

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for October 18, 2017 Regular Selectboard Meeting
7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment – for items not on agenda	Chair	7:00-7:10pm
3. Review of Agenda	Chair	7:10-7:15pm
4. Elect Selectboard Chair	Chair	7:15-7:20pm
5. Recurring Items and Reports, Including Items for Possible Vote:		
a) Review, discussion, and approval of minutes: 10/04 Special & Regular Meeting Minutes	Chair	7:20-7:25pm
b) Review, discussion, and approval of Various Municipal Reports	Chair	7:25-7:30pm
c) Warrants for Payment (1) Accounts Payable (2) Payroll	Chair	7:30-7:40pm
6. Business Items for Possible Vote:	Joint	7:40-8:35pm
a) Historical Society Artifacts Location		
b) Transportation Items		
i) Teago Intersection		
ii) Grant Applications		
iii) Tire Chains Purchase		
c) Suicide Six Act 250 Permit Application		
d) Address Laboury Trust Issues		
e) Budgeting Meeting Scheduling		
f) Update on FD Contract Talks		
g) Transfer of School Property		
h) VLCT PACIF Insurance Application Submission		
i) Barber Hill EC Fiber ROW Permit		
7. Business Items for Discussion	Chair	8:35-8:45pm
a) Review of Assignments		
b) Signing of Approved Policies		
c) Selectboard Correspondence		
8. Closing Public Comments	Chair	8:45-8:50pm
9. Executive Session – Employee Evaluation	Chair	8:50-9:15pm
10. Adjournment	Chair	9:15pm

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

Draft Minutes of the October 4, 2017 Special Selectboard Meeting

Present: Frank Perron (Selectboard Member), John Peters (Selectboard Member), Michael Reese (Selectboard Member), Emily Grube (Selectboard Member), Scott Woodward (Selectboard Member), Art Lewin Sr. (Road Foreman), Jonathan Williams (Assistant to Selectboard)

1. Call to Order: Frank Perron called the meeting to order at 6:02 p.m.
2. Public Comment: None.
3. Executive Session Employee Evaluation: Scott Woodward moved, and Michael Reese seconded, to enter into executive session for the purposes of an employee evaluation pursuant to 1 VSA section 313(a). The Board unanimously approved the motion. The Road Foreman and the Assistant to the Selectboard were present for the executive session.

Emily Grube moved, and Michael Reese seconded to exit executive session. The Board unanimously approved the motion. No action was taken in executive session.
4. Closing Public Comments and Adjournment. There were no public comments. Emily Grube moved, and Michael Reese seconded, to adjourn the meeting at 7:00pm. The Board unanimously approved the motion.

Date: 10-04-17

Respectfully Submitted,

Jonathan Williams, Selectboard Assistant

Approved by the Board at _____ Meeting

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

Draft Minutes of the September 20, 2017 Regular Selectboard Meeting

Present: Frank Perron (Selectboard Member), Michael Reese (Selectboard member), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), John Peters (Selectboard Member) Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Karen Hewitt (Delinquent Tax Collector/Zoning Administrator) Neil Lamson, Betsy Rhodes, Anne Bower, Alan Graham, and Joanna Long

1. Call to Order: Frank Perron called the meeting to order at 7:03pm.
2. Public Comment: There was a public comment related to road sign vandalism.
3. Review of Agenda: No changes were made to the agenda.
4. Review, Discussion, and Approval of Minutes (9/20): Michael Reese moved, and Frank Perron seconded, to approve the 9/20/17 meeting minutes as written. The Board unanimously approved the motion.
5. Review, Discussion, and Approval of Various Municipal Reports: Michael Reese moved, and Scott Woodward seconded, to accept the municipal reports from the Delinquent Tax Collector, the Treasurer, and the Selectboard Assistant. The Board unanimously approved the motion.
6. Warrants for Payment (1) Accounts Payable (2) Payroll: Frank Perron moved, and Michael Reese seconded, to approve warrants #17034, and #17030. There was discussion. The Board unanimously approved the motion.
7. Transportation Items: (audio 49:13)
 - (a) Road Commissioner Update: Scott Woodward and Frank Perron briefed the Selectboard on this item and there was discussion. Ditching work has been done, and culverts have been installed on Bartlett Brook Road. There has been additional ditching work on Caper Street and Starbuck Road. Repairs and work on Maxham Road, the Barber Hill intersection, and Galaxy Hill will be happening soon. Questions were asked of the Road Commissioners by members of the public and comments were made regarding ditching and other issues.
 - (b) Compensation for Road Commissioners: Emily Grube briefed the Selectboard on this item and there was discussion by the Selectboard. Michael Reese moved, and Emily Grube seconded to set compensation at \$17 an hour for the road commissioners and for the town to cover mileage and other appropriate

expenses, retroactive to July 1, 2017. There was discussion by the Selectboard and the public. The Board unanimously approved the motion with Frank Perron and Scott Woodward abstaining.

- (c) Teago Intersection: Frank Perron briefed the Selectboard on this item and there was discussion. There is no new information to report. Questions were asked by members of the public regarding a project timeline and solutions to the issues discussed. This item will be added to the next regular selectboard meeting agenda.
 - (d) FEMA Assistance: Scott Woodward briefed the Selectboard on this item and there was discussion. Scott Woodward and the Road Foreman met with FEMA and a representative from the State of Vermont on September 25th. FEMA's grant management system was discussed. A damage inventory in said system has been created and documents uploaded. Additional work with FEMA was discussed.
8. Fuel Purchase: Michael Reese briefed the Selectboard on this item and there was discussion. Five different vendors were contacted for diesel, heating oil, and propane fuel quotes. The quotes provided were read aloud. Michael Reese moved, and John Peters seconded to approve Irving as the diesel fuel provider at .097 above rack price. There was discussion. The Board unanimously approved the motion. Frank Perron moved, and Scott Woodward seconded, to authorize Michael Reese to negotiate a lower price for heating oil and propane fuel with Irving and to authorize the engagement of their services and to sign a contract on the town's behalf. There was discussion. The Board unanimously approved the motion.
9. Grant Opportunities: The Selectboard Assistant briefed the Selectboard on this item and there was discussion. The next Better Roads grant period begins this month in October, with the applications due in mid to late November. AFG grant program application window will open soon - no word as of yet but it should be announced shortly. Transportation Alternatives grant program is stormwater/water pollution related projects only this year; applications are due November 22nd. Webinar attendance for the TA program is not mandatory but applicants are highly encouraged to attend.
10. Amendments to Personnel Policy and Possible Adoption: Scott Woodward briefed the Selectboard on this item and there was discussion. Scott Woodward moved, and Michael Reese seconded, to approve the revisions to the Personnel Policy. There was discussion by the Selectboard and the public regarding overtime issues. Scott Woodward amended his motion to approve the revisions to the Personnel Policy with additional edits. There was further discussion. The Board unanimously approved the motion. An issue re: town employees accrual of vacation time was discussed.
11. Draft Social Service Appropriation Policy and Possible Adoption: Scott Woodward briefed the Selectboard on this item and there was discussion. Scott

Woodward moved, and Michael Reese seconded, to approve the Social Service Appropriation Policy as written with the following change: in section 3.2 to modify that provision to reflect the following language: The organization will not be required to submit a voter back petition if the organization has successfully petitioned for five years, and as further amended to strike section 3.7. There was further discussion. The Board unanimously approved the motion.

12. Conflict of Interest Policy Amendments Review: Frank Perron briefed the Selectboard on this item and there was discussion. Frank Perron moved, and Scott Woodward seconded, to adopt the Conflict of Interest Policy as written. The Board unanimously approved the motion. The Selectboard Assistant shall clean up these policy documents and have them ready for signing/scanning/posting at the next Selectboard meeting.

13. Annual Financial Budgeting Process: Scott Woodward briefed the Selectboard on this item and there was discussion. A timeline for the annual town budget process was discussed. The Selectboard Assistant shall work with Frank Perron to get budget narratives/worksheets as per last year. Scott Woodward will work on developing a list of special projects. 'Budgeting Meetings Scheduling' shall be added to the next regular agenda.

14. Review of Assignments:

(a) Historical Society Artifacts Location: John Peters briefed the Selectboard on this item and there was discussion. This item shall be added to the beginning of the next regular Selectboard meeting.

(b) Update on FD Contract Talks: Michael Reese briefed the Selectboard on this item and there was discussion. This item shall be added to the next regular Selectboard meeting.

15. Transfer of School Property: This item was postponed to the next regular Selectboard meeting.

16. Selectboard Correspondence: An email regarding a dog complaint on Bunker Hill was discussed. There was discussion regarding insurance coverage.

17. Public Comment: There was a public comment related to culvert headers.

18. Adjournment: Scott Woodward moved, and Emily Grube seconded, to adjourn the meeting at 9:14pm. The Board unanimously approved the motion.

Date: 10/06/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting



Pomfret, Vermont

5218 Pomfret Road, North Pomfret, VT 05053

(802) 457 3861

Jonathan L. Williams

Selectboard Assistant's Report

October 13, 2017

Last week I represented the Town of Pomfret at the 2017 VLCT Town Fair. This included serving as the voting delegate at the VLCT annual business meeting, in which the 2018 VLCT Draft Municipal Policy was voted on and approved. The event proved productive, and I was able to speak with a number of other municipal officials, VLCT staff, and state lawmakers, including the Governor, about issues facing our community.

I have continued to follow up on the Transportation Alternatives scoping study work and have reached out to Holden Engineering to determine our next steps – a very useful and informative project website hosted by Holden engineering is now live and there is a link on the front page of the town website.

As instructed I have generated a notice of violation letter concerning the dog ordinance.

This work is in addition to my other assigned and regular duties which include the editing and posting of the draft and approved meeting minutes and warrants, the drafting of the Selectboard's meeting agendas and notices, maintenance of the town website and its digital archives, and the generation of emails and correspondence pertaining to Selectboard and town business. Please let me know if you have any additional questions regarding this or any other work. As always, I am happy to help.

Thank you,

-Jonathan

