

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

Draft Minutes of the April 5, 2017 Regular Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), Michael Reese (Selectboard Member), Ellen DesMeules (Treasurer), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Karen Hewitt (Collector of Delinquent Taxes), Andrew Mann, Jim Havill, and Lois Havill

1. Call to Order: Sheila Hopkins called the meeting to order at 7:00pm.
2. Public Comment: (audio 0:21) There was no public comment.
3. Review of Agenda: (audio 0:25) Scott Woodward moved that the 'Additional Appointments for Review' item be addressed before the 'Pomfret Selectboard Rules of Procedure' agenda item. The Board approved the change by consensus. Michael Reese moved to add the 'Run Amok Race' item to the agenda. The Board approved the change by consensus.
4. Additional Appointments for Review: (audio 1:38) Scott Woodward briefed the Board on this item and there was discussion. The list of appointments was read aloud:
  - Karen Hewitt, Collector of Delinquent Taxes
  - Hugh Hermann, M.D., Town Health Officer
  - Sheila Murray, Town Services Officer
  - Vern Clifford, Primary Representative to the GUVSWD
  - Doug Tuthill, Alternate Representative to the GUVSWD
  - Karen Hewitt, Citizen Trustee of the LaBounty Fund
  - Kevin Rice, Emergency Management Director
  - Jonathan Williams, Two Rivers Ottauquechee Regional Commission (TRORC), Transportation Advisory Committee (TAC) Representative
  - Becky Fielder, E911 Coordinator
  - Bob Merrill, EC Fiber Governing Board (Primary)
  - Alan Graham, EC Fiber Governing Board (Alternate)
  - Woodstock Animal Hospital, Poundkeeper
  - Bill Emmons, Two Rivers Ottauquechee Regional Commission (TRORC) Representative

Scott Woodward moved, and Michael Reese seconded, to appoint the named persons to the positions as discussed. There was discussion concerning the position of animal control officer. The Board unanimously approved the motion.

5. Pomfret Selectboard Rules of Procedure: (audio 10:30) Sheila Hopkins briefed the Board on this item and there was discussion. A number of changes to the Rules of Procedure were proposed and discussed by the Selectboard. Scott Woodward proposed a number of changes to the document which will be reviewed and discussed at the next Regular Selectboard meeting.
6. Review, Discussion, and Approval of Minutes (3/15, 3/22, 3/29): (audio 29:00) Frank Perron moved, and Michael Reese seconded, to approve the 3/15, 3/22, and 3/29 Regular and Special Selectboard meeting minutes as written and prepared. There was discussion. Michael Reese moved, and Scott Woodward seconded to amend the motion to include the changes to the 3/22 meeting as discussed. The amendment was approved by consensus. The Board then unanimously approved the amended motion.
7. Treasurer's Report: (audio 31:40)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Sheila Hopkins moved, and Frank Perron seconded, to approve warrant #16071. There was discussion. The Board unanimously approved the motion. The Treasurer discussed the financial comments provided.
8. Delinquent Tax Collector's Report: (audio 36:05): The Delinquent Tax Collector Karen Hewitt provided an update on delinquent taxes collected by the town, totaling in excess of \$128,000. The date for the upcoming tax sale was discussed. Putting a notice of the tax sale in the Valley News as well as the Vermont Standard was discussed. Service of process was reviewed. Emily Grube moved, and Frank Perron seconded, to schedule the tax sale for June 21, 2017. The Board unanimously approved the motion. The appointment of a Pomfret Town Agent for bidding on behalf of the town at the tax sale was discussed by the Selectboard and the Delinquent Tax Collector. Emily Grube moved, and Frank Perron to appoint Sheila Hopkins as the Town Agent. The Board unanimously approved the motion. The Delinquent Tax Policy was reviewed and discussed. Scott Woodward moved, and Frank Perron seconded, to approve the Delinquent Tax Policy as written and prepared. There was discussion. The Board unanimously approved the motion.
9. Road Foreman's Report: (audio 51:00)
  - (a) General Update: The road crew has plowed and sanded the roads repeatedly. A few mudholes have been fixed. A number of dead, marked trees on Hewitt Hill have been cut down and removed. Stump removal was discussed by the Board. Road straightening was discussed. During last Saturday's storm a truck flopped onto its side. The recovery and repair of the truck was discussed. The mirrors and fender well were broken but otherwise there was no severe damage. Approximately \$525 worth of repairs/parts was the total extent of the damage – the highway department can make the repairs themselves – the damage and repair was discussed by the Board and the Road Foreman. Tree removal obligations and associated legal requirements were discussed – Scott Woodward and the Road Foreman briefed the Board on this issue and there

was discussion. 'Tree Removal Policy' will be added to the next Regular Selectboard Meeting Agenda. A request from Purple Crayon to bore under the road for a water line was discussed. This request will be added to the next Regular Selectboard Meeting agenda.

- (b) Crack Sealing Bid Opening: The crack sealing bids were opened and read aloud. Nicom - \$4,000 per day. Seal Coating Incorporated - Fiber Reinforced Crackseal \$4,715.00 a day; \$4,980.00 PCRM Cracksealing with Fibers. Frank Perron moved, and Sheila Hopkins seconded, to accept the Nicom bid as read. There was discussion. The Board unanimously approved the motion.
  - (c) Certification of Compliance: Michael Reese briefed the Board on this item and there was discussion. Michael Reese moved, and Frank Perron seconded to approve the Certification of Compliance document as read, with all noted changes. The Board unanimously approved the motion.
  - (d) TA 60 Financial Plan: Michael Reese moved, and Scott Woodward seconded to approve the TA-60 Financial Plan as written. The Board unanimously approved the motion.
  - (e) VTrans Highway Grant Applications (Structures and Paving) Review and Approval: 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 structures and paving grant applications as written. There was discussion. The Board unanimously approved the motion. The Assistant to the Selectboard shall scan and submit the Annual Financial Plan, TA-60 Form, and Structures/paving grant applications.
10. Town Hall Maintenance Review, Discussion, and Possible Vote: (audio 1:26:56) Frank Perron briefed the Board on this item and there was discussion. The cost and installation of Town Hall windows and various maintenance items was discussed. The town purchasing policy was discussed by the Selectboard and the public. Frank Perron moved, and Emily Grube seconded, to purchase the replacement Pella windows for the Town Hall for \$32484.58, with half of the funds used for the purchase of the windows coming from the Dorothy Moore Town Hall Fund, and the other half of the funds used for the purchase of the windows to come as a gift from John Moore in memory of Trevor Moore, and further, the Board shall wave the purchasing policy in this specific instance. There was discussion. The Board unanimously approved the motion.
- Painting of the Town Hall was discussed by the Selectboard. A bid received for painting the main building and the two sides totals \$6,700 was discussed. This bid amount is contingent on replacing the clapboards. Frank Perron moved, and Michael Reese seconded, to hire Dennis Wright of Wright Painting to paint the Town Hall for \$6,700 after the insulation and window replacement as provided in his quote, recognizing that additional costs may be added to the total sum if the clapboards on the Town Hall are not replaced. There was discussion by the

Selectboard, the town Treasurer, and the public. The Board unanimously approved the motion.

Insulation of the Town Hall was discussed. Three quotes for insulation (foam and cellulose) were provided. The best quote received was \$2,370 from Chey Insulation for dense packed cellulose insulation of the sides of the structure. Sheila Hopkins moved, and Frank Perron seconded to approve the expenditure of \$2,370 from Chey Insulation to insulate the north and south sides of the Town Hall. The Board unanimously approved the motion. 'Town Hall Window Installation and other Maintenance Items Review, Discussion, and Approval' shall be added to the next Regular Selectboard Meeting Agenda.

11. Belly Up LLC (The Barnard Inn Restaurant) Liquor Catering Permit: (audio 2:14:30) Michael Reese briefed the Board on this item and there was discussion. Liquor/catering permits have been issued to Belly Up, LLC (The Barnard Inn Restaurant) for events at ArtisTree on April 7<sup>th</sup> and 14<sup>th</sup>.
12. Joe Ranger Road Pomfret – Fire & EMS Response: (audio 2:14:47) The Assistant to the Selectboard shall draft a letter concerning this agenda item based on an email thread/discussion. This item shall be added to the next Regular Selectboard Meeting Agenda.
13. Run Amok Race: (audio 2:15:37) Michael Reese briefed the board on this item and there was discussion.
14. Selectboard Correspondence: Received correspondence was briefly reviewed. An email from Fire Chief Kevin Rice was discussed. Additional Selectboard business was discussed.
15. Next Meeting's Agenda: 'Pomfret Selectboard Rules of Procedure', 'Tree Removal Policy', 'Town Hall Window Installation and other Maintenance Items Review, Discussion, and Approval', 'LEOP Review', 'Joe Ranger Road Issue', 'Teago Store Intersection/Labounty Road Issue', 'Fire Alarm Draft Ordinance and Registration Form', and 'State Police Conversation' were items scheduled for the second April Regular Selectboard meeting. "Funding of Reserve Accounts" was also scheduled for the second April Regular Selectboard meeting under the Treasurer's Report.
16. Closing Public Comments, Review of Assignments: A public comment regarding the Reserve Funds was made. A public comment was made concerning the uploading of the Special Selectboard meetings' audio recording. A public comment was made regarding the maintenance of the town's hydrants.
17. Adjournment: Scott Woodward moved, and Sheila Hopkins seconded, to adjourn the meeting at 9:37pm. The Board unanimously approved the motion.

Date: 04/07/2017

Respectfully Submitted,

Jonathan Williams, Assistant

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