

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

Draft Minutes of the November 16, 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), Jonathan Williams (Assistant to the Selectboard), Sheriff D. Michael Chamberlain, Deputy Claude Weyant, Karen Hewitt (Collector of Delinquent Taxes), and Scott Woodward,

1. Call to Order: Michael Reese called the meeting to order at 7:09pm.
2. Public Comment: There was no public comment.
3. Review of Agenda: There were no changes to the Agenda.
4. Review, Discussion, and Approval of Minutes (11/01, 11/02, 11/09): (audio 1:00) Sheila Hopkins moved, and Emily Grube seconded, to approve the 11/01, 11/02, and 11/09 Regular and Special Selectboard meeting minutes. The Board unanimously approved the motion.
5. Windsor County Sheriff: (audio 1:50) Windsor County Sheriff D. Michael Chamberlain and Deputy Claude Weyant gave a report on the services they provide to the town of Pomfret, associated current and future hourly rates, and other related law enforcement issues. There were questions and discussion by the Selectboard. Current rates are \$51 an hour; the rates are scheduled to go up to \$53 an hour in 2017; this rate can be adjusted depending on the services requested/provided. From July 1<sup>st</sup> to November 16, 2016 the town has spent \$3600 on sheriff law enforcement services and the sheriff's department has generated \$2,400 in revenue for the town.
6. Treasurer's Report: (audio 29:33)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to approve the warrants (#16032, #16032a, and #16033) as read. The Board unanimously approved the motion.
7. Delinquent Tax Collector's Report: (audio 33:15) The Delinquent Tax Collector Karen Hewitt briefed the Board on ongoing collection efforts, and there was discussion. A tax sale was discussed.
8. Road Foreman's Report: (audio 35:00)
  - (a) General Update: The Road Foreman briefed the Board on road crew leaf blowing efforts - a tractor was rented to assist with the work. The sand screen

has been completed and is functioning. The road crew is preparing for winter work. All signs for the Caper Street Intersection will be installed by tomorrow -11/17/16. An existing stack of uninstalled warning signs for other locations in town was discussed.

9. Capital Plan Report: (audio 40:43) Scott Woodward briefed the Board on this item and there was discussion by the Board. Melanie Williams Moved, and Emily Grube, seconded, to accept the 2016 Pomfret Capital Plan as written, with the Pomfret Selectboard agreeing to work over time on the plan's recommendations. The Board unanimously approved the motion.
10. Traffic Ordinance: (audio 55:31) Melanie Williams and the Selectboard Assistant briefed the Board on this item and there was discussion by the Board, the Selectboard Assistant, and the Road Foreman. The traffic ordinance item shall be discussed at the next Regular Selectboard meeting.
11. Liquor Catering Permit: (audio 1:12:50) Sheila Hopkins read aloud the liquor catering permit issued for the Woodstock Inn/Resort Corp for a catered lunch with cash bar at Artis Tree (2095 Pomfret Road) on Saturday November 5 from 12-4pm.
12. Tree Cutting: (audio 1:13:41) Frank Perron briefed the Board on this item and there was discussion by the Board and the Road Foreman. Emily Grube moved, and Sheila Hopkins seconded, to authorize Frank Perron to take down 3 additional trees on Hewitt Hill Road if the land owner agrees in addition to the tree originally discussed. The Board unanimously approved the motion.
13. Selectboard Assistant Computer+Software Purchase: (audio 1:24:00) The Assistant to the Selectboard briefed the Board on this item and there was discussion. Michael Reese moved, and Frank Perron seconded to approve the town's purchase of a computer and appropriate software for the use of the Selectboard Assistant. The Board unanimously approved the motion. The Selectboard Assistant shall give the town clerk and treasurer the necessary information for the purchase of said computer and software.
14. Selectboard Assistant Phone Stipend: Sheila Hopkins briefed the Board on this item and there was discussion. Sheila Hopkins moved, and Frank Perron seconded, to approve a \$40 a month stipend for the Selectboard assistant for the use of his personal phone for town business. There was discussion. The Board unanimously approved the motion. The Selectboard Assistant shall note the item on his last timesheet of each month. Melanie Williams moved, and Sheila Hopkins seconded, to make the phone stipend for the Selectboard Assistant effective November 2016. The Board unanimously approved the motion.
15. Selectboard Correspondence: (audio 1:30:00) None.

16. Next Meeting's Agenda: (audio 1:32:00) 'Historical Society Storage Issue', 'Traffic Ordinance', 'Reserve Accounts' were items scheduled for the first December Regular Selectboard meeting. There was discussion concerning agenda items and the upcoming 11/22/16 Special Selectboard meeting.

17. Closing Public Comments, Review of Assignments: (audio 1:52:00) There were no closing public comments.

18. Adjournment: Sheila Hopkins moved, and Frank Perron seconded, to adjourn the meeting at 9:02pm. The Board unanimously approved the motion.

Date: 11/18/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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