

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

**Draft** Minutes of the June 19, 2019 Regular Select Board Meeting

Selectboard members present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Jr. (Frank Perron absent)

Others present: Jim Potter (Road Foreman), John Moore (Planning Commission Member), Ona Chase, Christina Chamberlin, Karen Hewitt (Zoning Administrator), Art Lewin (Road Crew Worker), Ellen DesMueles (Treasurer), Ron Rhodes, Christian Avar (The Vermont Standard), Jim Morgan, Cynthia Hewitt (Selectboard Assistant)

1. Call to Order: Emily Grube called the meeting to order at 7:04 pm
2. Agenda Review: Steve Chamberlin asked to consider part-time help in addition/instead of 4<sup>th</sup> crew member. Scott asked to strike 5g (Review of Supervisory Responsibilities for Road Foreman and Road Commissioner) and 5m (Agenda Development, etc.). Scott also added an update on settlement discussions with Purple Crayon. Emily added Cloudland Bridge Project; The RFP for purchasing a new dump truck was tabled to the next meeting.
3. The board next approved the minutes for the May 31st and June 5th meetings.
4. Caper Street project to be looked at by Scott Jenson. Unanimous approval after this correction.
5. Recurring Items
  - a. Warrants: Scott moved to approve warrant #18116, \$57,347.59 (Accounts Payable) and #18115, \$11,777.23 (Payroll). Emily seconded. Motion carried unanimously.
  - b. Road Foreman's Report; Highway Maintenance:
    - Jimmy reports the crew has been grading, cleaning culverts and ditches.
    - They will start the Rudge Road Project on Monday, expected completion within a month.
    - Scott raised that VTrans (District 4) will likely hold a meeting for the recent storms in April now that there's a formal Presidential disaster declaration
    - The Two Rivers report shows improved culvert status in Pomfret.
    - There is a hole in the town garage roof; immediate efforts will be executed for repairs. Jimmy had questions regarding other items which seemed to be put off including maintenance of the grader, servicing of trucks, changing the locks, upgrading security systems, etc.
    - The board voted unanimously for immediate servicing of the grader, loader, and tractor; to finish repairs on the truck. Jimmy submitted his list of other concerns.

6. Business Items for Discussion or Vote

a. The Town received two paving bids:

- i. Blacktop \$218,188.90
- ii. Springfield Paving \$201,299.00

Based on past performance and the lower bid, the board awarded the contract to Springfield Paving. Steve moved the contract be awarded to Springfield; John seconded. The motion carried unanimously. Emily will contact them both.

- b. Rudge Road Update: Two Rivers has extended the completion date to 07/31/2019 with paper work due by 08/31/2019. Rita Seto would like photographs submitted when the project is finished. Ron Rhodes was chosen as the Rudge Road neighborhood representative; Jimmy answered all his questions. Jimmy is not comfortable supplying driveway culverts to individuals. The board decided the town can offer to install them but the homeowners will purchase the culverts. The details will be properly documented. The Town is trying to correct the silt problem/water problem. Jimmy will speak to the homeowners.
- c. Caper Street Grant: Jim will get plans developed and order culverts in order to complete this project before Fall.
- d. Two Rivers Grants in Aid have been awarded. Completion date is 06/30/20. One is for construction projects on hydrologically connected roads -- \$17,300 to be provided by state (20% local amount is \$4325; the second for equipment for \$7500 from the state for a hydroseeder. Paperwork to be submitted by 07/03/2019. Steve moved that we accept the grant. for; John seconded; unanimous.
- e. Cloudland ESC contract has not been forthcoming; Emily will contact them tomorrow.
- f. Amendment of Road Crew Worker Job Description needs to reflect the agreed upon statement -- "Documented Quarterly Review to monitor progress", by the Road Foreman." Scott made the motion; Steve seconded; the motion carried unanimously.
- g. Emily volunteered to temporarily serve as the appointed Designated Employee Representative (DER) for drug enforcement testing – appointment of Emily so moved by Scott; the motion carried unanimously.
- h. Discussion of Purple Crayon Productions payment in lieu of taxes. Ben Brickner has helped the Listers determine what can and cannot be included in a tax exemption.
- i. Hiring of 4<sup>th</sup> Road Crew Member or Part Time help. Emily recalls we were to postpone this discussion until Jimmy had settled in and determined if extra help was necessary. Mowing needs to be done ASAP prior to the blooming of the invasive plants. Jimmy is in favor of hiring an additional worker, members of the public agree. This is NOT in the budget. Steve reminded the board that when the decision was made to add a Road Foreman this was to add the 4<sup>th</sup> person; at the time we had no idea a crew member would resign. Steve reports Kevin Sawyer (a previous employee) has offered to mow on Friday and Saturday; Art requested this also be offered to current crew. Emily feels it is only fair to offer overtime mowing and other work to the current crew if they are willing to work. Other

work needs to be done as well. John Moore offered to mow the main roads with his 7-foot mower, which will help with the urgency. Emily moved to accept John Moore's offer, Steve Seconded. In the mean while we'll sit down with Jim and work out a solution of either full-time, part-time, funding issues, etc. The motion passed.

- i. The LaBounty Probate form is included in the packet for signature. Ellen explained that this is a required annual report. John moved and Steve seconded approval; the motion carried unanimously.
  - j. CDs coming due. Board voted to add the \$73,400 for truck purchase for 6-month renewal. Phil was going to try to increase an easement for the repeater. Emily will contact him. We have a \$15,000 communications equipment, fire department non-vehicle CD \$23,866, lister appraisal \$94,000 CD, Emily moved all these be renewed. Scott seconded. Motion carried. Highway vehicle reserve \$73,100 will be renewed for 6-months. \$10,000 for town building for balance of the Brick Building repairs. Rainy Day Fund – remove \$75,000 to a 12-month building reserve. Emily moved; Steve seconded. All in favor.
  - k. Dunn Property Settlement. Karen Hewitt and Ellen desMueles have determined the final amount of \$11,229.85 once expenses have been added. Legal fees were taken out at the closing. Scott moved the payment for final settlement of the tax bill be approved, John Seconded. Unanimous.
  - l. John reported that Communications Equipment needs to be updated, if not completed by 02/26/2020 a new application must be made to the FCC.
  - m. Follow up on Human Resources Assistance. After speaking with Jill Muhr, Scott has been in contact with her suggestions of 3 people for possible HR assistant who could help with hiring processes, employee evaluations, compensation policies and benefit packages, etc. They will be invited to attend a board meeting to present their proposals. Scott will make the arrangements.
7. Correspondence
- a. Two Rivers Regional Plan will be presented at two hearings: 07/10 at Damon Hall in Hartland and 07/11 at the Royalton Town offices. Emily has the hard copy of the plan if anyone would like to review it; the regional plan is also online.
  - b. John Moore announced a Planning Commission Hearing on 07/23 at 7PM to present the new Zoning regulations.
8. Assignments: Emily, Paving Contract  
Scott: Contact HR contractors to schedule visits with the board
9. Agenda Items for Next Meeting  
HR Assistance  
RFP new truck  
Further discussion 4<sup>th</sup> Road Crew Member  
Executive Session for Purple Crayon
10. John moved for Adjournment 9:04. Steve seconded; the motion carried unanimously.