

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

Draft Minutes of the October 5, 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), Ellen DesMeules (Treasurer), Ona Chase (Constable), Karen Hewitt (Collector of Delinquent Taxes), Jonathan Williams (Assistant to the Selectboard), Scott Woodward, Laura Kent, Sherman Kent, Orson St. John, Kevin Rice, John Moore, William B. Emmons, John S. Moore, and Betsy Siebeck

1. Call to Order: Michael Reese called the meeting to order at 7:10pm.
2. Public Comment: (audio 0:41) There was no public comment.
3. Review of Agenda: (audio 0:46) ‘The Chipper’s Case ‘(executive session) and ‘Temporary Auditor’ were added to the agenda. The Board approved the agenda by consensus.
4. Review, Discussion, and Approval of Minutes (9/21): (audio 3:35) Sheila Hopkins moved, and Melanie Williams seconded, to approve the 9/21/16 minutes with changes. The Board unanimously approved the motion.
5. Treasurer’s Report: (audio 5:00)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: The Treasurer briefed the Board on the warrants for payment and there was discussion by the Selectboard. Frank Perron moved, and Melanie Williams seconded, to approve the warrants (#16025, #16024 and # 16021) as read. The Board unanimously approved the motion.
6. Delinquent Tax Collector’s Report: (audio 10:24) Karen Hewitt briefed the Board on the ongoing delinquent tax collection efforts, and there was discussion. A payment was received in full and the tax lien was released on the concerned property. A conversation with an attorney is ongoing. Tax sales for several properties are being discussed; these properties are: James and Lynn Salmon parcel 1900-L located at Handy Road, and Joan Dunn parcel 0707 located at 1502 Allen Hill Rd.
7. Road Foreman’s Report: (audio 12:30)
  - (a) General Update: The Road Foreman briefed the Board on road grading efforts (working towards the north end), sand screen assembly, and employee training. There was a problem with truck #3’s plow frame. The stone wall was discussed. The Road Foreman is meeting with FEMA on 10/6/16 at 10AM

regarding previously completed projects. The Road Foreman briefed the Board on driveway permits and there was discussion. A Driveway Permits Approval item will be added to the next Regular Selectboard meeting agenda. The Road Foreman and the Selectboard discussed a request from a resident regarding widening an intersection at Clifford Road. An 'Intersection Widening' item will be added to the next Regular Selectboard meeting agenda. The Selectboard discussed a tree's removal.

- (b) Tractor(s) Discussion: Frank Perron briefed the Board on this item and there was discussion. The tractor has been advertised on Craigslist for three weeks and multiple interested parties have reviewed the tractor. Michael Reese moved, and Melanie Williams seconded, to authorize Frank Perron to determine an appropriate price that reflects fair market value in his judgment, sell the tractor, and to sign off on the sale. The Board unanimously approved the motion.
8. Reserve Funds/Budget Discussion: (audio 24:10) The Treasurer and Sheila Hopkins briefed the Board on this item and there was discussion. The Capital Planning Committee is preparing a report and will present their findings at the first Regular Selectboard meeting in November. The Board and the public discussed the town's reserve funds. The Selectboard requested that the Assistant to the Selectboard send out a reminder email to department heads to solicit completed budget sheets/narratives. Laura Kent briefed the Board on the Board of Auditors' budget and there was discussion.
9. Fuel Purchase RFPs: (audio 34:55) The Assistant briefed the Selectboard on this item and there was discussion. Michael Reese moved, and Melanie Williams seconded, to approve the amended fuel RFPs issuance and distribution. The Board unanimously approved the motion. Draft RFPs shall be included in the agenda with attachments document for future Regular Selectboard meetings. The Assistant to the Selectboard shall publish and distribute the RFPs.
10. Town Officer Health Insurance: (audio 39:13) Michael Reese briefed the Board on this item and there was discussion by the Selectboard. A 'Health Insurance Policy Review' item will be added to the next Regular Selectboard meeting.
11. Town Plan Approval by TRORC: (audio 46:48) Michael Reese and several Pomfret Planning Commission members briefed the Board on this item and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, to submit the 2016 Pomfret Town Plan to the Two Rivers Ottawaquechee Regional Commission (TRORC) for their approval. The Board unanimously approved the motion. Michael Reese then moved, and Melanie Williams seconded, to authorize the Chair of the Pomfret Selectboard to draft, sign, and submit a letter requesting that TRORC accept and approve the 2016 Pomfret Town Plan. The Board unanimously approved the motion.
12. Discussion of Consultant John Wood's Report: (audio 53:11) Melanie Williams

- briefed this Board on this item and there was discussion by the Board and the public. Fire Chief Kevin Rice discussed consultant John Wood's report with the Selectboard and briefed the Board on the Pomfret – Teago Volunteer Fire Department's related, ongoing efforts, and there was further discussion.
13. Driveway Permit – Hewitt Hill Road: (audio 1:29:00) Michael Reese briefed the Board on this item and there was discussion re: a driveway Permit for 753 Hewitt Hill Road. Three members of the Board attended a site visit on 09/28/16. The specifics of the permit were read aloud. Michael Reese moved, and Frank Perron seconded, to approve the application dated 9/21/16 for George F. Bartol Trust at 753 Hewitt Hill Road, with the standards as set forth in the application and the additional requirement that the large maple tree at the site be removed for site distance purposes. The Board unanimously approved the motion.
  14. Temporary Auditor: (audio 1:34:00) Laura Kent briefed the Board on the need for a temporary auditor working on the town report and there was discussion. Sheila Hopkins moved, and Melanie Williams seconded to authorize the auditors to hire a temporary assistant for preparation of the town report at \$17 an hour. The Board unanimously approved the motion.
  15. Grant Work: (audio 1:36:00) The assistant to the Selectboard briefed the Board on his ongoing grant application/management efforts and there was discussion. Frank Perron moved, and Michael Reese seconded, to have the assistant to the Selectboard complete and submit the application for the Transportation Alternatives Grant Program application on behalf of the town of Pomfret. The Board unanimously approved the motion.
  16. Selectboard Correspondence: (audio 1:42:00) Michael Reese briefed the Board on the correspondence received and there was discussion.
  17. Next Meeting's Agenda: 'Health Insurance Policy Review', 'State Police Coverage', 'Driveway Permits Approval', 'Intersection Widening', 'Fire Department Updates' 'Tree Removal' and 'Town Chipper' and 'Tractor Update' were items placed on the agenda for the next Regular Selectboard meeting. 'Fuel Bids Opening' was scheduled for the second October Regular Selectboard meeting. The Capital Planning Commission's presentation was scheduled for the first November Regular Selectboard meeting.
  18. Closing Public Comments, Review of Assignments: (audio 1:49:49) None.
  19. Executive Session:
    - (a) Melanie Williams moved, and Frank Perron seconded that the board enter into executive session for the purposes of pending or probable civil litigation or a prosecution, to which the public body is or may be a party pursuant to 1 VSA 313(a)(1)(F), in relation to the Chipper's Case. The Assistant to the Selectboard was present for part of the executive session.

(b) Michael Reese moved, and Sheila Hopkins seconded, that the Board exit Executive session. The Board unanimously approved the motion at 9:25pm. No action was taken during the executive session at this time.

20. Adjournment: Melanie Williams moved, and Michael Reese seconded, to adjourn the meeting at 9:25pm. The Board unanimously approved the motion.

Date: 10/07/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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