

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

Approved Minutes of the July 19, 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), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Ellen DesMeules (Treasurer), Karen Hewitt (Delinquent Tax Collector), Curt Peterson (Vermont Standard), Neil Lamson, Andrew Mann, and Ruth Sytsma

1. Call to Order: Sheila Hopkins called the meeting to order at 7:00pm.
2. Public Comment: There was a public comment related to concerns about the recent Vermont 100 Endurance Race.
3. Review of Agenda: ‘Materials for Road Repairs’ ‘Discussion of E-911 Coverage of the McKenna Property’ ‘Fire Department Draft Contract’ ‘Tree Cutting Consent’ ‘Zoning Issues’ and ‘Catering Permit’ were items added to the agenda by consensus.
4. Executive Session-Employee Compensation: Michael Reese moved, and Scott Woodward seconded that the board enter into executive session for the purposes of the employment or evaluation of an employee pursuant to 1 VSA § 313(a)(3). There was discussion. The Board unanimously approved the motion and entered into executive session at 7:15pm. The Selectboard Assistant and the Delinquent Tax Collector were present for the executive session.

Emily Grube moved, and Sheila Hopkins seconded, to exit executive session at 7:29pm. The Board unanimously approved the motion.

Sheila Hopkins briefed the Selectboard and the public on the issue of compensation for the Delinquent Tax Collector. Scott Woodward moved, and Emily Grube seconded, to change the form of compensation of the Pomfret Delinquent Tax Collector to that of a hybrid compensation model at the Delinquent Tax Collector’s current hourly rate plus half of the 8% penalty, subject to legal consultation with VLCT on the wording of the 2016 Pomfret Town Meeting Article, effective August 1, 2017. There was discussion. Michael Reese made a public statement relating to the compensation structure. There was further public comment. The motion passed with 4 in favor and 1 opposed. The Selectboard Assistant shall work with Scott Woodward on obtaining an opinion from VLCT.

5. Review, Discussion, and Approval of Minutes: Michael Reese moved, and Scott Woodward seconded, to approve the 7/05 Regular Meeting minutes. The Board unanimously approved the motion. Scott Woodward moved, and Sheila Hopkins seconded, to approve the 7/11 Special Meeting minutes. The Board unanimously approved the motion with 2 abstentions. Michael Reese moved, and Scott Woodward seconded, to approve the 7/13 Special Meeting minutes as written. The Board unanimously approved the motion.
6. Review, Discussion, and Approval of Various Municipal Reports: Sheila Hopkins moved, and Michael Reese seconded, to accept the reports from the Highway Department and the Selectboard Assistant. The Board unanimously approved the motion.
7. Warrants for Payment (1) Accounts Payable (2) Payroll: (audio 0:19:00) Frank Perron moved, and Michael Reese seconded, to approve warrants #17004 and #17003. The Board unanimously approved the motion.
8. McKenna Property E-911: (audio 0:20:32) Ruth Sytsma and Sheila Hopkins briefed the Board on this issue and there was discussion. The completion of the New/Modified Emergency Service Zone Worksheet was discussed. Knox Boxes were discussed. The completion of other requisite forms was discussed. The Selectboard Assistant shall complete the requisite form for submission.
9. Fire Department Contact Draft: (audio 0:32:20) Scott Woodward briefed the Board on this item and there was discussion. Version six of the agreement drafted by Scott Woodward, and any changes from the previous version were reviewed. Scott Woodward moved, and Sheila Hopkins seconded to approve version 6 of the Fire Protection Agreement dated July 14, 2017 as revised on July 19, 2017 and submit said agreement for approval by the Pomfret – Teago Volunteer Fire Department and schedule a mutual signing. There was discussion regarding access to hydrants. There was a comment provided by the public regarding the redrafting of the purchasing policy. There was further public comment. The Board unanimously approved the motion.
10. Transportation Items: (audio 1:05:00)
  - (a) Scoping Study Bid Selection: The Selectboard Assistant briefed the Board on this item and there was discussion. Frank Perron moved, and Scott Woodward seconded, to approve and accept Holden Engineering's proposal for the Transportation Alternatives Scoping Study for the Pomfret Town Hall & Town Offices. There was discussion. The Board unanimously approved the motion. The Selectboard Assistant shall follow up with this item.

- (b) Approval of Highway Materials RFPs: The Selectboard Assistant briefed the board on this item and there was discussion. Edits to the RFPs were discussed. Manufactured sand was discussed. Michael Reese moved, and Frank Perron seconded, to approve the highway materials RFPs as written and corrected. The Board unanimously approved the motion. The Selectboard Assistant shall publish the RFPs in accordance with the approved timeline.
  - (c) Materials for Road Repairs: Frank Perron briefed the Selectboard on this item and there was discussion. A slide bank repair project was discussed.
  - (d) Better Roads Grant Agreement Issuance: The Selectboard Assistant briefed the Board on this item and there was discussion. The Selectboard Assistant shall contact Alan May of the Better Roads Program and request that the grant agreement for the culvert extension on Allen Hill Road be issued.
  - (e) Class 4 Grading: Frank Perron briefed the Board on this item and there was discussion.
  - (f) Road Commissioner Discussion: Sheila Hopkins briefed the Board on this item and there was discussion. Filling the Road Commissioner position was discussed by the Selectboard, the Road Foreman, and members of the public. An interim appointment was considered. The appointment of two road commissioners was discussed. Michael Reese moved, and Sheila Hopkins seconded to appoint on an interim basis as unpaid road commissioners Frank Perron and Scott Woodward, to serve until the Board decides whether to hire a Road Commissioner, and to make the appointments pursuant to 17 VSA § 2651. The motion was amended to the above. The Board unanimously approved the motion.
11. Tree Cutting Consent: (audio 1:46:55) Sheila Hopkins briefed the Board on the Tree Warden obtaining consent to clear saplings from behind the carriage shed, and detailed the outlined provisions contained in the town of Pomfret Tree Removal Consent form. There was discussion. Scott Woodward moved, and Frank Perron seconded to authorize the chair to sign the agreement/Tree Removal Consent Form on behalf of the Selectboard. The Board unanimously approved the motion. The Selectboard Assistant Shall scan and submit the aforementioned document to the Tree Warden.
12. Zoning Administrator: Sheila Hopkins briefed the Selectboard on this issue and there was discussion. The appointment of an interim Zoning Administrator was considered. The scheduling of a special meeting to appoint a zoning administrator in the future was discussed. Sheila Hopkins will follow up on this item and contact the parties involved.
13. Reserve Accounts: (audio 2:01:30) Scott Woodward briefed the Selectboard on this item and there was discussion by the Selectboard and the Treasurer.

Developing a plan to discuss and potentially vote on consolidating reserve funds was discussed.

14. Listers Discussion: Frank Perron briefed the Selectboard on this item and there was discussion.
15. Trustee of Public Funds Resignation/Appointment: (audio 2:08:00) Sheila Hopkins briefed the Board on this item and there was discussion. The Trustee of Public Funds Rachel Bibeault has resigned. This item will be added to the next Regular Selectboard meeting.
16. Conflict of Interest Policy: (audio 2:09:00) The Selectboard Assistant briefed the Selectboard on this item and there was discussion.
17. Prosper Valley Snow Plowing: (audio 2:12:30) Emily Grube briefed the Selectboard on this item and there was discussion. Contracting with the Prosper Valley School was discussed. The publication of an RFP was considered. Emily Grube shall work with the Selectboard Assistant to generate an agreement and/or an RFP.
18. Catering Permit: (audio 2:18:00) A catering (liquor) permit has been issued to Vermont Farms Catering LLC for a wedding at 1000 Johnson Road (Hewitt Hill Farm) on Saturday July 22<sup>nd</sup>.
19. Selectboard Correspondence: A Letter from TRORC regarding enhanced energy planning was reviewed. The Vermont Clean Diesel Grant Program was discussed. The Selectboard Assistant shall provide information on this grant to the Selectboard.
20. Closing Public Comments, Review of Assignments: A public comment was made regarding various aspects of the repair work done on Pomfret Road. A public comment was made regarding delinquent tax collection compensation. 'Trustee of Public Funds Appointment', Zoning Board of Adjustment Appointment' 'Fuel Procurement RFP Generation' and 'Listers Discussion' were all items added to the next Regular Selectboard meeting agenda.
21. Adjournment: Frank Perron moved, and Scott Woodward seconded, to adjourn the meeting at 9:19pm. The Board unanimously approved the motion.

Date: 07/21/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at 08/02/17 Meeting