

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

Draft Minutes of the July 6, 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), Karen Hewitt (Collector of Delinquent Taxes) Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Betsy Siebeck, John Moore, Bill Emmons, Cathy Hazlett, John Skyeck, and Orson St. John

1. Call to Order: Michael Reese called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: The ‘Pomfret Selectboard Rules of Procedure’ was added to the agenda. The ‘Salt RFP’ and ‘Guardrail Discussion’ agenda items were added to Road Foreman’s report. Michael Reese moved, and Melanie Williams seconded, to approve the agenda as amended. The Board unanimously approved the motion.
4. Pomfret Selectboard Rules of Procedure: The Board signed the Pomfret Selectboard Rules of Procedure, approved April 20, 2016.
5. Consideration of Appointment of New Selectboard Member: Michael Reese briefed the Board on this item, and there was discussion. No new nominations were provided.
6. Review, Discussion, and Approval of Minutes (6/15, 6/20, 6/28): Melanie Williams moved, and Frank Perron seconded, to approve the 6/15/16, 6/20/16, and 6/28/16 minutes. The Board unanimously approved the motion.
7. Treasurer’s Report:
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Frank Perron moved, and Sheila Hopkins seconded, to approve the warrants (#16001, #16002, #16003, #15092, #15095, #15096, #15097) as read. The Board unanimously approved the motion. Michael Reese briefed the Board on a financial management questionnaire.
 - (b) State Education Rates/Tax Rates: The State education rates were read aloud, and there was discussion. The process and schedule for calculating the tax rate was discussed by the treasurer and the Selectboard, and will be addressed at a future meeting.
8. Delinquent Tax Collector’s Report: One account has been paid in full (just under

\$6,000). The Delinquent Tax Collector has reached out to another town's tax collector on what next steps should be for delinquent accounts, including putting liens on property. Hiring/utilizing an attorney was discussed, as well as how said attorney would be paid.

9. Road Foreman's Report:

- (a) General Update: The Road crew has gotten its truck back, and has been out using it; there have been no problems so far. There have been minor mechanical issues on the tractor; mowing and grading was discussed; the road crew is currently smoothing out sections of road. Once mowing is done, the road crew will work on ditching. A road crewmember got his CDL. There was a recall on truck #3, and it has been fixed. Truck #2 has to go down on Monday for a minor repair. The road crew has put up road signs. There has been one theft of a road sign; it will have to be replaced but the road foreman has a replacement. **If any Pomfret resident has a problem with where a sign is placed please let the Road foreman know.** Information on the State's paving project on Route 12 was reviewed and discussed by the Selectboard. An extended warranty offer for the 'one-ton' was presented to the Selectboard by the Road Foreman. A windshield replacement on a town vehicle was discussed; a \$500 quote from Portland Glass was provided.
- (b) Guardrail Discussion: A Guardrail crew is present in Pomfret, worked on Pomfret Road and Caper Street. One resident has complained about guardrails on Caper Street not extending far enough. The Road Foreman, the Selectboard, and the public discussed guardrail installation. An estimate amount for guardrail installation project at Pomfret Road north of Sugarhouse Road was provided, at a cost of \$5200; it will be discussed at the next Regular Selectboard meeting.
- (c) Road Hazard Mitigation at 3862 Pomfret Road: John Skypeck introduced himself as an interested party, and Michael Reese and the Road Foreman briefed the Board on this item. There was discussion at length by the Board and the public. Some members of the public objected publically to having the town build a stone wall for a property-owner. The Selectboard agreed to meet with the homeowners and to add this item to the next Special Selectboard meeting on July 12, 2016.
- (d) Salt RFP: Michael Reese and the assistant to the Selectboard briefed the Board on the Salt RFP item and there was discussion by the Board. Sheila Hopkins moved, and Melanie Williams seconded to approve the issuance and publication of the Salt RFP as amended. The Board unanimously approved the motion.

10. Caper Street Intersection: Melanie Williams briefed the Board on this item, and there was discussion by the Selectboard and the public. The Assistant to the Selectboard was tasked with finding a previously generated highway report regarding this intersection.

11. Library Street and Stage Road Intersection: Michael Reese briefed the Board on

this issue and there was discussion. The reports Michael Reese acquired concerning this item will be reviewed by the Selectboard.

12. Town Plan: The Selectboard received the final draft of the Town Plan dated June 30. Michael Reese and John Moore briefed the Board on this item and there was discussion on the June 27 hearing and other related items, including the requisite timeline. A public hearing was scheduled for the August 17 Regular Selectboard meeting.
13. Clarification of Personnel Policy: Frank Perron briefed the Board on this item and the proposed changes to the personnel policy were read aloud. There was discussion by the Selectboard and others on this item. Sheila Hopkins moved, and Frank Perron seconded, to amend the personnel policy to specify ‘calendar year’ as discussed. The Board unanimously approved the motion.
14. Revision of Mileage Reimbursement Policy: Sheila Hopkins briefed the Board on this item, and there was discussion. Sheila Hopkins moved, and Melanie Williams seconded, to amend the mileage reimbursement policy as discussed. The Board unanimously approved the motion.
15. VLCT-PACIF insurance requirement of Worker's Compensation: Ellen DesMeules the Treasurer briefed the Board on this item and there was discussion by the Selectboard.
16. Antenna/Repeater Batteries and Maintenance Responsibility: Frank Perron briefed the Board on this item and there was discussion by the Selectboard and the Treasurer on this item. Michael Reese moved, and Sheila Hopkins seconded, to authorize Frank Perron to purchase miscellaneous items for the repeater up to \$500. The Board unanimously approved the motion.
17. LaBounty Trust Annual Accounting: Michael Reese briefed the Board on this item and there was discussion by the Selectboard and the Treasurer. Michael Reese moved, and Sheila Hopkins seconded, to approve the form ‘Summary of Account of Trustee, in Re Trust of Alde LaBounty’. The Board unanimously approved the motion. Melanie Williams moved, and Sheila Hopkins seconded, to appoint Karen Hewitt as citizen trustee of the LaBounty Fund. The Board unanimously approved the motion.
18. Windsor County Sheriff Contract: Michael Reese briefed the Board on this item and there was discussion. Sheila Hopkins moved, and Frank Perron seconded that the town accept the Windsor County Sheriff’s contract for 4 hours a week at the prescribed rate, with Melanie Williams authorized to sign the contract, and there was discussion. The Board unanimously approved the motion.
19. Selectboard Minutes Distribution Methods: The Assistant to the Selectboard briefed the Board on this item and there was discussion. Frank Perron moved, and

Sheila Hopkins seconded, to have mailed copies of the Selectboard meeting draft minutes distributed to town residents who do not have Internet access or the ability to go into the town offices, and there was discussion. Frank Perron withdrew the motion and Sheila Hopkins has volunteered to send the draft minutes to the resident in question.

20. Fire Services Study: Melanie Williams briefed the Selectboard on this item and there was discussion. An email from Fire Chief Kevin Rice was read aloud, and there was discussion. Frank Perron moved, and Sheila Hopkins seconded, that Melanie Williams contact John Wood to contract for his services for the town of Pomfret. The Board unanimously approved the motion.

21. Selectboard Correspondence: None.

22. Next Meeting's Agenda: Caper Street intersection report, and Guardrail discussion are items for the next Regular Selectboard meeting. Road Hazard Mitigation at 3862 Pomfret Road will be discussed at the July 12 Special Selectboard meeting.

23. Closing Public Comments, Review of Assignments, & Adjournment: Sheila Hopkins moved, and Frank Perron seconded, to adjourn the meeting at 9:28pm. The Board unanimously approved the motion.

Date: 07/08/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting