

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

Draft Minutes of the June 21, 2017 Regular Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Karen Hewitt (Collector of Delinquent Taxes), Jonathan Williams (Assistant to the Selectboard, Andrew Mann, Neil Lamson, Gaal Crowl, John Moore, Nancy Matthews, and Cy Benoit (Tree Warden)

1. Call to Order: Sheila Hopkins called the meeting to order at 7:00pm.
2. Public Comment: There was a public comment related to Gaal Crowl's letter concerning the ongoing fire department discussion. There was a public comment related to a tree cutting.
3. Review of Agenda: (audio 0:02) The "Zoning Administrator Approval" item will be postponed to a subsequent meeting. "Tree cutting at municipal offices" will be added to the agenda. Road Foreman's Report" was added to the agenda. "Labounty Trust Summary of Trustees Form Approval" was added to the agenda. Sheila Hopkins moved, and Scott Woodward seconded, to approve the changes to the agenda. The Board unanimously approved the motion.
4. Labounty Trust Summary of Trustees Form Approval: Scott Woodward moved, and Emily Grube seconded, to approve the Labounty Trust Summary of Trustees Form. The Board unanimously approved the motion.
5. Review, Discussion, and Approval of Minutes (6/07): Frank Perron moved, and Scott Woodward seconded, to approve the 6/07 Regular and Special Selectboard meeting minutes as submitted. The Board unanimously approved the motion.
6. Review, Discussion, and Approval of Various Municipal Reports: Sheila Hopkins moved, and Scott Woodward seconded, to approve the reports submitted by the Selectboard Assistant, the Delinquent Tax Collector, and the Road Foreman. The Board unanimously approved the motion.
7. Warrants for Payment (1) Accounts Payable (2) Payroll: (audio 0:10) Frank Perron moved, and Scott Woodward seconded, to approve warrants #16088 and #16089 and #16090. There was discussion concerning the warrants for payment. The Board unanimously approved the motion. The Assistant shall post the warrants on the town website.
8. Listers' Request/Discussion: (audio 0:16) Frank Perron briefed the Board on this item and there was discussion. The hiring of the Royalton listers was discussed by

the Selectboard and the public. “Listers Discussion” shall be added to the first Regular Selectboard meeting in July. Moving tax mapping funds from the Listers’ budget was discussed.

9. Auditor’s Discussion: (audio 0:24) Sheila Hopkins briefed the Board and the public on this item and there was discussion. Questions were asked of the auditors by the Selectboard and members of the public.

10. Misc. Funds Discussion: (audio 0:36) The town Treasurer briefed the Board on this item and there was discussion.

11. Law Enforcement Contract: (audio 0:37) Sheila Hopkins briefed the Board on this item and there was discussion. A contract with the Vermont State Police was reviewed. The contract is for 6 hours a week for \$67.22 an hour for an annual total of \$20,972.64 effective July 1, 2017 until June 30, 2018. Components of the contract were read aloud. There was discussion by the Board and the public. Frank Perron moved, and Scott Woodward seconded, to contract with the state police for the period of July 1, 2017 to June 30, 2018. The Board unanimously approved the motion. Frank Perron then moved, and Scott Woodward seconded, to authorize the chair to sign the Vermont State Police contract. The Board unanimously approved the motion. The Selectboard Assistant shall contact the Vermont State Police and request a finalized contract to sign; the Selectboard Assistant shall draft a letter to the Windsor County Sheriff’s department informing them that as of July 1, 2017 the town will no longer require their services for speed enforcement.

12. Transportation Items:

(a) Tree Cutting at Town Offices: (audio 0:44) The Town Tree Warden Cy Benoit briefed the board on concerns regarding the trees growing behind the carriage barn, and there was discussion. Cutting work was discussed and planned. This item will be added to the next Regular Selectboard meeting.

(b) Hidden Ridge Road Signage: (audio 0:54) Frank Perron briefed the Board on this item and there was discussion. Austin Royal spoke to the Board concerning this item. No action was taken by the Board, and the road sign that was temporarily taken down shall be posted once more.

*Note: While the highway foreman correctly stated that the default highway speed limit, including class 3 roads, is 50 mph, state law imposes a corresponding responsibility on the driver to exercise due care. 23 V.S.A. § 1081. The town's burden in terms of liability is met by properly maintaining the roads 19 V.S.A. § 304.

(c) ArtisTree Driveway Issue: (audio 1:11) Frank Perron briefed the Board on this item and there was discussion. Frank Perron will follow up on this item with ArtisTree.

- (d) Road Sign Post Purchase: (audio 1:21) The Road Foreman briefed the Board on this item and there was discussion. Prices from 5 different vendors were discussed for 100 posts, 100 bases, and the extra hardware required for installation. Sheila Hopkins moved, and Frank Perron seconded, to authorize the Road Foreman to make a purchase of posts, bases, and associated hardware totaling for \$4,396.00. There was discussion by the Road Foreman and the Selectboard and the motion was withdrawn. Sheila Hopkins moved, and Frank Perron to authorize the road foreman to purchase posts and brackets for signage for the sum of \$7,700.00. There was discussion. The Board unanimously approved the motion.
- (e) Municipal Roads Grant Opportunity: (audio 1:24) The Selectboard Assistant briefed the Board on this item and there was discussion. Sheila Hopkins moved, and Frank Perron seconded, to authorize Scott Woodward to develop, sign, and submit a Municipal Roads grant application. There was discussion. The Board unanimously approved the motion.
- (f) Structures Grant Agreement Approval/Signing: (audio 1:31) The Selectboard Assistant briefed the Board on this item and there was discussion. The town has been awarded a VTrans Structures grant for \$91,701.00 with a 10% match for the replacement of a failing box culvert on Cloudland Road. Frank Perron moved, and Emily Grube seconded, to accept the structures grant agreement as discussed and to approve the Selectboard Chair Sheila Hopkins to sign the agreement on behalf of the town. The Board unanimously approved the motion.
- (g) Class 4 Grading: (audio 1:34) The Road Foreman briefed the Board on this item and there was discussion. A request has been submitted to the town from a resident concerning the control of water along/maintaining a class 4 road – Totman Hill Road.
- (h) Driveway Access Graves Road: (audio 1:40) Frank Perron briefed the Selectboard on this item and there was discussion. A cutout was not installed at a specific location at Graves Road as required in the driveway access permit – this property is not in conformance with the permit. Sheila Hopkins moved, and Scott Woodward seconded to have Frank Perron work with the Selectboard Assistant to draft, sign, and submit a notice of violation letter to the owner of the property on Graves Road not in compliance with the specifications of the driveway permit. The Board unanimously approved the motion. Frank Perron will work with the Selectboard Assistant to draft a notice of violation letter.
- (i) Agricultural Access – Labounty Road: (audio 1:44) Frank Perron briefed the Board on this item and there was discussion. Frank Perron will follow up on contacting the land owner under discussion.

- (j) Road Foreman's Update: The Road Foreman spoke with Springfield Paving – they have provided a window of time this summer when they can perform the specified paving work. Culvert work on Allen Hill Road was discussed. Extending or replacing said culvert was discussed. The Selectboard Assistant was contacted by a hydrology engineer concerning this specific culvert. The town will wait until more information is forthcoming from the hydrology engineer. RFPs need to be generated for sand, hardback, and stone. 'Sand Purchase Discussion/Review' will be added to the first July Selectboard meeting. 'Approval of RFPs for Highway Department Materials' will be added to the second July Regular Selectboard meeting. Culvert and guardrail improvements at various locations in town were discussed. Howe Hill Road drilling/coring was discussed.
13. Driveway Access Permit Policy Changes: (audio 1:58) Scott Woodward moved, and Frank Perron seconded, to adopt the changes regarding the specified culvert size from 15” to 18” on the town driveway access permit form. The Board unanimously approved the motion.
14. Conflict of Interest Policy: (audio 2:02) Scott Woodward briefed the Board on this item and there was discussion. This item will be added to a Regular Selectboard meeting agenda in August.
15. Planning Commission Members Appointment: (audio 2:06) Sheila Hopkins briefed the Selectboard on this item. Frank Perron moved, and Sheila Hopkins seconded, to approve Cy Benoit and Ann Reynolds as Pomfret Planning Commission members. The Board unanimously approved the motion. The Selectboard Assistant shall notify the Planning Commission of the appointments.
16. Selectboard Correspondence: (audio 2:07) Correspondence was received from the Vermont 100 Race group. The Selectboard Assistant shall respond to the Vermont 100 Race group informing them that the town government approves of their contract with the Windsor County Sheriff's department and that the race can proceed. Correspondence was received concerning the structures grant from an engineering firm. There was discussion concerning correspondence with the Fire Department. A Special Selectboard meeting to discuss the fire department contract and issues was scheduled for June 27 at 7pm. Gaal Crowl shall be invited by the Selectboard Assistant.
17. Closing Public Comments, Review of Assignments: (audio 2:18) John Moore briefed the Board on ongoing town hall improvements. A public comment was made regarding tracking tax collection work/time.
18. Adjournment: Scott Woodward moved, and Frank Perron seconded, to adjourn the meeting at 9:22pm. The Board unanimously approved the motion.

Date: 06/23/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting