

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

Draft Minutes of the January 3, 2018 Regular Selectboard Meeting

Present: Michael Reese (Selectboard member), Scott Woodward, (Selectboard Member- by phone), Emily Grube (Selectboard Member), Frank Perron (Selectboard member), John Peters (Selectboard member), Art Lewin Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Neil Lamson, Bob Merrill, Melanie Williams, Curt Peterson, Carole Monroe, Dale Lewis (Road Crew Member), Kevin Sawyer (Road Crew Member), Betsy Siebeck, and Becky Fielder (Town Clerk)

1. Call to Order: Frank Perron called the meeting to order at 7:03pm.
2. Public Comment: None. It was noted that this meeting was the Assistant to the Selectboard Jonathan Williams' last day working for the town of Pomfret.
3. Review of Agenda: 'Certificate of Highway Mileage', 'Health Officer Assignment' were added to the agenda. An executive session was added to the meeting after the closing public comments agenda item. Scott Woodward moved, and Michael Reese seconded, to approve the agenda as amended. The Board unanimously approved the motion.
4. Review, Discussion, and Approval of Minutes (12/19, 12/20): Edits were proposed to the draft minutes and were addressed. Frank Perron moved, and Michael Reese seconded, to approve the draft minutes as amended. The Board unanimously approved the motion.
5. Review, Discussion, and Approval of Various Municipal Reports: There was discussion concerning the municipal reports.
6. Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Frank Perron seconded, to approve check warrant #17064 and payroll warrant #17063. There was discussion. The Board unanimously approved the motion.
7. Transportation Items
  1. Road Commissioner Update: Frank Perron briefed the Selectboard on various items. The slope project on Pomfret Road has been completed and the town is waiting on invoices. The Road Foreman briefed the Selectboard on issues with truck #2. The truck has been repaired, however two of the hinges on the side dump need to be repaired and it will not be available for sanding. Parts have been ordered so that it can be repaired to working order. There will be limited use of salt in the upcoming storms due to limited availability. Scott Woodward will follow up with American Rock Salt.

2. Certificate of Highway Mileage: The 2018 Certificate of Highway Mileage was received. The mileage for each class of town highway, and the mileage of all state highways was read aloud – there was no differences from last year’s mileage. Michael Reese moved, and Emily Grube seconded, to authorize the Selectboard Chair to sign the Certificate of Highway Mileage.
  
8. Lamson Suggested Changes re: Personnel Policy: Frank Perron and Michael Reese briefed the Selectboard on this item and there was discussion. Neil Lamson spoke to the Selectboard regarding his personnel policy concerns. Work hours and overtime issues were discussed. A stipend for road crew members being on call was considered. The Selectboard, members of the public and members of the road crew discussed additional issues pertaining to the personnel policy and their ability to work with regards to this issue.
  
9. Underground Conduit High Pastures Road (EC Fiber): Carole Monroe briefed the Selectboard on proposed work at the High Pastures Road location. A map of the proposed underground conduit work was presented to the Selectboard. Scott Woodward will follow up with Carole Monroe regarding the generation of a permit.
  
10. FY2019 Budget and Town Report: The Selectboard discussed the completion of the FY2019 Budget and the generation of the Town Report. The Selectboard scheduled two special meetings for January, 9 and 11, 2018 at 6pm. Finding an attorney for the school property transfer was considered.
  
11. Change in Insurance Rating (ISO) for Fire Services: Frank Perron briefed the Selectboard on this item and there was discussion. The town has received notice that the town's ISO rating will be reduced. The two issues are: not enough 'water on wheels' and there has been no automatic response setup from neighboring communities, and ISO also requires structural fire training for every firefighter each year. John Peters Jr. and Michael Reese provided additional background information to the Selectboard. The town had, in the past, provided monies for the fire department to obtain the prior rating.
  
12. Fire Alarm Ordinance: John Peters Jr. briefed the Selectboard on this item. He has shared a newer draft of the Fire Alarm Ordinance with the Selectboard. Fees for alarm registration were discussed. This item will be added to a future Selectboard meeting agenda.
  
13. Draft Liquor Control Policy: Scott Woodward briefed the Selectboard on this item and there was discussion. The opinion of the Vermont League of Cities and Towns (VLCT) is that the issuance of liquor catering permits is a duty of the Selectboard that they cannot delegate. Scott has copied the town of Hartford's adopted policy and has amended it for Pomfret's needs. The draft policy was reviewed. Becky Fielder the Town Clerk spoke to the Selectboard concerning this draft policy. Other towns' policies were discussed. Scott Woodward will follow up on this item.
  
14. Health Officer Appointment: Frank Perron briefed the Selectboard on this item and there was discussion. A letter was received from the Vermont Department of Health informing the town that the Health Officer needs to be reappointed for another 3-year term. The current Health

Officer Dr. Hugh Hermann is willing to accept a reappointment. Frank Perron moved, and Emily Grube seconded to appoint Hugh Hermann as the town's Health Officer for another 3-year term. There was discussion. The Board unanimously approved the motion. The town needs to amend the term of the Health Officer appointment at its next organizational meeting.

15. Selectboard Newsletter: Scott Woodward briefed the Selectboard on the development of a Selectboard newsletter. There was discussion.
16. Selectboard Clerk: Frank Perron briefed the Selectboard on the need of a Selectboard Clerk, given Jonathan Williams' stepping down as Selectboard Assistant. There was discussion. Frank Perron moved, and John Peters Jr. seconded, to appoint Michael Reese as the Selectboard Clerk. The Board unanimously approved the motion.
17. Road Commissioner Hire: Frank Perron briefed the Selectboard on this item. Emily Grube noted that the money allocated in last year's budget was still there. There was further discussion. A job description was considered. This item will be discussed at an upcoming Board meeting.
18. Review of Assignments/Selectboard Correspondence: Correspondence pertaining to the Covered Bridges Half Marathon was discussed – this item will be added to an upcoming Selectboard meeting agenda. There was further discussion on various races/runs/marathons by the Selectboard.
19. Public Comment: There was a public comment pertaining to the personnel policy and overtime issues, and there was discussion by the Selectboard and the public.
20. Executive Session- Personnel Matters: Scott Woodward moved, and Michael Reese seconded, that the board enter into executive session for the purposes of discussing 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 7:12 pm. Frank Perron moved, and Scott Woodward seconded, to exit executive session. No decisions were made.
21. Adjournment: Frank Perron moved, and Michael Reese seconded, to adjourn, whereupon the motion was unanimously approved.

Date: 01/03/2018

Respectfully Submitted,

Jonathan Williams, Assistant

Michael Reese, Clerk

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