

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

Draft Minutes of the June 20, 2016 Special 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), and Andy Mann

1. Call to Order: Michael Reese called the meeting to order at 7:03pm.
2. Executive Session:
 - (a) Sheila Hopkins moved, and Frank Perron seconded that the board enter into executive session for the purposes of the evaluation of an employee pursuant to 1 VSA 313(a)(3). The Board unanimously approved the motion. Jonathan Williams was present for part of the executive session.
 - (b) Melanie Williams moved, and Sheila Hopkins seconded, that the Board exit Executive session. The Board unanimously approved the motion at 7:43pm. No action was taken during the executive session at this time.
3. Public Comment: None.
4. Selectboard Assistant Hours, Pay Rate, and Other Related Matters: Michael Reese briefed the Board on this item, and there was discussion. Frank Perron moved, and Sheila Hopkins seconded, to increase the Selectboard Assistant's hours from 10 to 15 hours a week on average. There was discussion of grant opportunities and the Selectboard Assistant's ongoing work and workload by both the Selectboard and the public. The Board unanimously approved the motion. Melanie Williams moved, and Sheila Hopkins seconded, that the increase in hours become effective July 1, 2016. The Board unanimously approved the motion.
5. Budget Tracking Process: Melanie Williams and Andy Mann briefed the Board on the budget tracking process, and there was discussion by the Selectboard and the public concerning the budget and related matters, including reviewing the different categories of expenditures and revenues for the town. Board members will be meeting with Andy in groups of two.
6. Pavement Crack Sealing: Michael Reese updated the Board on this item. Michael Reese moved, and Melanie Williams seconded, that the Board approve the expenditure - out of the FY 2017 budget - of up to the amount of \$8,000 for additional crack sealing by Nicom Coating Corporation, and for the Board to authorize Art Lewin Sr. to coordinate with the Nicom Company, and to authorize the chair to sign the project proposal from Nicom dated 6/13/2016. There was discussion by the Board and the Road Foreman. The Board unanimously

approved the motion.

7. Pomfret Slope Project Request for Proposals: The Assistant to the Selectboard briefed the Board on this item and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, that the Selectboard approve the RFP as drafted with the following changes to the RFP: Advertisement for invitation to bid, June 21, 2016; Pre-bid conference, June 28, 2016 at 4:30; Bids accepted until and opened, July 12, 2016 at 6pm; Contract Completion date, October 17, 2016; Regional Construction Engineer: Chair of Selectboard Michael Reese. The Board unanimously approved the motion. Michael Reese moved, and Frank Perron seconded, that in the event the Board need any signatures related to this bid package that the Chair of the Selectboard be authorized as signatory. The Board unanimously approved the motion.
8. River Road Culvert Project (Better Roads Grant): The Road Foreman and the Selectboard Assistant briefed the Board on this item and there was discussion. The Assistant to the Selectboard was assigned various tasks relating to this work.
9. Antenna/Repeater Batteries: Michael Reese briefed the Board on this item and there was discussion. Sheila Hopkins moved, and Melanie Williams seconded, that the town purchase the necessary antenna repeater batteries as soon as possible and that Frank Perron be authorized to purchase the batteries. There was discussion. The Board unanimously approved the motion.
10. Tractor/Mower Purchase: Michael Reese briefed the Board on the tractor/mower purchase item and there was discussion. No action was taken.
11. Windsor County Sheriff Contract: Michael Reese briefed the Board on the Windsor County Sheriff Contract, and there was discussion. There was no action taken on this item at this time but this item will be added to the July 5, 2016 Regular Selectboard meeting agenda.
12. Closing Public Comments & Adjournment: The Road Foreman provided information on paving and other ongoing roadwork. A discussion on the Caper Street/Pomfret Road Intersection will be added to the July 5, 2016 Regular Selectboard meeting agenda. Melanie Williams moved, and Sheila Hopkins seconded, to adjourn the meeting at 9:07pm. The Board unanimously approved the motion.

Date: 06/22/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting