

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for December 6, 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. Executive Session – Employee Review	Chair	7:15pm-7:55pm
5. Recurring Items and Reports, Including Items for Possible Vote:		
a) Review, discussion, and approval of minutes: 11/08, 11/15, 11/21, 11/29	Chair	7:55-8:00pm
b) Review, discussion, and approval of Various Municipal Reports	Chair	8:00-8:05pm
c) Warrants for Payment (1) Accounts Payable (2) Payroll	Chair	8:05-8:15pm
6. Business Items for Possible Vote:	Joint	8:15-8:55pm
a) Transportation Items i) Road Commissioner Update ii) FEMA & FHWA Reimbursement Update		
b) Act 46 School Deed Transfer Update		
c) Fire Alarm Ordinance		
d) Hartford Ambulance/Fire Agreement		
e) New England Forestry Foundation Temporary Right-of-Way Agreement		
f) Selectboard Policies Review		
7. Business Items for Discussion	Chair	8:55-9:05pm
a) Review of Assignments		
b) Selectboard Correspondence		
8. Closing Public Comments	Chair	9:05-9:10pm
9. Adjournment	Chair	9:10pm

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the November 8, 2017 Special Selectboard Meeting

Present: Frank Perron (Selectboard), Emily Grube (Selectboard), Scott Woodward (Selectboard), Michael Reese (Selectboard), John Peters (Selectboard), Becky Fielder (Town Clerk & Lister), Ellen DesMeules (Treasurer), Neil Lamson (Lister) and Nancy Matthews.

1. Call to Order: The Chair called the meeting to order at 6:00pm.
2. Public Comment: None.
3. Review of Agenda: No changes.
4. Budget and Town Meeting Warning: The Board discussed the Town Clerk, Treasurer, Auditors, Listers, and Selectboard budgets. Additionally, the Board and Treasurer discussed a recent payroll transaction.
5. Adjournment: Michael Reese moved, and Scott Woodward seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 11/14/2017

Respectfully Submitted,

Michael Reese

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

Draft Minutes of the November 15, 2017 Regular Selectboard Meeting

Present: Michael Reese (Selectboard member), Scott Woodward, (Selectboard Member), Emily Grube (Selectboard Member), Frank Perron (Selectboard member), John Peters (Selectboard member), Ellen DesMeules (Treasurer), Art Lewin Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Curt Peterson, Ona Chase, Nancy Matthews, Bob Coates, Steve Stitzel (by phone), Alan Graham, John McClain, Chris Pryor, and Betsy Siebeck

1. Call to Order: Frank Perron called the meeting to order at 7:04pm.
2. Public Comment: There was a public comment and subsequent discussion regarding the location of the Pomfret Historical Society's trailer. There was public comment regarding the mowing of Pomfret's cemeteries.
3. Review of Agenda: Scott Woodward moved, and Michael Reese seconded, to strike 'Personnel Policy – Payroll Discussion', 'Personnel Policy – Section 27 Overtime Discussion', and 'Historical Society Artifacts Trailer Location' from the agenda. There was discussion. The Board unanimously approved the motion.
4. Review, Discussion, and Approval of Minutes (10/31, 11/01): Michael Reese moved, and Frank Perron seconded, to approve the 10/31 and 11/01 special and regular meeting minutes as written. The Board unanimously approved the motion.
5. Review, Discussion, and Approval of Various Municipal Reports: Frank Perron moved, and Scott Woodward seconded to approve the municipal reports as submitted. There was discussion. The Board unanimously approved the motion.
6. Warrants for Payment (1) Accounts Payable (2) Payroll: Scott Woodward moved, and Frank Perron seconded, to approve payroll warrant #17046, acknowledging that a specific instance of overtime paid out was not done in accordance with the personnel policy and that the selectboard holds the employee harmless in the town paying him the full overtime, and to approve AP check warrant #17047. The issue concerning payroll and the Selectboard's decision shall be noted on the warrant and in the minutes. There was discussion concerning a payroll warrant and overtime. Scott Woodward amended his motion to the above. The Board unanimously approved the motion.
7. Roger Amato Reimbursement: Scott Woodward moved that the town reimburse Mr. Roger Amato \$7,017.71, for reimbursement for rip-rap placed on a culvert across from his property on Bunker Hill Road, pending reimbursement from FEMA. There was discussion regarding tonnage, loads of material delivered, and

weight. There was further discussion concerning the appropriate way to have the work paid for. Scott Woodward then withdrew the motion after public and board opposition to the motion. Michael Reese reintroduced the motion, and Frank Perron seconded that the town reimburse Mr. Roger Amato \$7,017.71, for reimbursement for rip-rap placed on a culvert across from his property on Bunker Hill Road, pending reimbursement from FEMA. There were four in favor and one abstention and the Board unanimously approved the motion.

8. Transportation Items:

(a) Grant Applications Review/Approval: The Selectboard Assistant briefed the Selectboard on multiple upcoming grant opportunities and there was discussion. Michael Reese moved, and Scott Woodward seconded to authorize the road commissioners to review, approve and submit a Transportation Alternatives grant with the Selectboard Assistant's help. The Board unanimously approved the motion.

Frank Perron moved, and Scott Woodward seconded, to approve and sign the Category A Better Roads grant application as written. There was discussion. The Board unanimously approved the motion. The Selectboard Assistant shall scan and submit the signed grant application.

9. Act 46 School Deed Transfer: Bob Coates briefed the Selectboard on this item and there was discussion. A call was placed to Steve Stitzel of Stitzel, Page, and Fletcher PC and there was further discussion concerning the acceptance of the conveyance of the deed and the town retaining ownership of the school and the property. The creation of a lease document between the town and the new unified district was discussed. The conveyance of the school building was discussed. Additional legal considerations were discussed at length. This item shall be addressed by the Selectboard in the future.

10. New England Forestry Foundation's Request: John McClain of New England Forestry Consultants and Chris Pryor of the New England Forestry Foundation briefed the Selectboard on this history of their request, and there was discussion. A possible timber harvest, a logging trail, and a temporary right-of-way agreement was discussed. Insurance and liability issues were considered. A legal review of any potential agreement and associated costs was discussed. John McClain will forward a temporary right-of-way agreement to the Selectboard for their review.

11. Fire Department Contract: Michael Reese briefed the Selectboard on this item and there was discussion. The Fire Department is not interested in pursuing the contract at this time. There was further discussion.

12. Wandering Steers Issue (Hutt Request): Emily Grube briefed the Selectboard on this issue and there was discussion. It has been determined that it is a civil issue. A notice of violation letter addressed to the steers' owners shall be drafted by Monday by the Selectboard Assistant.

13. NEMRC Cloud Subscription: Scott Woodward moved, and John Peters seconded, to have the town purchase a subscription to NEMRC Cloud. The cost is \$10 a month per user. There was further discussion. Cybersecurity issues were discussed and addressed by Scott Woodward. The connection to NEMRC Cloud is a secure connection. The Board unanimously approved the motion.
14. Fire Alarm Ordinance: John Peters briefed the Selectboard on this item and there was discussion. The draft fire alarm ordinance and its history were reviewed and discussed. John Peters shall continue to work on the draft ordinance.
15. Fire Agreement w/ Hartford re: North End of Town: This item was tabled.
16. Review of Assignments:
 - (a) Other Assignments: Nancy Matthews briefed the Selectboard regarding the Pomfret Annual Report Timeline and there was discussion. She requested that the Selectboard review the timeline's associated dates. Other assignments were discussed.
 - (b) Selectboard Correspondence: A report from Dr. Hermann was received and discussed. A home with several issues has been inspected by Dr. Hermann and Frank Perron.
17. Public Comment: There was public comment and discussion concerning worker's compensation issues and the cemetery commission.
18. Adjournment: Scott Woodward moved, and Emily Grube seconded to adjourn the meeting. The Board unanimously approved the meeting and the meeting was adjourned at 9:29pm.

Date: 11/17/2017

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the November 21, 2017 Special Selectboard Meeting

Present: Frank Perron (Selectboard), Emily Grube (Selectboard), Scott Woodward (Selectboard), Michael Reese (Selectboard), John Peters (Selectboard), Betsy Siebeck (Abbott Library Trustee), Anne Bower (Abbott Library Trustee), Ona Chase (Cemetery Commission), Bruce Tuthill (Cemetery Commission), Terri Chamberlin (Assistant Fire Chief) and Steve Chamberlin.

1. Call to Order: The Chair called the meeting to order at 6:00pm.
2. Public Comment: None.
3. Budget and Town Meeting Warning: The Board discussed the budgets for Abbott Library, Cemetery Commission, Pomfret Teago Volunteer Fire Department and Pomfret FAST Squad.
4. Adjournment: John Peters moved, and Scott Woodward seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 11/26/2017

Respectfully Submitted,

Michael Reese



Pomfret, Vermont

5218 Pomfret Road, North Pomfret, VT 05053

(802) 457 3861

Jonathan L. Williams

Selectboard Assistant's Report

December 1, 2017

Over the past several weeks I have submitted a Better Roads grant application for a road erosion and culvert inventory, on behalf of the town of Pomfret and the Two Rivers-Ottawaquechee Regional Commission. I also submitted an application for a Transportation Alternatives grant which would, if awarded, cover 80% of the cost of a \$37,000 roller attachment that will allow us to mechanically pack our dirt road surfaces, to the benefit of both the town's roadways, and the environment. We should here from both grant programs in the new year.

I have also applied for an initial round of reimbursement for our Town Hall/Town Office Transportation Alternatives Scoping study. This reimbursement will cover approximately 34.5 hours of my time working as the scoping study's Municipal Project Manager, as well as \$10,000+ worth of Holden Engineering's work. I will be meeting again with Peter Holden of Holden engineering in the coming weeks to review and discuss their initial, draft proposals.

In coordination with the road commissioners I have worked to generate, post, distribute, and field questions related to a RFP for a Pomfret Road slope repair project.

The town has also been assigned a parcel mapping vendor as part of the VT Statewide Parcel Mapping Project. I will be meeting and working with our assigned vendor to ensure the parcel mapping effort is a success.

This work is in addition to my other regular duties which include the editing and posting of the draft and approved meeting minutes and warrants, the drafting of regular and special Selectboard meetings' agendas and notices, 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

POMFRET FALSE ALARM ORDINANCE

1. TITLE, AUTHORITY AND ADOPTION

1.1 This ordinance (“Ordinance”) is designated a civil ordinance based on the authority of 24 VSA § 1971 and 24 VSA § 2291(14) & (15), may be enforced by any issuing law enforcement officer or the Town of Pomfret (“Town”) and shall be subject to fines pursuant to 24 VSA § 1974a.

2. PURPOSE

2.1 The Town's emergency services organizations have responded to repeated False Alarms from the same sources. Not only is responding to False Alarms costly for the Town, but it hinders the availability of the organizations to respond to real alarms. Therefore, False Alarms are hereby declared to be a public nuisance.

3. DEFINITIONS

3.1 The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning. Other words, terms and phrases shall have the meanings ascribed by Vermont law or in the event no legal definition exists, their customary and usual meaning.

3.1.1. “*Alarm System*” shall mean any mechanism or device that is used for the detection of heath, fire, flame, smoke, carbon monoxide, medical alert and or Life-Line or unauthorized entry and which is designed to emit an audio or visual signal and/or to transmit to an alarm monitoring facility a signal, message, warning, or other indication of an occurrence requiring response by Pomfret emergency services personnel.

3.1.2. “*Alarm System User*” shall mean any person, partnership, firm, association, or any other entity in control and/or ownership of any building, structure, premises, or facility where an Alarm System is installed, operated or maintained, except for any Town or School Alarm Systems.

3.1.3. “*Key Lock Box*” shall mean a small wall-mounted safe that holds building keys to allow entrance to the building by emergency response personnel.

3.1.4. “*False Alarm*” shall mean the activation of an Alarm System and/or the subsequent notification given by an alarm monitoring facility or others that an emergency exists when an emergency does not exist, and to which Pomfret emergency services personnel have been alerted. The activation of an Alarm System caused by violent conditions of nature or other extraordinary circumstances beyond the control of the Alarm System User does not constitute a False Alarms.

4. ALARM SYSTEM RULES AND PENALTIES

4.1 Registration: All Alarm System Users shall register their Alarm Systems with the Town identifying their name, E-911 address, mailing address, telephone number, and email

address. The penalty for failure to register an alarm system shall be \$100.00 and the waiver fee shall be \$50.00.

4.2 Prohibited Devices: No person shall install or operate an alarm system that transmits a pre-recorded message requesting an emergency response. The penalty for the first offense shall be \$200.00, and waiver fee shall be \$100.00. The penalty for the second and subsequent offenses shall be \$300.00 for each offense and the waiver fee shall be \$150.00 for each offense.

4.3 False Alarms:

4.3.1. False Alarms shall constitute a violation of this Ordinance, except for the first False Alarm within a twelve month period.

4.3.1.1. No penalty shall be imposed for the second False Alarm within a twelve month period if, following a first False Alarm, the Alarm System user has submitted a written report pursuant to Section 4.3.2.

4.3.1.2. If a written report pursuant to Section 4.3.1.1. has not been submitted, the penalty for the second and subsequent offenses for a False Alarm within a twelve-month period shall be \$500.00. The waiver fee shall be \$300.00 for the second offense and \$400.00 for the third and subsequent offenses.

4.3.1.3. The penalty for the first offense for a False Alarm from an unregistered Alarm System within a twelve month period shall be \$400.00 and the penalty for the second and subsequent offenses within a twelve month period shall be \$500.00 for each offense. The waiver fee shall be established at \$300.00 for the first offense and \$400.00 for the second and subsequent offenses.

4.3.2. Upon written notice from the Town to an Alarm System User following a False Alarm, an Alarm System User shall file a written report within seven calendar days indicating that the Alarm System has been inspected and repaired, if necessary, by a person holding a Vermont master or journeyman electrician license, or journeyman type-1 commercial fire alarm system. Failure to obtain the necessary inspection or to file said written report within the prescribed time shall result in a penalty of \$100.00 and the waiver fee shall be \$50.00.

4.4 Lock Boxes: Lock boxes are required on all buildings that have an Alarm System. Failure to do so shall result in a penalty of \$200.00 for the first offense and a waiver fee of \$100.00. The penalty for the second and subsequent offenses shall be \$300.00 for each offense and a waiver fee of \$150.00 for the second and each subsequent offense.

5. LIABILITY

5.1 This Ordinance shall not constitute acceptance by the Town for any liability to maintain any equipment, to answer alarms, or to take any action in connection therewith.

6. SEVERABILITY

6.1 If any section, subsection , or any part thereof, is for any reason held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof.

7. PUBLICATION AND POSTING

7.1 This Ordinance shall be entered in the Selectboard minutes, filed with the Town Clerk and posted in at least five places within the Town. A notice of this Ordinance shall be published in the Vermont Standard, not later than fourteen days following the date when this Ordinance is adopted.

8. INFORMATION

8.1 The Assistant to the Selectboard (802-457-3861, 5218 Pomfret Road, North Pomfret, Vermont 05053) is available to respond to inquiries and provide a full text of this Ordinance.

9. RIGHT TO PETITION

9.1 Qualified voters may petition for a vote on the question of disapproving this Ordinance within forty four days day from the date of its adoption by the Selectboard as provided in 24 VSA § 1973.

10. ADOPTION AND EFFECTIVE DATE

10.1 This Ordinance is hereby adopted by the Pomfret Selectboard on this ___ day of _____, 2017, and shall, unless a proper petition is filed, become effective sixty days from this date.

TOWN OF POMFRET
SELECTBOARD

Sheila Hopkins

Frank Perron

Emily Grube

Michael Reese

Scott Woodward

Date: _____

