

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

**Draft** Minutes of the May 31, 2019 Special Select Board Meeting

Selectboard members present: Emily Grube, Steve Chamberlin Scott Woodward (telephonically)

Others present: Cynthia Hewitt (Selectboard Assistant) (7:00pm), Ona Chase (7:00pm), Jim Potter (from 6:00 to approx. 6:45pm)

Emily Grube called the meeting to order at 6:04pm.

No members of the public were present for the beginning of the meeting. Emily Grube moved and Steve Chamberlin seconded to enter into in executive session, pursuant to 1 V.S.A. § 313. Upon roll call vote, the motion failed to achieve a majority vote. The board remained in an open meeting for a discussion of standard employee benefits that Jim Potter would receive as a Town employee. The board briefly discussed the personnel policy as it relates to paid vacation time. Jim Potter asked if his previous employment with the Town would count toward paid vacation, to which the board did not have a clear answer. The personnel policy does not explicitly address whether a break in employment alters the years required for different levels of paid vacation.

After completing the discussion with Jim Potter about employment benefits, the board paused the meeting from approximately 6:40pm until 7:00pm when Cynthia Hewitt and Ona Chase arrived for the remainder of the meeting.

At 7:00pm, Emily Grube restarted the meeting and called for public comment. Ona Chase asked why the May 25<sup>th</sup> Selectboard meeting had been canceled, to which Cynthia Hewitt explained that she had mistakenly posted the wrong information, thus the need to reschedule.

During agenda review, the topic of the Town paying for Cynthia Hewitt's attendance at the VLCT Employment Law and Human Resources Workshop.

The board briefly discussed a motion to approve the hiring of Jim Potter to which Scott Woodward explained was not necessary. The board had already extended the offer of employment to Jim Potter, conditioned on the completion of all necessary paperwork. Jim Potter accepted the offer and all paperwork had been completed, so no further board action was required to finalize the hiring process.

The board then discussed the paving RFP. Emily would like to get the RFP for paving submitted. Scott asked whether a person's name was sufficient identification of where paving needs to occur and whether we should put the actual address, to which Emily replied that the road will need to be marked regardless. Emily stated that if we do not put the RFP out soon, we may not be able to have any paving done due to contractors being booked up for the paving season. Scott raised the point that in considering the paving project, we should be mindful of whether we're going to

have a deficit and whether the paving project would exacerbate a possible deficit and that the board needs to also consider how it will address a potential deficit. Steve asked if the paving fund has been used to cover anything else this year and if the rainy-day fund could help cover if needed. Emily moved that the RFP be put out with bids due June 19<sup>th</sup>, to be opened at the scheduled Board meeting on that date; Steve 2<sup>nd</sup>; upon roll call vote, the motion carried unanimously.

Road Foreman Job Description: The job foreman job description reflects the change in supervision from road commissioner to Selectboard; Scott proposed to add a bullet point under responsibilities "Supervision of Maintenance Logs." Scott also proposed that the foreman provide the board with weekly work plans. Emily feels a monthly work plan would be more appropriate. Scott disagreed, saying that the board should have more frequent work plans available for the board and the public. The topic of amending the Road Foreman's job description was tabled until the next meeting.

Gramling Driveway Permit. The board will allow the driveway excavation with the following caveats: a) They must divert the water above the driveway; b) They must maintain site distance by clearing brush on both upper and lower sides; c) They must create a 20 foot. Plateau at driveway entrance on to Graves Road. Emily called the motion; Steve 2<sup>nd</sup>. The motion called with a unanimous roll call vote.

Emily proposed the board approve the \$60 registration for Cynthia to attend a VLCT Workshop on Human Resources on June 5<sup>th</sup>. Cynthia had already signed up for the workshop. Scott disagreed that the Town should pay for Cynthia's attendance at the workshop because the board had not discussed the matter previously and had not approved Cynthia's attendance and that the subject matter was not within Cynthia's current job description as the Assistant to the Selectboard. The discussion was tabled.

The meeting adjourned at 7:30 pm