

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

Draft Minutes of the May 3rd, 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, Fire Chief Kevin Rice, Fire Chief (Hartford) Scott Cooney, Cy Benoit, Alan Graham, Pam Pickett, Betsy Siebeck, and Steve Brown.

1. Call to Order: Sheila Hopkins called the meeting to order at 7:14pm.
2. Public Comment: There was no public comment.
3. Review of Agenda: Michael Reese moved, and Scott Woodward seconded, to amend the agenda with the creation of an executive session for the purposes of employee review and for the purposes of discussing the Chipper's case, to have the Employee Review Decision item moved to follow the executive session on the agenda, and to have the Hazard Mitigation & Shared Fire & Emergency Response with Hartford Coverage for Joe Ranger Road and Surrounding Areas item added after Review of Agenda. The Board unanimously approved the motion.
4. Hazard Mitigation & Shared Fire & Emergency Response with Hartford Coverage for Joe Ranger Road and Surrounding Areas: Hartford Fire Department Captain Scott Cooney briefed the Selectboard on this item and there was discussion by the Selectboard, Fire Chief Kevin Rice, and the public. The Shared Fire & Emergency Response with Hartford Coverage for Joe Ranger Road and Surrounding Areas will be added to the first June Regular Selectboard meeting.
5. Concerning Hazard Mitigation: the Vermont 100 Race was discussed by the Fire Chief and the Selectboard. Debris on roadways was discussed. The South exit of ArtisTree was discussed. The Wild Apple Road Bridge was discussed. Fire hydrants were discussed. These items were added to the ongoing list of items to be considered by the Selectboard.
6. Review, Discussion, and Approval of Minutes (4/19, 4/25): Frank Perron moved, and Sheila Hopkins seconded, to approve the 4/19 Special and Regular meeting minutes as written as written and amended. The Board unanimously approved the motion. Scott Woodward moved, and Frank Perron seconded, to approve the 4/25 Special meeting minutes as written. With Sheila Hopkins abstaining, the Board unanimously approved the motion.
7. Treasurer's Report:

- (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Frank Perron moved, and Sheila Hopkins seconded, to approve warrants #16075 #16078 and #16081 as read. There was discussion by the Selectboard and the Treasurer. The Board unanimously approved the motion. The Treasurer, the Selectboard, and the public discussed the rainy-day funds and auditors/auditing requirements. 'Auditors Discussion' will be added to a future Regular Selectboard meeting agenda.

- 8. Delinquent Tax Collector's Report: The Delinquent Tax Collector Karen Hewitt provided an update on ongoing delinquent tax collection efforts. Properties are being listed in various media outlets, and an upcoming tax sale was discussed by the Delinquent Tax Collector and the Selectboard. The tax sale is scheduled for June 21st, 2017 at 6pm.

- 9. Road Foreman's Report:
 - (a) General Update: The mud holes are being fixed in town. Three roads have been closed in the Spring as per standard procedure. Road surfaces have been smoothed. The road crew has started to take down the snow fence. A highway department employee will return to work on Monday, May 8th, 2017. An accident was discussed and VLCT-PACIF has covered the associated bills. Grader school was discussed. Horse droppings were discussed.

 - (b) Teago Store Intersection/Labounty Road: The Road Foreman briefed the Board on this item and there was discussion by the Selectboard, the public, and the Road Foreman. A study and its recommendations to fix the issue, and the ArtisTree exit issue were discussed. Frank Perron will speak with ArtisTree regarding the issue.

 - (c) Dana Road Drainage: The Road Foreman and Emily Grube briefed the Selectboard on this issue and there was discussion. There was consensus by the Board on following the Road Foreman and Emily Grube's recommendations.

 - (d) Scott Woodward moved, and Michael Reese seconded, to move the Tree Warden agenda item up on the agenda, following the Road Foreman's Report. The Board unanimously approved the motion.

- 10. Tree Warden Discussion/Decision: Scott Woodward briefed the Selectboard on this item and there was discussion. Potential candidates were discussed by the Selectboard and the public, as was the Tree Warden's role and responsibilities in town. Scott Woodward moved, and Frank Perron seconded, to appoint Cy Benoit as the Pomfret's Tree Warden. The Board unanimously approved the motion. Alan Graham was appointed as Deputy Tree Warden. The Assistant to the Selectboard shall incorporate both Tree Warden and the Deputy Tree Warden and their contact information on the town website.

11. Pomfret Selectboard Rules of Procedure: Scott Woodward briefed the Board on this item, and there was discussion. Several recommendations were discussed. Scott Woodward moved, and Frank Perron seconded, to adopt the Pomfret Selectboard Rules of Procedure. The Board unanimously approved the motion. The Selectboard Assistant shall scan and post the Rules of Procedure, and shall call for reports from the Treasurer, Delinquent Tax Collector, The Selectboard Assistant, and the Road Foreman to be attached to future agenda with attachments document/the agenda packet in lieu of the oral reports usually provided at the Regular Selectboard meetings.
12. Fire Protection Agreement Review: Scott Woodward briefed the Board on this item and additional changes, and there was discussion by the Selectboard. Frank Perron moved, and Scott Woodward seconded, to approve the draft Fire Protection Agreement for submission to the Pomfret – Teago Volunteer Fire Department as written and amended. There was discussion. The Board unanimously approved the motion.
13. Grounds Maintenance/Lawn Care RFP Bids Opening: The town received two bids for grounds maintenance and lawn care. The bids were opened and read aloud. Garre Corsi Jr. of Woodstock - \$2,800 for all specified work. Green Mountain Mowing LLC - mowing and trimming of the municipal complex at \$80 per visit. Sheila Hopkins moved, and Frank Perron seconded, to accept the proposal/bid from Green Mountain Mowing LLC. There was discussion. The Board unanimously approved the motion. The Assistant to the Selectboard shall contact Green Mountain Mowing and inform them of the town's acceptance of their bid and scan/upload the bids to the town servers.
14. Town Constable Discussion/Decision: Frank Perron briefed the Board on this item and there was discussion. Animal Control Officers were discussed. Frank Perron will follow up on this item.
15. Junk Cars Bunker Hill Road: Sheila Hopkins briefed the Board on this item and there was discussion by the Selectboard and the Road Foreman. Michael Reese moved, and Sheila Hopkins seconded, to authorize the Selectboard Assistant to draft a letter notifying the resident that they are in violation of the town junk vehicle ordinance. The Board unanimously approved the motion.
16. Driveway Access Permits: Sheila Hopkins briefed the Board on a driveway access permit and there was discussion. Michael Reese moved, and Frank Perron seconded, to approve the Driveway Access Permit dated May 3rd, 2017 for the driveway across the road from 2601 Allen Hill Road with conditions as noted on the permit (maintaining adequate drainage on both sides of the driveway). The Board unanimously approved the motion.
A second driveway permit application was discussed. Scott Woodward moved, and Frank Perron seconded to approve the Driveway Access Permit dated May 3rd, 2017

for the location at 2700 Allen Hill Road, with conditions as noted on the permit (18-inch culvert) and the request for an acceptable site map/drawing with measurements from the property line of the proposed driveway. The Selectboard Assistant shall look into modifying the Driveway Access permit form to change 15 inch culvert specifications from 15 inch to 18 inch.

17. Employee Review Decision: Frank Perron briefed the Board on this item and there was discussion. Frank Perron moved, and Sheila Hopkins seconded, to increase the Assistant to the Selectboard Assistant Jonathan Williams' pay from \$17 an hour to \$20 an hour. There was discussion. The Board unanimously approved the motion. The Delinquent Tax Collector's Compensation shall be added to the next Regular Agenda item. Frank Perron moved, and Scott Woodward seconded, that the Selectboard Assistant Jonathan William's pay raise be made effective May 1, 2017. The Board unanimously approved the motion.

18. Executive Session- Employee Review and Chipper's Case Discussion:

(a) Michael Reese moved and Scott Woodward seconded, to have the Selectboard go into executive session pursuant to the May 3rd Special Selectboard meeting's motion – that the Board finds that premature general public knowledge of issues pertaining to the Chipper's litigation will clearly place the town at a substantial disadvantage by disclosing our legal strategies, for the Board to enter into executive session for the purposes of discussing the status of the Chipper's appeal and matters relating to the Zoning Administrator's determinations regarding the Chippers' woodpile activities on the westerly side of Pomfret Road, pursuant to 1VSA §313(a)(1) (confidential attorney-client communications made for the purpose of providing professional legal services to the body) and pursuant to 1VSA §313(a)(1)(F) (discussion of pending or probable civil litigation or a prosecution, to which the public body is or may be a party).

(b) Michael Reese moved, and Sheila Hopkins seconded, that the board exit Executive session. The Board unanimously approved the motion and exited executive session at 10:33pm.

(c) Michael Reese moved, and Sheila Hopkins seconded, to have the town appeal the most recent, April 28, 2017 determination by Zoning Administrator Preston Bristow regarding the Chipper's woodpile activities on the westerly side of Pomfret Road to the Pomfret Zoning Board of Adjustment. The Board unanimously approved the motion.

19. Next Meeting's Agenda: 'Delinquent Tax Collector's Compensation', and 'Gordon Tuttle Roads Discussion' and 'State Police Conversation' shall be added to the next Regular Selectboard meeting agenda. 'Auditors Discussion' will be added to a future Regular Selectboard meeting agenda. The Shared Fire & Emergency Response with

Hartford Coverage for Joe Ranger Road and Surrounding Areas will be added to the first June Regular Selectboard meeting agenda.

20. Closing Public Comments, Review of Assignments: Selectboard Correspondence and the Purchasing Policy were discussed prior to the executive session. There was discussion after the executive session by the Selectboard concerning agenda items scheduled for the next several Selectboard meetings.

21. Adjournment: Michael Reese moved, and Emily Grube seconded, to adjourn the meeting at 10:40pm. The Board unanimously approved the motion.

Date: 05/05/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting