

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

Draft Minutes of the June 15, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Melanie Williams, (Selectboard Member), Frank Perron (Selectboard Member), Sheila Hopkins (Selectboard Member), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Karen Hewitt (Collector of Delinquent Taxes), Laura Kent (Auditor), Sherman Kent, Neil Lamson, Scott Woodward, Andy Mann, and John S. Moore

1. Call to Order: Michael Reese called the meeting to order at 7:05pm.
2. Public Comment: None.
3. Review of Agenda: ‘Liquor permits’ and ‘personnel vacation policy’ were added to the agenda. Andy Mann was also scheduled to speak during the budget status report. Michael Reese moved, and Melanie Williams seconded, to approve the agenda with the aforementioned additions. The Board unanimously approved the motion.
4. Consideration of Appointment of New Selectboard Member: The Selectboard hasn’t heard from anyone and encourages interested parties to contact the Board.
5. Review, discussion, and approval of minutes: Sheila Hopkins moved, and Frank Perron seconded, to accept the 6/1/16 minutes with noted changes. The Board unanimously approved the motion.
6. Treasurer’s Report:
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to approve the warrants (15091, 15090) as read. The board unanimously approved the motion.
  - (b) Budget Status Report: Michael Reese briefed the board on the Budget Status Report as the treasurer was not present, and there was discussion. Andy Mann briefed the Selectboard on the school tax issue and a budget/fiscal year issue and there was discussion by the Board and the public.
7. Delinquent Tax Collector’s Report: Karen Hewitt briefed the Selectboard on her report. The Delinquent Tax Collector has the warrants to mail out, and will include them with copies of town policy in the letters distributed. \$3,000 additional dollars were collected.
8. Road Foreman’s Report:
  - (a) General Update: Kevin has finished mowing the pavement. As well, the road crew has started going in behind with the chipper, trimming up what Kevin is

not reaching, getting the stuff he can't cut with the roadside mower. The road crew replaced a culvert on Pomfret Road near Labounty Road before paving starts. There is a mutual agreement with a landowner to put in a ditch and slight retaining wall. Some spot grading has been done; the road crew will do more.

- (b) Salt Purchase: The Road Foreman briefed the board on the Cargill salt purchase letter, and there was discussion by the Board.
  - (c) Pavement Crack Sealing: The Road Foreman briefed the Board on the crack sealing budgeting issue, past work done with Nicom Coating Corporation, and where they have worked/are working. A proposal was submitted to the town from Nicom. There was discussion by the Board on stopping the work after a period of time (6 days) per the 2016 contract.
  - (d) Pomfret Slope Project: The assistant to the Selectboard spoke to Chris Bump at VTrans again. He said the town should expect to get the revised bid package by this coming Friday, June 17.
  - (e) Millbrook Bridge Project: The Road Foreman briefed the board on the project, and there was discussion.
  - (f) Tractor/Mower Purchase Update: Michael Reese briefed the Board on the tractor/mower purchase update: he noted that he wished he had supported the rest of the Selectboard at the last meeting in the purchase of the original Diamond 2 tractor/mower. Michael is in ongoing discussions with the Diamond Mower Company. They have arranged to get the original 6110 mower from Harvest Equipment, although they don't know when delivery would occur. A purchase order needs to be signed, and Harvest Equipment desires payment upon ordering. A demo model may be available as a purchasable option. There was discussion on the town needing a standard contract document. Frank Perron moved to defer a decision on the tractor/mower purchase until the next meeting. There was no second. The possibility of renting a tractor/mower was discussed. Sheila Hopkins moved, and Melanie Williams seconded, that the town move forward in purchasing the Diamond-2 6110 M tractor/mower, that the town go with the prepay option, and that a purchase order or contract be developed, authorizing Michael Reese as Chairman to sign the purchase order/contract as needed. There was discussion by the Board and the public. The Board unanimously approved the motion.
  - (g) Vermont 100 Race: Michael Reese briefed the Board on the Vermont 100 Race request, and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, to permit the Vermont 100 race to come to the town of Pomfret, allowing that Pomfret be listed as additional insured on their insurance certificate, and that the Vermont 100 Race group address the pedestrian and vehicular safe passage issues outlined in the email from the Pomfret Emergency Management Director, dated June 14<sup>th</sup>. The Board unanimously approved the motion.
9. Mileage Reimbursement Policy: Sheila Hopkins briefed the Board on the draft mileage reimbursement policy, and there was discussion by the Board and the

- public. The draft policy was read aloud. There was further discussion. Sheila Hopkins moved, and Melanie Williams seconded, to approve the draft mileage reimbursement policy with the approved changes. There was discussion by the Board and the public. The Board unanimously approved the motion.
10. Personnel Vacation Policy: Michael Reese briefed the Board and the public on the issue, and the town vacation policy was read aloud. There was discussion by the Board and the public. Sheila Hopkins moved, and Melanie Williams seconded, that the Selectboard deny the request of making an exception to the personnel policy as written, and that the Selectboard consider reviewing the personnel policy. The Board unanimously approved the motion.
  11. John Wood Fire Department Report Update: Melanie Williams briefed the Board on her communications with John Wood, and there was discussion. The Board agreed to have Melanie Williams speak with the Fire Chief and other concerned parties regarding this item, with the intent that the Selectboard move forward with this work.
  12. Auditors' Recommendations: Michael Reese briefed the Board on this item, and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, that the Board allocate a minimum cash balance in preparing the budget and numbers for the town report as follows: 16.7% town operating, 25% town highway, and 16.7% public safety, excluding reserve accounts. There was discussion by the Board and the public regarding the motion. The Board unanimously approved the motion. There was further discussion regarding the auditors' recommendations by the Board and the public.
  13. Review Emergency Services Policy: There was discussion by the Board and the public regarding the Emergency Services Policy. No action was taken.
  14. Liquor Permits: Michael Reese briefed the Board on this item, and read aloud the permit items.
  15. Selectboard Correspondence: None.
  16. Next Meeting's Agenda: Items include a possible review of the personnel policy.
  17. Closing Public Comments & Adjournment: There was no public comment. Sheila Hopkins moved, and Melanie Williams seconded, to adjourn the meeting at 9:35pm. The Board unanimously approved the motion.

Date: 06/16/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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