

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

Draft Minutes of the March 15, 2017 Regular Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Michael Reese (Selectboard Member), Scott Woodward (Selectboard Member), Emily Grube (Selectboard Member), Jonathan Williams (Assistant to the Selectboard), Ellen DesMeules (Treasurer), and Gaal Crowl

1. Call to Order: Michael Reese called the meeting to order at 7:03pm.
2. Public Comment: Gaal Crowl provided a public comment concerning her serving as liaison to the Pomfret-Teago Volunteer Fire Department, and there was discussion by the Selectboard and the public. This item was added to the evening's agenda.
3. Review of Agenda: (audio 0:45) 'Selectboard Fire Department Liaison' was added as an agenda item.
4. Selectboard Fire Department Liaison: Michael Reese briefed the Board on this item and there was discussion by the Selectboard. Scott Woodward moved, and Frank Perron seconded, to approve Gaal Crowl as the liaison between the Pomfret Selectboard and the Pomfret-Teago Volunteer Fire Department. The Board unanimously approved the motion.
5. Organizational Meeting: (audio 18:00) The Selectboard discussed Selectboard roles rotation and duty sharing. There was discussion concerning the election of the Selectboard Chair, Vice-Chair, and Clerk positions. Frank Perron moved, and Emily Grube seconded to appoint Sheila Hopkins as Chair of the Pomfret Selectboard. The Board unanimously approved the motion. Emily Grube moved, and Scott Woodward seconded, to appoint Frank Perron as Vice Chair of the Pomfret Selectboard. The Board unanimously approved the motion. There was discussion concerning the position of the role of Selectboard Clerk. The Selectboard Assistant shall remind Emily Grube to physically post the physical notices for special meetings in advance of the meeting at the appropriate time.

The Pomfret Selectboard Rules of Procedure were reviewed and discussed. The Board shall discuss the current version at the April 1, 2017 Regular Selectboard meeting, and subsequently the Selectboard Assistant shall post the rules on the town website.

The Selectboard Meeting Procedure for Public Participation document was reviewed, discussed and amended. Michael Reese moved, and Emily Grube seconded, to approve the Selectboard Meeting Procedure for Public Participation.

There was discussion, and the motion was withdrawn. The document shall be incorporated into the Selectboard Rules of Procedure as amended.

(audio 45:00) The selection of an official town newspaper and an alternate newspaper was discussed by the Selectboard. Frank Perron moved, and Scott Woodward seconded, to have the Vermont Standard as the town's official town newspaper and the Valley News as the alternate. The Board unanimously approved the motion.

(audio 49:50) The Selectboard discussed the Authorization of the Chair or Alternate to sign payroll warrants and accounts payable warrants. Emily Grube moved, and Frank Perron seconded, to authorize the Pomfret Selectboard Chair and/or Vice Chair to sign payroll warrants and accounts payable warrants. The Board unanimously approved the motion.

(audio 51:00) The appointment of the Tree Warden was discussed. Emily Grube moved and Scott Woodward seconded, to appoint Art Lewin as the town Tree Warden. There was discussion. The trees on Hewitt Hill Road were discussed. The Board unanimously approved the motion.

(audio 55:00) The list of additional appointments for the town of Pomfret was reviewed and discussed. Scott Woodward will follow-up on getting the appropriate dates and will reach out to potential appointees to confirm their interest in serving. This item will be added to the next Regular Selectboard meeting. Frank Perron will look into having the Royalton Police Department serve in the capacity as Pomfret Animal Control Officer/pound keeper (they currently do this for the town of Sharon).

6. Review, Discussion, and Approval of Minutes (3/1/17): (audio 1:11:13) Michael Reese moved, and Frank Perron seconded, to approve the 3/1/17 minutes as written and prepared. The Board unanimously approved the motion.
7. Treasurer's Report: (audio 1:16:00) The Treasurer briefed the Board on the warrants for payment. There was discussion by the Selectboard and the Treasurer on the benefit of generating monthly financial reports. The TA 60 report was discussed.
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Frank Perron moved, and Scott Woodward seconded, to approve warrants #16064, and #16066. The Board unanimously approved the motion.
8. Delinquent Tax Collector's Report: (audio 1:28:18) The Delinquent Tax Collector was absent the meeting; Frank Perron provided an update on ongoing delinquent tax collection efforts by the Delinquent Tax Collector.
9. Road Foreman's Report: (audio 1:29:00)
 - (a) General Update: The Road Foreman was absent due to the winter storm.

- (b) Certification of Compliance/TA 60 Financial Plan: This item was discussed during the Treasurer's Report.
 - (c) Transportation Alternatives Grant Recipient Project Commitments Form (PCF): The Selectboard Assistant briefed the Board on this item, and there was discussion. Frank Perron moved, and Michael Reese seconded, to approve Jonathan Williams as the 'Municipal employee in Responsible Charge of this project regardless of any additional contracted management services.' There was discussion. The Board unanimously approved the motion. Michael Reese moved, and Frank Perron seconded, to authorize Jonathan Williams to sign the project commitment form as the authorized municipal official. The Assistant shall ask VTrans for clarification regarding the PCF terminology.
 - (d) FY18 Better Roads Grant Application: The Assistant to the Selectboard briefed the Board on this item and there was discussion. Frank Perron moved, and Emily Grube seconded to authorize the Chair to sign the FY18 Better Roads grant applications as prepared. There was discussion. The Board unanimously approved the motion.
 - (e) VTrans Highway Grant Applications- Project Selection: Emily Grube moved, and Michael Reese seconded, to authorize Jonathan Williams to redo and prepare for approval, last year's VTrans Highway grant applications (structures and paving). The Board unanimously approved the motion.
10. Schedule Fire Department Contract Work Session: (audio 1:51:39) Sheila Hopkins briefed the Board on this item and there was discussion. The Selectboard scheduled a Fire Department Contract Work Session Special Meeting on Wednesday, March 22nd, at 6:30pm. The Assistant to the Selectboard shall generate the notice and agenda in advance of the meeting.
11. Suicide Six Liquor Licenses Approval: (audio 1:55:18) Michael Reese briefed the Board on this item and there was discussion. Michael Reese moved, and Scott Woodward seconded, to approve and sign the two Suicide Six Liquor Licenses as presented to the Board. The Board unanimously approved the motion.
12. Town Clerk Authorization to approve excess weight permits and catering permits: Emily Grube moved, and Sheila Hopkins seconded, to give the Town Clerk, Becky Fielder, the authority to approve and sign excess weight permits and catering permits on behalf of the Selectboard. There was discussion. The Board unanimously approved the motion.
13. Fire Department Voted Exemption: (audio 2:00:00) Sheila Hopkins briefed the Board on this item and there was discussion. This item must go on the warning for

the next Town Meeting.

14. Selectboard Correspondence: (audio 1:51:10) There was correspondence received complementing the road crew's efforts during the winter storm. Selectboard members reiterated praise for the Pomfret Highway Department. The Selectboard received correspondence concerning the TRORC regional plan. There was correspondence received from the city of Lebanon, NH and VLCT.

15. Closing Public Comments, Review of Assignments: (audio 2:04:00) There was no public comment. Scott Woodward asked the Selectboard to revisit the Pomfret Road Surface and Culvert Maintenance plan. This item shall be added to the next Regular Selectboard meeting agenda. Sheila Hopkins requested that the Purchasing Policy Review be added to the next Regular Selectboard meeting agenda.

16. Adjournment: Scott Woodward moved, and Frank Perron seconded, to adjourn the meeting at 9:11pm. The Board unanimously approved the motion.

Date: 03/17/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting