

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

Draft Minutes of the November 1, 2017 Regular Selectboard Meeting

Present: Michael Reese (Selectboard member), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), John Peters (Selectboard Member) Frank Perron (Selectboard member – by phone), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Curt Peterson, Nancy Matthews, Joanna Long, and Norwood Long

1. Call to Order: Michael Reese called the meeting to order at 7:03pm.
2. Public Comment: There was a public comment related to the budget and an associated spreadsheet. There was a public comment related to purchasing policy updates. There was a public comment related to road repairs. There was comment related to the Teago intersection.
3. Review of Agenda: ‘Agricultural Access Permit’, ‘Doug Tuthill Easement’ ‘Budget Spreadsheet’, ‘Dog Complaint’ and ‘Pomfret Annual Report Request’ were items added to the agenda. The Assistant to the Selectboard reminded the public that if they would like items added to a regular selectboard meeting’s agenda to please submit it by the Friday morning before the following Wednesday’s meeting. Michael Reese moved, and Emily Grube seconded, to approve the changes to the agenda. The Board unanimously approved the motion.
4. Review, Discussion, and Approval of Minutes (10/18, 10/23): Scott Woodward moved, and Michael Reese seconded, to approve the 10/18 and 10/24 meeting minutes as written. The Board unanimously approved the motion.
5. Review, Discussion, and Approval of Various Municipal Reports: There were no reports to review or approve. The Selectboard Assistant gave a brief summary of his ongoing work.
6. Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Emily Grube seconded, to approve warrants #17041, and #17045. There was discussion. The Treasurer answered questions concerning her reports. The Board unanimously approved the motion.
7. Pomfret Annual Report Request: Nancy Matthews briefed the Selectboard on a request for assistance with the Pomfret Annual Report. The request is for Becky Fielder to assist with the compilation of the annual report. Michael Reese moved, and John Peters seconded, to hire Becky Fielder on behalf of the auditors to serve as a clerical assistant to the Audit Board at the rate of \$17 an hour and other associated employee expenses, for the purposes of preparing the annual report.

There was discussion. The monies are already available in the auditor's budget. Frank Perron noted that he is recusing himself from voting on this issue. The Board unanimously approved the motion with one abstention.

8. Budget Spreadsheet: Nancy Matthews briefed the Selectboard on a budget spreadsheet that will be incorporated into the annual report, and there was discussion.
9. Historical Society Artifacts Trailer Location: John Peters briefed the Selectboard on this item and there was discussion. This item will be discussed at the next Fire Department meeting. This item shall be added to the next regular selectboard meeting's agenda.
10. Transportation Items:
 - (a) Road Commissioners Update: Scott Woodward and Frank Perron briefed the Selectboard on this item and there was discussion. Art has replaced Terry on the grader. Allen Hill Road has been graded. The next roads to be graded are Webster Hill Road and Rudge Road. Pomfret was not impacted by the latest storm. Culverts on Thistle Hill and near the town garage need to be unplugged. Snow fences need to be put up soon. Allen Rowel from Norwich may come help with grading in the future.
 - (b) Teago Intersection: Frank Perron briefed the Selectboard on this item. There is an effort to have state highway engineers come and conduct a study. There was discussion by the Selectboard and members of the public.
 - (c) Grant Applications: The Assistant to the Selectboard briefed the Selectboard on this item concerning a Better Roads Category A grant application drafted by TRORC, and other potential grant applications/programs, and there was discussion. This item will be added to the next regular selectboard meeting.
 - (d) Highway Ordinance Edits: Scott Woodward briefed the Selectboard on this item and there was discussion. Notes from FEMA and TRORC regarding the replacement of culverts and the associated requirements (headwalls and splash pads) was discussed. The town's access permit/highway ordinance will need to be changed as a result. There was discussion by the Selectboard. Scott Woodward will draft a revision of the ordinance.
 - (e) FEMA Update: Scott Woodward briefed the Selectboard and the public on this item. FEMA site inspections occurred on October 19th, 2017. FEMA visited sites in town where work had not been completed. The inspections went very smoothly and the town is in good shape with FEMA right now. The Disaster Inventory (DI) has been completed. All of the costs need to be collated and lined up with what FEMA considers to be individual projects. Pomfret needs to go through VTrans to get reimbursement for Pomfret Road due to state and federal (FHWA) requirements. 5 or 6 sites were identified on Pomfret Road. The part of the road near Doug Tuthill's property was identified as a site needing major work. This site alone is estimated to require \$100,000 to fix. The town will try and complete the work at this specific site before winter.

(f) Doug Tuthill Easement Request: Scott Woodward briefed the Selectboard on this item and there was discussion. An easement will need to be executed with Doug Tuthill. Michael Reese provided a template document which Scott Woodward has amended. The exact measurements for the work site are required. Michael Reese moved and Emily Grube seconded to authorize the road commissioners to enter into an easement transaction with the land owners the Tuthills for the repair of Pomfret Road. The board unanimously approved the motion.

(g) Agricultural Access Permit: Michael Reese read aloud the agricultural access permit application's details submitted by William Nassal for the use of pasture, orchard and logging access at 1162 Galaxy Hill Road. A site visit was conducted by Emily Grube and Frank Perron. There was discussion by the Selectboard and requirements for the agricultural access permits were reviewed. Emily Grube moved, and Michael Reese seconded to approve the agricultural access for William Nassal at 1162 Galaxy Hill Road, with the additional conditions so that the access is properly sloped and shaped so that water does not enter the public right of way. The roll was called: Frank Perron – aye, Michael Reese- aye, Scott Woodward – aye, John Peters – aye, Emily Grube – aye and the board unanimously approved the motion. Michael Reese signed the permit as Vice Chair and Scott Woodward signed as Road Commissioner.

Michael Reese moved, and Emily Grube seconded to have the Assistant to the Selectboard change the Agricultural Access Permit application form to require an 18” culvert (like the driveway access permit application form. The roll was called: Frank Perron – aye, Michael Reese- aye, Scott Woodward – aye, John Peters – aye, Emily Grube – aye and the board unanimously approved the motion.

(h) Salt Bids Opening/Possible Decision: The salt bids were opened and read aloud. Apalachee Salt - \$78 per ton. Additional options were provided for treatment with corrosion inhibitor - \$93.per ton; supply guaranteed. Cargill - \$72.33 a ton, estimated usage 1,000 tons. Morton Salt – 20 ton minimum \$78.49 per ton. Eastern Salt Company – anti caking ‘flow Ease’ coating with flow ease, minimum truck loads at \$93 per ton. American Rock Salt - \$72.25, 22 ton minimum, availability not guaranteed. The state bids were reviewed. Emily Grube moved, and Scott Woodward seconded, to instruct the Selectboard Assistant to secure American Rock Salt's bid with availability as a guarantee, and then Cargill's bid with availability as a guarantee if that is not possible, and if neither is possible, to go with Cargill if neither can guarantee supply. The roll was called: Frank Perron – aye, Michael Reese- aye, Scott Woodward – aye, John Peters – aye, Emily Grube – aye and the board unanimously approved the motion.

11. FD Contract: Michael Reese briefed the Selectboard on this item and there was discussion. A draft may be ready by the next regular Selectboard meeting. This item shall be added to the next regular selectboard meeting's agenda.

12. Personnel Policy Issue: Scott Woodward briefed the Selectboard on this item and there was discussion. VLCT provided an opinion as to what they think the town's personnel policy means. Their opinion is: with regards to the sick leave policy, days are provided as a lump sum. With regards to the vacation leave policy, the League's opinion is that it is an accrual method. The town's actual practice is different than what the League's interpretation of the policy is. There was discussion by the Selectboard, the Assistant to the Selectboard, and the Treasurer.
13. Rip-rap Reimbursement: Scott Woodward briefed the Selectboard on this item and there was discussion. Reimbursing Roger Amato for his installation of rip-rap armor along the stream across Bunker Hill Road was discussed by the Selectboard.
14. Act 250 Update: Emily Grube briefed the Selectboard on this item and there was discussion. Michael Reese recused himself from the discussion of this issue. The Suicide Six Act 250 hearing occurred and there was a site visit. The question of offering legal assistance/advice to the Zoning Board of Adjustment was discussed. Scott Woodward moved, and John Peters seconded to offer to the Zoning Board of Adjustment any legal assistance they may require in dealing with the Suicide Six Act 250 process/issue. Frank Perron and Michael Reese recused themselves from the vote. The roll was called: John Peters -aye, Scott Woodward – aye, Emily Grube – aye and the motion carried with two abstentions.
15. Dog Update: There was discussion by the Selectboard regarding the dog incident on Bunker Hill Road. Frank Perron will follow up on this issue.
16. Selectboard Correspondence:
 - (a) Catering Permits: Liquor catering permits have been issued to Belly Up LLC (The Barnard Inn Restaurant) for events at ArtisTree on Friday 12/1/2017 and 12/8/2017
17. Review of Assignments:
 - (a) Transfer of School Property: Frank Perron briefed the Selectboard on this item and there was discussion. Bob Coates is scheduled to discuss this issue with the Selectboard on November 15, 2017.
 - (b) Other Assignments: Selectboard assignments/tasks were reviewed. Invitations to various groups/offices to the upcoming special budget meetings were discussed. The Town's finances and bookkeeping was discussed.
18. Public Comment: There was comment from selectboard members related to employee evaluations. There was no executive session.
19. Adjournment: Frank Perron moved, and John Peters seconded, to adjourn the meeting at 10:13pm. The Board unanimously approved the motion.

Date: 11/03/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting