

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

Draft Minutes of the September 7, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams, (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin, Sr. (Road Foreman), Karen Hewitt (Collector of Delinquent Taxes), Jonathan Williams (Assistant to the Selectboard), Anne Bower (Library Trustee) Ona Chase (Constable), John. S. Moore (Planning Commission), and Nancy Matthews (Auditor)

1. Call to Order: Michael Reese called the meeting to order at 7:00pm.
2. Public Comment: (audio 0:15) There was public comment related to the library roof restoration project. There was another public comment related to the constable's term ending.
3. Review of Agenda: (audio 7:20) Emily Grube moved, and Sheila Hopkins seconded, to add the 'Constable's Term,' 'Guardrail Discussion', 'Evergreens shielding the ECFiber HUB Panel', and 'Health Insurance' items to the agenda. The Board unanimously approved the motion.
4. Review, Discussion, and Approval of Minutes (8/17, 8/30): (audio 10:05) Sheila Hopkins moved, and Frank Perron seconded, to approve the 8/17/16 and 8/30/16 minutes. The Board unanimously approved the motion.
5. Treasurer's Report: (audio 10:43)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: The Treasurer briefed the Board on the warrants for payment and heating fuel tanks assessments/costs and there was discussion by the Selectboard. Michael Reese moved, and Melanie Williams seconded, to approve the warrants (#16014, #16013 and # 16017) as read. The Board unanimously approved the motion.
6. Delinquent Tax Collector's Report: (audio 23:52) Karen Hewitt briefed the Board on the ongoing delinquent tax collection efforts, and there was discussion. One delinquent account was paid in full and others accounts are being pursued; a conversation with an attorney is ongoing.
7. Road Foreman's Report: (audio 26:00)
  - (a) General Update: The Road Foreman briefed the board on grading efforts and trees being down on multiple roads. The roadside mowing is done. The Road Foreman has called about getting the yellow lines painted on the fresh pavement in town. The Road Foreman received an email today from a FEMA

inspector who wishes to look at various completed Tropical Storm Irene related FEMA projects; there was discussion by the Selectboard on this item. The Road Foreman briefed the Selectboard on the Millbrook Bridge project, the amount of time it would take to complete and associated costs, and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, to have the Road Foreman and the Highway Department work on the Millbrook Bridge Project instead of hiring an outside contractor. The Board unanimously approved the motion.

The Road Foreman briefed the board on a request from a resident to have the town remove a tree located in the town right of way at the town's expense. There was discussion by the Selectboard, the Road Foreman, and the public. Speeding on Pomfret Road was also discussed. The Board and the Road Foreman discussed the new tractor. The Assistant to the Selectboard shall call the sellers and determine its arrival date/window. The sale of the old tractor (where/how/when) was also discussed. 'Tractor(s) Discussion' will be added to the next Regular Selectboard meeting.

- (b) Pomfret Slope Project: The Road Foreman briefed the Board on this item and there was discussion. Work has begun on site.
  - (c) Caper Street Intersection Update: The Assistant to the Selectboard briefed the Board on this item. A report from VTrans is expected by mid-October.
  - (d) Guardrails Discussion: Sheila Hopkins briefed the Board on guardrails installation in Pomfret and there was discussion by the Selectboard and the Road Foreman. No action was taken on this item at this time.
8. Constable's Term: (audio 1:04:50) Ona Chase briefed the Board on this item and ongoing constable work, and there was discussion by the Board and the public. Melanie Williams moved, and Frank Perron seconded, that the Board appoint Ona Chase as Constable and Animal Control Officer until the Second selectboard meeting after the Annual Town Meeting in 2017. The Board unanimously approved the motion. A 'Constable Discussion' will be added to the next Selectboard meeting.
9. Sand Purchase RFP: Sheila Hopkins moved, and Melanie Williams seconded, for the Assistant to the Selectboard to post and distribute the Sand Purchase RFP as amended. The Board unanimously approved the motion.
10. Listers/Auditors Discussion: (audio 1:21:00) Melanie Williams briefed the Board on this item and there was discussion by the Board and Nancy Matthews, town auditor.
11. Tax Mapping: (audio 1:29:00) Melanie Williams briefed the Board on this item and there was discussion.
12. Catering Permits: (audio 1:31:49) Michael Reese briefed this Board on this item and there was discussion. The Chair read the catering permits aloud as follows: An alcohol catering permit has been issued to Sugarsnap LLC for a wedding reception at 2918 Bartlett Brook Road (Schwenk residence) on Saturday September 24<sup>th</sup>; and a liquor catering permit has been issued to Blood's Catering for a wedding reception at 3862

Pomfret Road (Bouteiller/Skypeck residence) on Saturday September 3<sup>rd</sup>.

13. Quotes for Town Hall Painting/Insulation Work/Historic Preservation Grant Opportunities: (audio 1:32:42) John Moore briefed the Board on these items and the related bids and there was discussion. There was also discussion on the purchase of dehumidifier filters and hydrometers for the town offices. A Historic Preservation grant application for various town structures was considered. Sheila Hopkins moved, and Melanie Williams seconded to authorize the Assistant to the Selectboard to work with John S. Moore to apply for a Historic Preservation grant for the old town clerk's building's roof, drainage and sill-work. The Board unanimously approved the motion.
14. Outdoors Lighting/Timers/Sensors for Town Offices: (audio 2:02:30) Frank Perron and the Assistant to the Selectboard briefed the Board on this item and there was discussion. Transportation Alternatives Grant application opportunities were discussed. The Selectboard authorized the Assistant to the Selectboard to attend the Transportation Alternatives pre-application training workshop on Thursday, September 8, from 6pm to 8pm
15. Sharepoint Discussion: (audio 2:09:22) Sheila Hopkins Briefed the Board on this item and there was discussion.
16. Evergreens Shielding the EC Fiber HUB Panel (audio 2:13:40) Michael Reese briefed the Board on this item and related correspondence received from EC Fiber and there was discussion.
17. Health Insurance: (audio 2:15:00) Michael Reese briefed the Board on this item and there was discussion. The topic was tabled until the next Regular Selectboard meeting.
18. Selectboard Correspondence: Correspondence related to the Chipper's case was discussed.
19. Next Meeting's Agenda: 'Tree Felling', 'Tractor(s) Discussion', 'Constable Position', 'Transportation Alternatives Grant Application' 'Town Officer Health Insurance' the 'Chippers Case', and 'Fuel Contracts', were items placed on the agenda for the next Regular Selectboard meeting.
20. Closing Public Comments, Review of Assignments, & Adjournment: Frank Perron moved, and Melanie Williams seconded, to adjourn the meeting at 9:25pm. The Board unanimously approved the motion.

Date: 09/09/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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