

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

Draft Minutes of the December 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), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard) Karen Hewitt (Collector of Delinquent Taxes) Betsy Siebeck, Alan Graham, and Alex Henzel

1. Call to Order: Michael Reese called the meeting to order at 7:04pm.
2. Public Comment: (audio 1:07) There was public comment related to the town Road Foreman. There was another public comment related to library insurance costs.
3. Review of Agenda: (audio 6:21) The ‘Selectboard Report’, ‘Budget Narrative’, and ‘Pomfret Stump Dump Request for Easement Use for Logging’ was another, were items added to the agenda.
4. Pomfret Historical Society Storage Request: (audio 8:08) Alan Graham and Alex Henzel briefed the Board on this item and there was discussion by the Board and the public. The Selectboard agreed that the Pomfret Historical Society could put a trailer containing artifacts near the Old Brick Building for this current winter.
5. Review, Discussion, and Approval of Minutes (11/15, 11/16, 11/22): (audio 13:52) Michael Reese moved, and Melanie Williams seconded, to approve the 11/15, 11/16, and 11/22 Regular and Special Selectboard meeting minutes as written and prepared. The Board unanimously approved the motion..
6. Treasurer’s Report: (audio 14:45)
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Melanie Williams seconded, to approve the warrants (#16034, #16035, #16038 and #16040) as read. The Board unanimously approved the motion. The Treasurer and the Board discussed email/communication logistics and workers’ compensation/insurance issues.
7. Delinquent Tax Collector’s Report: (audio 35:00) The Delinquent Tax Collector Karen Hewitt briefed the Board on ongoing collection efforts, and there was discussion. A draft contract for payment document was discussed. . The scheduling of a tax sale was discussed. The tax sale was tentatively scheduled for March 1 at 6pm at the town offices.
8. Road Foreman’s Report: (audio 48:45)

- (a) General Update: The Road Foreman briefed the Board on cleaning the culverts, snow plowing efforts, and there was discussion. The new road crew has started working. All of the trucks have been set up for winter time. Several pieces of equipment must be put away. An email received concerning aerial construction was discussed. A weight and highway restriction communiqué was discussed. **The Road Foreman reminds Pomfret residents that it is illegal to put snow back in the roads.** The closure of class 4 roads the week of December 12 was discussed. The Selectboard Assistant shall add 'Road Closure Statute Requirements' to next Regular Selectboard meeting agenda and is to research the applicable statutes/law (class 3 and class 4).
- (b) Wayside Road: Michael Reese briefed the Board and the Road Foreman on this issue and associated correspondence and there was discussion. A culvert of concern was discussed. An agreement between Pomfret and Bridgewater regarding the maintaining of the road shall be worked out.
9. Clifford Driveway: (audio 1:14:00) Frank Perron briefed the Board on this item and there was discussion by the Selectboard and the Road Foreman.
10. Stream Alteration Permits: (audio 1:23:20) Emily Grube and the Assistant to the Selectboard briefed the Board on this item and there was discussion. The Assistant to the Selectboard shall contact Scott Jensen concerning Emily Grube's item of concern and questions.
11. Covered Bridges Half Marathon: (audio 1:26:23) Michael Reese briefed the Board on this item and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, to approve the Covered Bridges Half Marathon request presented in the letter dated November 12, 2016, pursuant to the group's certificate of insurance naming the town as a party insured and that they exercise proper traffic control and safety measures. The Board unanimously approved the motion. The Assistant to the Selectboard shall send an electronic copy of the draft minutes containing this motion to the Covered Bridges Half Marathon organizers.
12. Fire Department Contract/Insurance: (audio 1:28:43) Melanie Williams briefed the Board on this item and there was discussion by the Selectboard, the town Treasurer, the Road Foreman, and the public. This item shall be placed on the first January Regular Selectboard meeting.
13. Traffic Ordinance Rewrite: (audio 1:47:39) The Assistant to the Selectboard briefed the Board on this item and there was discussion. The Selectboard assistant shall put this item on the next regular agenda (as the first agenda item).
14. Document Security and Communication Process: (audio 1:49:27) The Treasurer briefed the Board on this item and there was discussion by the Board and the treasurer. The Assistant to the Selectboard shall ensure that documents are

collected at the end of each meeting, scanned and uploaded to the town servers for digital curation. The Assistant to the Selectboard shall ensure that the town treasurer is provided with, or has access to, digital and physical copies of all pertinent town correspondence/contracts/agreement.

15. Selectboard Report and Budget Narrative: (audio 1:57:00) Michael Reese briefed the Board on this item and there was discussion. This item shall be put on the next Special Selectboard meeting Agenda.
16. Stump Dump Request for Easement Use for Logging: (audio 1:59:00) Michael Reese briefed the Board on this item and there was discussion by the Selectboard and the Road Foreman. The Assistant to the Selectboard shall contact New England Forestry Consultants, Inc. and shall convey the Board's questions and concerns.
17. Selectboard Correspondence: (audio 2:05:00) There was correspondence concerning TRORC's review of the 2016 Pomfret Town Plan and an invitation to the Selectboard.
18. Next Meeting's Agenda: (audio 2:06:00) 'Traffic Ordinance Rewrite' 'Road Closure Statute Requirements', and 'Fire Department Contract/Insurance' were items scheduled for the first December Regular Selectboard meeting. The 'Selectboard Report and Budget Narrative' item shall be placed on the 12/13/16 agenda. The Fire Department/Insurance Item shall be placed on the first January Regular Selectboard meeting's agenda. There was discussion concerning various agenda items and the upcoming 12/13/16 Special Selectboard meeting.
19. Closing Public Comments, Review of Assignments: (audio 2:06:00) There were no closing public comments.
20. Adjournment: Melanie Williams moved, and Emily Grube seconded, to adjourn the meeting at 9:02pm. The Board unanimously approved the motion.

Date: 12/09/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting