

Town of Pomfret Selectboard Meeting Agenda

5238 Pomfret Road
No Pomfret, VT. 05053

Wednesday, March 18, 2020

Executive Session 6:00 PM

Regular Select Board Meeting 7:00 PM

Executive Session Agenda	Presenter	Time Frame
1. Call to Order	Chair	6:00 pm
2. Public Comment	Chair	6:00 pm
3. Motion to Enter Executive Session	Chair	6:10 pm
4. Discussion with Town's Attorney and Planning Commission Regarding Sound Provision	Joint	6:10 pm
5. Meeting adjournment		6:55 pm
Regular Meeting Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00 pm
2. Public Comment	Chair	7:00 pm
3. Agenda Review	Chair	7:10 pm
4. Hugh Hermann, M.D., Town Health Officer on Corona Virus (COVID-19)	Joint	7:00 PM
5. Recurring Items <ul style="list-style-type: none"> a. Approval of 2/19, 2/25 & 3/04 minutes b. Warrants for Approval c. Road Foreman's Report 		
6. Items for Discussion or Vote <ul style="list-style-type: none"> a. Approval of Town Meeting minutes b. Appointment of Energy Committee Members c. Planning Commission Appointments & Terms d. Zoning Board of Adjustment Appointments & Terms e. Status of Financial Management Committee's Progress f. Roles & Responsibilities in Town Government g. FY2021 Paving Grant Award h. Silo Catering Permit i. Zoning Regulation Public Hearing Schedule 	Joint	
7. Meeting Wrap-Up <ul style="list-style-type: none"> a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting 		
8. Meeting Adjournment		

February 19, 2020

Pomfret Selectboard Meeting
Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Frank Perron

Public: Bill Emmons (Planning), Nelson Lamson (Planning), Carol Lamson, Neil Lamson (Lister), Karen Hewitt Osnoe (ZBA), Kevin Geiger (Moderator), Cy Benoit (Planning& Trees), Seth Westbrook, Ellen DesMeules (Treasurer), Betsy Rhodes (Library), Ben Brickner (Zoning& Audit), Nancy Matthews (Auditor), Betsy Siebeck, Christine Cole, Tim Reiter (Suicide 6), George Calver (Standard), Kevin Worden, Cynthia Hewitt (SB Assistant)

1. Emily called the meeting to order at 6:00 pm
2. Public Comment (none)
3. Review of Agenda: Steve moved and John seconded that Kevin Geiger's Pre-Town Meeting item was moved to the top of the list. Motion carried
4. Items for Discussion or Vote:
 - a. Pre-Town Meeting – Moderator Geiger talked through the Warning. Mr. Emmons asked for clarification of Article 9 -- Regional Energy Coordinator Position. Mr. Geiger and the Board explained this was a proposal introduced by Nick Clark, SB chair from Thetford. Discussion ensued. This is not in the budget, but presented as a separate article for the voters to decide; Scott posted the job description http://pomfretvt.us/files/1115/8215/6133/Regional_Energy_Coordinator_-_Draft_6.2-1.pdf Mr. Clark was asked for updated information which has not been provided.
 - b. Road Forman Report:
 1. Truck Repairs and Highway Expenses: Truck #2 recently underwent routine maintenance and it was determined it had some serious issues which need addressing; However, none of them pose a safety issue, nor are maintenance related. Jim has decided, with consent of the crew, to continue running Truck #2 with minimal use of 4WD, which should eliminate the urgency of the repairs. Additionally, Truck #3 is going for service and Jim feels it has some serious issues as well, due to problematic power steering. It remains to be seen if this will require an expensive repair. Emily wanted the Board to be aware of these potential expenses in advance.
 2. Howe Hill Bids – 3 bids were submitted; Jon Harrington will create a spread sheet comparing these and a joint meeting will be held with Sharon next week for determination of an award. 02/27 at 6:30 pm Sharon Town Offices.
 3. Jim and Cy Benoit have been riding around town marking high priority trees for removal. Cy has a basic scope of work re: chipping, firewood, traffic etc., which he will submit for bids. Scott moved and Frank seconded to authorize Cy to petition 2-3 vendors for estimates and to then send the estimates to Emily for Board consideration. Unanimous vote.
 4. Laboury Road RFP. Since both Chris Bump and Scot Jenson are interested in this project Emily suggested they be contacted for possible engineering input prior to issuing an RFP.

5. Sill repair, Town Garage. Emily continues to contact both carpenters and painting contractors for bids on garage repairs.
- c. Teago Store Renovations. Kevin Worden, the engineer for the Teago Store renovations presented his plan. The main concerns are with the highway ROW, especially on Pomfret Road and Stage Road, curbing, handicapped access, and parking. Frank also raised the issue of having an ice cream window. The new plan will increase “seating” capacity from 6 to 15. They have eliminated a bed and bathroom from upstairs to conform with the sewage requirements for the State. It was decided a site visit would be necessary. Emily, Frank, Jim, Steve, and John will perform the visit on Thursday; a special meeting is convened for further discussion. Tuesday Feb 25 Pomfret Town offices 6:00PM
- d. 2020 Census: Elvira Otero has sought permission to post road side signs for soliciting census workers. The Board decided she could post 6 signs and must be responsible for collecting them as well.
- e. Schedule Joint meeting with Sharon Selectboard for Howe Hill Bids. Thurs, 02/27/2020 at 6:30 pm.
- f. Zoning By-law Progress: Mr. Emmons read the letter to the Select Board regarding Industrial vs. Heavy industrial matters; and sound ordinance. The draft Zoning By-law does provide these definitions and distinctions, consistent with the Regional Plan prepared by the Two Rivers- Ottaquechee Regional Commission. The Planning Commission believes these definitions and distinctions in the draft by-law represent an improvement upon the 2016 Town Plan, as they carefully circumscribe the scope of “Light Industrial” in a manner that makes these uses appropriate for consideration in the Rural District. Moreover, as with “Light Industrial” uses in the Village District, these uses, in the Rural District, are subject to the general standards for all land development in Section 4.1, general conditional use standards in Section 4.2, special standards in *Section 4.5*, and ZBA review. After much discussion, John moved and Frank seconded Planning Commission’s recommendation to ‘Prohibit Heavy Industrial Use’ in the Rural District.” Passed—4/1. Regarding sound ordinance, John moved and Steve seconded there be no sound ordinance; unanimous vote.
- g. Outline of necessary Post-Town Meeting actions. Scott prepared this list and posted to Sharepoint.
- h. Emily moved and Scott seconded the following Warrants for payment. Unanimous
- | | | |
|-------|-------------|------------------|
| 19083 | \$34,257.87 | accounts payable |
| 19082 | 6,730.79 | payroll |
| 19081 | 1,063.25 | accounts payable |
- i. Events in Town with inadequate parking; Emily has received two complaints regarding parking at private functions which nearly cause the roads to close. Further discussion is necessary.
- j. Documenting personnel decisions regarding employee performance reviews. Emily stated she had completed, and had signed by employee, the standard form. Though all board members were issued the same form, no others were forthcoming. Scott has prepared a letter. Second issue needs to be further documented.

Draft Minutes Special Select Board Meeting

Tuesday, February 25, 2020 u

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Frank Perron

Public: Betsy Rhodes (Library), Carol Lamson, Seth Wesbrook, Kathleen Dolan, Marc van Gulden, Jon Harrington, Christine Cole, Cynthia Hewitt (SB Asst)

k. Call to order 6:04 PM

l. Public Comments: None

m. Review of Agenda: Emily moved and John seconded some payment warrants be added to the agenda; Motion carried

n. Emily presented the following warrants for payment; Steve seconded; unanimous

19086 \$43,667.56 Accts payable

19087 5,079.93 Tax Refunds

19085 7,961.81 Payroll

o. Howe Hill Culverts

Jon Harrington apologized for any confusion with the bids, which were for gray vs black culverts. John explained the gray are less prone to deflection and sturdier. John stated that we can accept the bids pursuant to triple wall construction for the 48" pipe upgrade. This will add ± \$2000 to the cost. Emily moved and Frank seconded that we accept the Pike Bid and include a change to triple wall at the joint meeting with Sharon on Thursday.

As an aside, Emily stated we needed to get a preliminary design for the Cloudland culvert in order to apply for the structures grant.

p. Teago Store

Emily, Frank, Steve, John, Jon, Jimmy performed a site visit on Teago Store plans. They believe the current design submission will make the area safer and more aesthetically pleasing. Emily also found the 2012 bridge inventory. The bridges are more than 100 years old. There is an expectation that something will need to be done re: intersections, bridges, and ROW, but John speculates this will be likely 10 or more years down the road. Frank spent some time at Teago watching traffic patterns and pedestrians. The ZBA will eventually approve a current design. All are cautioned to understand a future necessity to change the intersection/roadway/ bridges/ROW. Many alternatives were suggested and discussed.

q. Executive Session. 7:58 PM. Scott Woodward moved that the board enter into executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss evaluation of Town employees.

r. Scott Woodward moved that the board make a specific finding that premature general knowledge would place the board and an employee at a substantial disadvantage.

- s. We exited ex session at 9:13. Scott moved to approve and sign letters of documentation of conversations with Jim and Art on January 15, 2020. Frank seconded, Motion passed.
 - t. Frank moved to adjourn at 9:15. and John seconded. Motion passed
 - u.
 - v. Reimbursement of work provided at the time of 2017 Flood/FEMA payments. This is a troubling situation. Scott moved and John seconded payment of invoice. Vote was 3 yes, 1 no, 1 abstained. Motion carried; invoice will be paid.
5. Meeting wrap up
- a. No correspondence
 - b. Review of Assignments – Town meeting; arrive at 8 to set up chairs. John and Scott will set up sound system. Norm will turn on the water.
6. Agenda items for next meeting: Approve 02/05/2020 minutes, other items to be determined.
7. Adjournment 9:50 PM

March 4 Select Board DRAFT Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward (arrived after 7 PM), John Peters, Chuck Gundersen

Public: Art Lewin (Road Crew), Ellen DesMeules (Treasurer), Kristen Estey, Andy Mann, Betsy Rhodes (Library), Jim Potter (Road Foreman) Alicia Wright, Norwood and Joanna Long

1. Meeting is called to order at 6:03 pm
2. Public comment -- Betsy Rhodes has talked with Nancy Matthews at length regarding the confusion of Article 12. Nancy suggested the Finance committee take this up and develop a transparent way to handle the funds balance. Betsy felt town meeting was confusing beyond belief – we essentially had a two-part budget. Voters were asked to pass an article that wasn't in the budget and the budget wasn't adjusted accordingly. This seems to be handled differently each year. There seem to be changes every year as the board changes. The Finance committee are working on many policies re: budget etc. present to board eventually; will be up to them Andy Mann feels some progress has been made. It makes it obvious how this problem can be addressed simply by managing cash in a consistent manner. Had we left out article 11 it could have been done clearly and smoothly. Andy will send an email outlining his suggestions. John explained that Board had to adjust things and made a valid attempt to depict the budget which resulted in article 11.
Kristen Estey stated her interest as Alternate EC fiber position
3. REVIEW OF AGENDA Elect chair, vice chair clerk will be done first. Add Runamuck race; Artistree; Addition of pomfretvt. us email account; add road posting and vacation time to Road Foreman report. Steve moved, John 2nd to accept these changes to

the agenda. Schedule Executive Session with Joe McLean and Planning Commission to discuss Purple Crayon Letter.

4. Items for discussion or vote
 - a. Elect Chair – See d1
 - b. Road foreman. Jim has a request from Trafalgar Square for permission to take deliveries from large trucks even though road is posted. Ellen stated that Becky has done in the past.... Emily will talk to Becky Friday A list of road closures needs to be reported to the State via VTrans website -- all roads, effective 03/04-05/15/2020. John moved Chuck seconded approval for deliveries to Trafalgar Square. Motion passed. They will also be notified of the closure of Howe Hill for the summer and that will necessitate their delivery trucks finding an alternate route. Jim reports that our vendor for hydraulic hoses and fittings is going out of business – he has found another vendor and will discuss in depth in 2 weeks. Jim contacted Irving oil for a quote on discontinuing the 275-gallon fuel tank and storing all diesel in the main tank. He was advised to wait till after fiscal year. Irving has stated there is no problem in doing this. Jim received an email from a student named Henry RE: green up day – He would like to coordinate Green Up efforts with the town representatives – Sherman Hunt and Scott Woodward.
Payroll and vacation policies. Jim would like a policy re: Winter vacations. In the past some of the road crew have requested leave during hunting season. He would like to present a fair opportunity to all crew to be away in the winter. There is no problem with summer leave as there no need for sub. During winter (i.e., 10/01-04/01) there is a need someone on call. It would be important to coordinate with other crew. John stated the need for provision that allows something for all to be able to take winter leave. It was suggested 15 days over 5 years would provide an Equal opportunity. Hiring a 4th member to the crew has been considered. Not enough \$\$ in 20-21 budget to hire 4th full time. The Selectboard committee of Scott and John will draw up a proposed compensation policy. They will report back at the 04/01/2020 meeting.
Steve asked Jim the status of crack sealing – we are first on the list to get the job finished when they start work in June. Pike Contract – Looks fine to Jim.
 - c. S6 Liquor Permit –John moved Steve 2nd Questions regarding hours for outside consumption to be addressed. Passed
 - d. Necessary actions after Town Meeting
 1. Appointment of Chair of Select Board —Chuck moved and Steve seconded Emily be reappointed; unanimous vote
 2. Appointment of Vice Chair of Selectboard – Steve moved and Chuck seconded John be appointed as Vice Chair
 3. Election of Clerk of Selectboard – Tabled
 4. Appointment/Reappointment of Town Officials – Emily moved and Steve seconded all appointments be for one year; passed
 - Zoning Administrator - Karen Hewitt Osnoe
 - Trustee of Labounty Fund - Karen Hewitt Osnoe
 - GUVSWD – Doug Tuthill, Primary and Vern Clifford, Alternate
 - E911 Coordinator -Becky Fielder
 - Town Services Officer - Sheila Murray
 - Tree Warden - Cy Benoit

- Two Rivers - Bill Emmons ,Phil Dechert
- EC Fiber - Allen Graham, Kristen Estey, Betsy Rhodes

Emergency Management Director – Kevin Rice is an indefinite appointment; no term

The Zoning Board is losing two members; Ben Brickner will suggest replacements for Loie and Michael. They were originally set up to have 7 members;
The Energy Committee needs members; it is down to one – Norwood Long.
Other appointments need to be verified as to length of term; time served, etc.
These items were tabled until next meeting

5. Delegation of Signing Authority has been Frank and Emily; Emily moved and John seconded that Steve have signing authority as Frank has stepped down. Passed
6. Designation of Official Town Newspaper – John moved and Chuck seconded the official paper be the Vermont Standard; Valley News the alternate. unanimous
7. Select Board Rules of procedure – approved last year; Scott suggested the following change – Add to D1 “The agenda will be circulated within the Selectboard and members of the body allowed to comment before publication”. John moved and Chuck seconded adoption of these rules with stated addition. Unanimous
8. Review of Conflict of Interest Policy Since we have a board member this will be reviewed in the near future-
9. Review Selectboard Committees:
 - Purchasing Policy Committee – finished their work – Scott recommended disbandment; Chuck seconded. unanimous
 - Energy Committee – to be discussed
 - Capital Planning Committee – never set finite membership; 3 members now; was 3-5 initially. Emily moved to be 5 members; John seconded; passed
 - Financial Management Committee – working on Final Policies; 3 people. No changes necessary
- e. HR Teresa Miele proposal – Emily is not sure there is money to do this. It was recommended we come up with a Payroll Compensation policy and then ask Teresa for her input. John and Scott will do this. They will report back to board in a month on 04/01/2020.
- f. No response has been received from FEMA committee. Tabled discussion until such is in hand.
- g. Alarm quote – John has received two quotes for alarm systems in town hall from Royal Group and Tasco; Tasco was the better price. . Emily moved and Steve seconded that we submit for PACIF grant, which will reimburse 50% or up to \$5000. Unanimous.
- h. John moved and Chuck seconded that Runamuck permit for race on 04/04/2020 be granted. Unanimous
- i. Becky asked Emily if she should purchase an additional license for Chuck for a pomfret.vt.gov email address. Frank will still need his for his position as fire warden. The price will be 6\$/mo. Scott moved and Chuck 2nd that she buy a license for Chuck;
- j. Joe Mclean has suggested a meeting with Atty McLean, the planning commission and Selectboard via teleconference to discuss Purple Crayon issue. Scott will determine if Joe is available on March 18th at 6pm. The Planning Commission will then be invited.
10. Emily moved and Steve seconded payment of the following Warrant. Unanimous

19089 \$ 859,812.47 State school tax

11. Approval of 02/05/2020 Minutes -- After discussion of the CD issue, Scott requested that the secretary read back the motion for precise wording in any situation that is questionable, confusing, or complex. Approval of 02/19 & 2/25/2020 minutes tabled.

5. Meeting wrap up
 - a. Selectboard Correspondence. Received Pike Contract – numbers are correct; Emily Moved and Scott seconded to instruct chairman to return the contract as stated; unanimous
 - b. Review of assignments. Scott would like to finalize Jim’s goals in an executive session. Emily will send the list and also ask Jim what is on his list for the Board. Emily will also return Pike contract, posting notice with VTrans, speak with Becky re: Trafalgar Square, Runamuck, and Frank’s email. John and Scott are to work up a Compensation Policy.
 - c. Agenda Items for Next meeting:
Approval of 02/19, 02/25, and 03/04/2020 minutes
Executive Session re: Purple Crayon at 6 pm
Appoint 2 members to Capitol Planning Committee
Term appointments
6. Scott Moved and John seconded for Adjournment at 8:57pm

Town meeting minutes:

[https://pomfretvt.us/files/3815/8376/4668/Town Meeting minutes 2020 - draft.pdf](https://pomfretvt.us/files/3815/8376/4668/Town_Meeting_minutes_2020_-_draft.pdf)

Pomfret Zoning Ordinance

[https://pomfretvt.us/files/8115/7530/1425/02 - Pomfret Zoning Ordinance PPC 2019-11-05 draft.pdf](https://pomfretvt.us/files/8115/7530/1425/02_-_Pomfret_Zoning_Ordinance_PPC_2019-11-05_draft.pdf)



Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Fee (must be included)

License Number: # 8039-003-CATR-001
Licensee Name: American Crafted Spirits, Inc.
Doing Business as: SILCO Distillery
Street: 3 Artisans Way Town/City Windsor, VT
Contact Name & Phone: Mary Shappell 910-265-7788
Email or Fax: mary@silcodistillery.com

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

- 1) Describe type of event: Artistree Gallery Opening
2) Location of event: Artistree 2095 Pomfret Rd, 50 Pomfret, VT
3) Date of event: Friday March 27 2020
4) Hours of operation from beginning to end: 5:00 pm - 8pm
5) Approximate number of persons expected: 80

Signed: [Signature] Date: 3/5/2020

Each catered event must have approval from the Town/City

before submitting this application to Liquor Control.

Please check one: [] Approved [] Disapproved

Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City clerk for approval (Town/City Clerk will send to DLC).
2) Follow all liquor control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
3) Must have a defined area for serving and consumption of alcohol with designated barriers.
4) Must have separate toilet and lavatory facilities available for both men and woman.
5) Provide sufficient number of employees for control purposes.

Rev. 06/15/16