft minutes as amended. The Board approved the motion with three ayes and one abstention.
7. Treasurer's Report: The Treasurer briefed the board on a school funding issue. Michael Reese noted that the Selectboard needs to appoint someone from the

Board to meet with the school board, Treasurer, and supervisory union to address funding concerns.

- (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to accept the warrants (#15084, #15085) as read. The Board unanimously approved the motion.
- (b) Budget Status Report: The Treasurer and Michael Reese briefed the board on the Budget Status Report and the budget, and there was discussion.
- (c) Trash Disposal At Garage: The Treasurer briefed the board on trash disposal at the town garage, and there was discussion.

8. Road Foreman's Report:

- (a) General Update: There are two trucks that are currently not operating. The highway department has the parts for truck number two and it will take half an hour to fix. The scraper truck was towed back to Colchester as it was making a noise. There were inquiries made about driving the scraper truck in four-wheel drive. The truck's pump is leaking and a washer is wobbling back and forth; a bolt is bottomed out, and others were loose. The Road Foreman will call the mechanic tomorrow to find out what they discovered. The tractor has had the mower reattached. The town has run out of chloride and the Road Foreman has ordered some more. As soon as the town gets the grader back the highway department will be back out working. Sand is finished being hauled in. The road crew will start doing culvert and ditching replacement soon. Road signs will be here in two weeks (37 or 42 signs total). The town has also received a large erosion risk map from TRORC. The town needs to come up with a twenty-year plan for erosion control. The tractor purchase was discussed. The Millbrook bridge project was discussed. A hydraulic study for the Cloudland Road culvert project was received. The Selectboard also discussed the road access permit request. The Road Foreman also discussed a potential ditching project with the Selectboard.
- (b) Pomfret Slope Project: The Assistant to the Selectboard briefed the Board on his conversation with Chris Bump (VTrans) and the expected receipt of the project's revised bid package, and there was discussion.
- (c) Review of Paving Bid Results and the Town Office Parking Lot Paving Request: Michael Reese briefed the board on the paving bid results, and there was discussion. Tonnage and costs were discussed. There was also discussion at length regarding the paving of the town office parking lot. Sheila Hopkins moved, and Michael Reese seconded, that the town accept the bid from Springfield Paving with 1½ foot fill. The Board unanimously approved the motion.
- (d) 1/2 Acre Parcel Labounty and Pomfret Road: Frank Perron briefed the board on the ½ acre parcel purchase for the Labounty and Pomfret Road intersection, and there was discussion. Frank Perron to act on obtaining an appraisal of the land.
- (e) Intersection of Library Street and Pomfret Road – Right Hand Turns: Michael Reese briefed the board on the issue of right hand turns at the intersection of

Library Street and Pomfret Road, and there was discussion.

9. Town Plan: John S. Moore briefed the Board on the progress with the Town Plan, and there was discussion.
10. Capital Planning Committee: Sheila Hopkins moved, and Frank Perron seconded to appoint John. S. Moore as a member of the Capital Planning Committee. The Board unanimously approved the motion. The next meeting of the Capital Planning Committee will be May 24 at 6pm at the Town offices.
11. Auditor's Recommendations Regarding FY17 Budget Process: Michael Reese and Laura Kent briefed the Board on the auditor's recommendations regarding the FY 2017 Budget Process, and there was discussion.
12. False Alarm Ordinance: Michael Reese briefed the Board on the sample False Alarm Ordinance from Woodstock, VT and there was discussion. The issue will be discussed at a subsequent meeting.
13. Fire Truck Next Steps: The Board discussed potential next steps regarding the fire truck purchase. The Fire Chief read aloud a letter addressing the fire truck purchase process and the fire department's involvement, and there was discussion by the Selectboard and the public. Melanie Williams moved, and Sheila Hopkins seconded, to recognize that, based on the recent response by the fire department, that the board's decision on May second - to expeditiously write a subsequent RFP for a fire truck - be tabled. There was discussion by the Board and the public, and the Board unanimously approved the motion.
14. Hazard Mitigation Plan Review: The Board discussed the Hazard Mitigation Plan. Melanie Williams provided some edits to the document, and there was discussion.
15. Mileage Reimbursement: The topic of mileage reimbursement was postponed to a subsequent meeting.
16. Town Offices/Town Hall Grounds Maintenance Agreement: Michael Reese briefed the Selectboard on the maintenance agreement, and there was discussion. Michael Reese moved, and Frank Perron seconded, to have the town enter into agreement with Bill Cole for the maintenance work of the town offices and town hall grounds, and there was discussion. The Board unanimously approved the motion.
17. Purchasing Policy (RFP Procedures): Sheila Hopkins briefed the board on potential purchasing policy (RFP procedures) changes/proposals, and there was discussion. The topic of a purchasing policy will be discussed at a subsequent meeting.

18. Selectboard Correspondence: Michael Reese noted that the town clerk issued multiple liquor control permits. Melanie Williams received correspondence posing open meeting law questions concerning whether Selectboard members posting/responding to the town listserv constitutes a Selectboard quorum and/or meeting.
19. Next Meeting's Agenda: Topics include: A Public Safety Fund, the false alarm ordinance, the Purchasing Policy (RFP procedure).
20. Closing Public Comments & Adjournment: The Selectboard noted that finding a replacement for Eric Chase and filling the open Selectboard seat is a priority. There was public comment regarding fixing a light in the town offices. Michael Reese moved, and Melanie Williams seconded, to authorize Frank Perron to seek an appraisal for the tractor, and there was discussion. The Board unanimously approved the motion. Michael Reese moved, and Frank Perron seconded to adjourn the meeting at 9:34pm. The Board unanimously approved the motion.

Date: 05/19/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting