

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

Draft Minutes of the August 16, 2017 Regular Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Michael Reese (Selectboard member – by phone), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), Ellen DesMeules (Treasurer), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Karen Hewitt (Collector of Delinquent Taxes, Zoning Administrator) Curt Peterson (Vermont Standard), Nancy Matthews, Bob Coates, Laura Kent, Sherman Kent, Carol Monroe, Gaal Crowl, Bob Merrill, John Moore, Ruth Sytsma, Dana Wright, Mike Doten, and Kevin Rice (Fire Chief),

1. Call to Order: Sheila Hopkins called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: ‘RFP Bids Opening and Approval’ was added to the agenda by consensus.
4. Special Presentations:
  - (a) Purchasing Policy Review: Nancy Matthews briefed the selectboard on this item and there was discussion. Nancy reviewed her suggested edits to the purchasing policy. The adoption of a Conflict of Interest policies was discussed, as it relates to a town’s purchasing policy. The Selectboard Assistant has drafted a revised Conflict of Interest Policy, having amended VLCT’s model policy.
  - (b) Auditor Discussion: Nancy Matthews briefed the selectboard on this issue and there was discussion. Reconciliations were discussed. NEMRC reports/updates and formatting were discussed by the selectboard and members of the public.
5. Review, Discussion, and Approval the Minutes (7/26 Special Meeting, 8/02 Regular Meeting): Corrections: 8/02 minutes - Gerry Fields name is incorrectly spelled. Scott Woodward moved, and Frank Perron seconded, to approve the minutes with the corrections noted above. The roll was called: Emily – aye, Scott - aye, Frank – aye, Michael – aye, Sheila - aye, and 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 various municipal reports as submitted. The roll was called: Frank – aye, Scott – aye, Emily - aye, Michael - aye, Sheila - aye, and the board unanimously approved the motion.

7. Warrants for Payment (1) Accounts Payable (2) Payroll: Frank Perron moved, and Sheila Hopkins seconded, to approve warrants #17010, #17011, and #17013. The roll was called: Emily – aye, Scott – aye, Michael – aye, Frank – aye, Sheila – aye and the vote was unanimous.
  
8. EC Fiber Request: Scott Woodward briefed the selectboard on this item and there was discussion. Issuing permits are required. An Ad-hoc permit and associated draft letter was reviewed. Of the six affected property owners, four have given their approval already. Questions were posed to EC Fiber representatives by the selectboard. ECFiber provided comments on the draft letter. ‘Shade trees’ were discussed. The Planning Commission’s involvement in the ECFiber request was considered. Stipulations for culverts were considered. Joe Ranger Road was discussed.  
Scott Woodward moved, and Frank Perron seconded, that the selectboard approve the permit subject to two changes -the first in paragraph one: adding a phrase addressing reasonable efforts to give notice to the property owner, and the second in paragraph nine: working in the traveled portion of the roadway, reflecting that if it becomes necessary to work in the traveled portion of the roadway that the trench be not less than 36 inches, and clarifying the language concerning the conduits and sleeves. There was further discussion. The motion was amended to the above. There was further discussion. The motion was withdrawn. This item shall be added to the next selectboard meeting agenda. Scott Woodward shall redraft the permit document and submit it to the selectboard for vetting.
  
9. Act 46 and School Property Update: Bob Coates briefed the selectboard on this item and there was discussion. The ‘Modified Unified Union School District’ was discussed. Town ownership of the school property was considered. A shared checklist and timeline with the school district was proposed.
  
10. RFP Bids Opening and Approval: The bids were opened and read aloud. One bid for hardpack, one bid for stone, and two bids for sand were received. The bids were opened and read aloud. Hardpack proposal Pike Industries: 1/2” hardpack \$850. \$785 per 3/4” unit and delivery rate per unit is \$540. Stone proposal Pike Industries: 7” erosion stone \$1045 per unit, \$540 delivery unit and \$995 per unit, \$540 delivery per unit. Sand proposal from Pike Industries: \$1095 per unit, \$540 delivery per unit. Sand proposal from D & D excavating: Screen sand \$1370 per yard or \$961 per ton. Frank Perron proposed that approval of the sand purchase be postponed as the bids were unclear or not in compliance with the RFP. Frank Perron moved, and Emily Grube seconded to accept the bids for hardpack and stone from Pike Industries. There was discussion. The roll was called: Frank – aye, Emily – Aye, Michael – aye, Scott – aye, and Sheila – aye and the board unanimously approved the motion. The Selectboard Assistant shall contact both bidders and inform them of the selectboard’s decision.

The Draft Fuel RFP was reviewed. Frank Perron moved, and Emily Grube seconded, to approve the draft Fuels RFP with an amended issuance date of

August 18, 2017. The roll was called Michael – aye, Frank – aye, Sheila – Aye, Emily – Aye, Scott – aye and the board unanimously approved the motion. The Selectboard Assistant shall post and distribute the RFP on Friday, August 18, 2017

11. Road Commissioner Duties: Scott Woodward briefed the selectboard on the draft Road Commissioner job description. and there was discussion. Questions were asked concerning job descriptions, duties, and the responsibilities of the Road Commissioner and the Road Foreman. Edits to the draft job description were considered. Michael Reese moved, and Sheila Hopkins seconded, to approve the Road Commissioner job description with the discussed changes. The roll was called: Frank – aye, Sheila – aye, Emily – aye, Michael – aye, Frank – aye and the board unanimously approved the motion.
12. Road Project Management and Alan Rowell’s Time Discussion: Scott Woodward and Frank Perron briefed the selectboard on this item and there was discussion. Frank spoke about his meeting with Alan Rowell, a professional road grader, and there was further discussion.
13. Fire Department Coverage for Outlying Areas of Town Discussion: Sheila Hopkins briefed the selectboard on this item and there was discussion by the selectboard, Fire Chief Kevin Rice, and members of the public. Potential costs for coverage from the Hartford Fire Department were considered. There was discussion concerning EMS coverage, response times, and the involvement of the FAST Squad by the selectboard and members of the public.
14. Fire Protection Agreement Discussion: Scott Woodward moved, and Frank Perron seconded, that if the town and the Fire Department cannot approve a signed agreement by September 20, 2017 that any and all work pertaining to the agreement be shelved until further notice. There was discussion and Scott Woodward explained his motion. The latest draft of the Fire Protection Agreement was discussed. The roll was called: Frank – aye, Scott – aye, Emily – aye, Michael – aye, Sheila – Nay and the motion carried 4-1.
15. Webpage Policy: Scott Woodward briefed the selectboard on this item and there was discussion. A recent issue concerning commentary surrounding the Chippers case and associated costs posted on the town website was discussed. Scott Woodward moved, and Sheila Hopkins seconded, to approve the draft Webpage Policy as written. There was discussion by the selectboard and the public. The roll was called: Emily – aye, Michael – aye, Frank – aye, Sheila – aye, Scott – aye, and the board unanimously approved the motion.
16. Selectboard Correspondence: Correspondence from VLCT concerning Town Fair was reviewed. Frank Perron moved, and Emily Grube seconded, to appoint Jonathan Williams the Assistant to the Selectboard attend the VLCT Town Fair, as the town’s voting representative, and to cover his salary and mileage for the

event. The roll was called, Michael – aye, Emily – aye, Scott – aye, Frank – aye, Sheila – Aye and the selectboard unanimously approved the motion.

17.Closing Public Comments, Review of Assignments: A public comment was made regarding VLCT Town Fair.

18.Adjournment: Frank Perron moved, and Sheila Hopkins seconded, to adjourn the meeting at 9:51pm. The Roll was called: Frank – aye, Emily – aye, Michael – aye, Sheila – aye, Scott – aye, and the Board unanimously approved the motion.

Date: 08/18/2017

Respectfully Submitted,

Jonathan Williams, Assistant

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