

Town of Pomfret Selectboard Meeting Agenda
 5238 Pomfret Road
 No Pomfret, VT. 05053
 April 1, 2020

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. Recurring Items <ul style="list-style-type: none"> a. Approval 04/01/2020 Minutes; Adoption of 3/04 & 18/2020 minutes b. Warrants for Approval 	Joint	7:15 pm
5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Road Foreman's Report b. Road Commissioner Position c. VTrans Interpretation of Governor Scott's Stay Safe Stay Home Order d. Howe Hill Delay of Project e. Tree Cutting So. Pomfret f. Disposition of pending personnel reviews and quarterly meetings with employees g. Sewer Issues, Town Office h. Consideration of postponement of zoning hearing in light of COVID-19 and passage of Act 92 (formerly H.681) i. Status of Financial Management Committee's Progress j. Roles & Responsibilities in Town Government k. Open Questions in Formulating a Town Compensation Plan l. TA-60 m. Energy committee additional member volunteer n. Neil Lamson request to use Town Hall parking lot 	Joint	7:20 pm
6. Meeting Wrap-Up 7. Select Board Correspondence 8. Review of Assignments 9. Agenda Items for Next Meeting 10. Meeting Adjournment		9:00 pm

Please see following page for instructions on attending the meeting via conference call

Instructions for Attending Zoom Meeting

Time: Apr 15, 2020 07:00 PM Eastern Time (US and Canada)

Every 2 weeks on Wed, until Apr 15, 2020, 2 occurrence(s)

Apr 1, 2020 07:00 PM

Apr 15, 2020 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly:

https://zoom.us/meeting/v5Aqfuqqpz0q93Bp_A2emNHKqlUtVV1x3w/ics?icsToken=98tyKuusqTIpEt2TsF-Cc7cvA53qbuGxkygdiLNivU3gDg57SRLaA_Z0BONnQ8-B

Join Zoom Meeting

<https://zoom.us/j/247938960>

Meeting ID: 247 938 960

One tap mobile

+13126266799,,247938960# US (Chicago)

+19292056099,,247938960# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

April 1, 2020 Selectboard Meeting Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gunderson
Public: Frank Perron (Fire Warden), Ellen DesMeules (Treasurer), Jim Potter (Road Foreman),
Ben Brickner, Cy Benoit (Tree Warden), Bob Crean, Pat Fault, Richard Martin, Bill Overbay,
Karen Hewitt Osnoe (Zoning administrator), Bob Coates, Cynthia Hewitt (Selectboard assistant)

1. Call to Order 7:05 pm
2. Public Comment. Frank Perron was interested in hearing about the poor reputation with VTrans that was discussed at the last meeting. He felt he had a great relationship with District IV. Emily explained that the incident happened prior to his appointment as road commissioner. Frank also wanted to know if the Labounty Intersection project would be included in this year's work. Emily explained that with the predicted short-term short-falls in tax revenue we must keep an eye on the budget prior to making such a decision. Frank has completed the RFP
3. Agenda Review: Scott added Rules of Procedure for Agendas; Zoom account; and Chris Bump. Emily added FEMA EM 3437; Zoning Hearing; CD reinvestment. Scott moved and Steve seconded; unanimous roll-call vote.
4. Recurring Items
 - a. Approval of 03/04 & 03/18/2020 Minutes
Scott will send edits to Cynthia and these will be adopted at the next meeting.
 - b. Scott moved approval of payment for the following Warrant , Chuck Seconded, Unanimous roll-call vote.

Warrant 19097	\$38,025.30	Accounts payable.
Warrant 19096	\$10,227.07	Payroll
5. Items for Discussion or Vote
 - a. Road Foreman's Report
Jim and the Crew are working on pot holes, Bunker Hill plans, tractor repair, necessary road clearing. Keith Sawyer would like to do the roadside mowing, 3 days/week, during the summer. Justin is out for two weeks. Jim has spoken with Pike (no Covid-10 problems) who are on board for Howe Hill culverts (with Mike Avery). Jim also has spoken with the crack-sealing company who plan to complete the work in May (2nd & 3rd weeks). If there are additional locations that need sealing those may be added on. He is in touch with GMP re: tree removal. Jim asked John to add a scan channel to the new radios, which are working out well. Steve commented that the tree removal done on Howe Hill to date looks great.
 - b. Tree Removal Bids were received from Henderson's (\$4500/day), Timber Tenders (\$1800/day), and Chippers (\$3100 day). There is \$10,000 in the budget for tree work (only \$400 has been spent). After discussion, Emily moved that Timber Tenders be contracted to remove trees on Howe Hill first, to be funded by the paving reserve; Scott seconded, roll-call vote resulted in one abstention and 4 ayes. Cy will notify Timber Tenders. Motion passed. Further tree cutting will be postponed while the board analyzes budget considerations. However, Timber Tenders will be asked to submit a bid for the tree work from Woodstock line to Howe Hill with closer estimates on how long it will take with help from our road crew. Steve feels the dead elms closer to the PVS are a safety issue and removal should not be put off indefinitely. Cy Benoit, the Tree Warden, suggested that Jim and the Crew remove

- the oversized wood stockpiled on Howe Hill, which will enable Timber Tenders and GMP to work more efficiently.
- c. Covid-19 Sick Pay. Justin was out sick March 23,24and 25;although he did help Jim plow snow on the 23rd. He felt better and returned to work on Wed 25th; Jim and Emily urged him to stay home 25th and 26th, he took sick leave the 23rd and 24; was paid for 25th and 26th. His doctor recommended he also not work the week of March 30th. Justin received sick leave for 30-31; the rest of the week will come from the 10-day Federally mandate sick pay. Emily and Jim felt he should be paid for March 25-26 since he was told to stay home. Emily reports that the Federal Government has mandated 10 sick days in instances of suspected/confirmed Covid-10, beginning 04/01/2020. Scott moved and John seconded that the Board also establish the mandated 10-day sick leave for Covid-10, in addition to current sick pay policy; Unanimous roll-call vote.
 - d. Supervisory Union Board Member. Interested parties for this vacancy include Bill Overbay and Doug Tuthill. Emily, John, and Chuck feel it is important for the school board member to have children in the school system. Bill has 3 children in school. Scott moved and John seconded that Bill Overbay be named the WCMUUSD Board member; unanimous roll-call vote.
 - e. Possible Start-Up FY 2021 Tax Shortfall. Ellen reports that the IRS has postponed due date for income taxes to July. Thus, the paperwork on homestead exemptions will be late and we will not be able to collect taxes until much later in the year, causing a short-term shortfall. John cautioned that with the Covid-19 shut downs we may indeed have a serious, potential, long-term short fall. Emily informed the board that the Rainy-Day Fund may not carry us through and we may need to borrow money (at 0% interest) and still possibly have a deficit. Scott feels with the daily changes in the economy there are more unknowns. The Board needs to keep a close eye on the budget and strategize in any way possible. Scott then asked Karen Osnoe about delinquent tax activity. She has received a substantial payment from Clifford; Donovan may sell in order to pay the taxes, and she is also working with Levinson and "Catherine" who bought Linda Potter's house.
 - f. Zoning Hearing. Emily would like to schedule a date for the Zoning hearing so we do not have to start from scratch. This will be done via live streaming. Scott moved and John seconded the hearing be scheduled on May 4th. Roll-call vote unanimous. Notices will be put up by April 9th, also in the Standard, and on the web-site.
 - g. Painting Town Garage. Emily has received an estimate from Dennis wright to paint the garage for \$8600; the shed \$875; Steve received a bid from John Morgan to do the carpentry repairs on the garage, including sill replacement and clapboards, for \$7800. Dennis Wright also bid the back of the Town Hall for \$3200. These are the only current bids. Steve moved that John Morgan be contracted for the bid price, Emily 2nd; roll-call vote unanimous. Emily moved and Steve seconded that Dennis Wright be awarded the painting contract at the garage for \$9475, roll-call vote unanimous. Emily moved and Scott seconded that Dennis Wright be contracted to paint the Town Hall \$3200, roll-call vote unanimous. Emily will contact Mr. Wright; Steve will contact Mr. Morgan.
 - h. TA-60 discussion is tabled until the next meeting

i. Compensation Policy. Scott and John have come up with a preliminary plan for a compensation policy. They will continue to meet and further develop. Today's report:

- We would start with a basic three level structure with skills associated with each level
- For merit increases where someone might be in-between levels, the board would make a judgement call on what the appropriate increase would be
- We can take one of two approaches:
 - time performance appraisals and merit increases, and cost-of-living adjustments, to be done just before budget season so that those increases can be factored into the budget, or
 - put a separate line item in the budget for pay increases which would allow us to make wage increases as necessary throughout the year
 - But cost-of-living adjustments should be done for everyone at the same time each year
- Open issues:
 - What's the rationale for paying some elected or appointed officials a stipend vs. an hourly wage?
 - How would the compensation plan apply to those who may not be "employees," but receive an hourly wage or stipend?
 - How will we decide what the wage amounts are for each level? For example, do we take a simple low, median, and high for each position in the VLCT compensation survey (filtering out anomalies)? Does the size of the town matter? (John pointed out that in smaller towns, employees actually have to be more versatile)

- j. Davis and Lavaleley Tax Payments – Emily wanted the Board to be aware of these complaints; nothing is to be done about them since they reflect current policy.
- k. Scott reports that VLTC is setting policies and offering feed-back on the Covid-19 effects on municipalities. This will be monitored.
- l. We are required to have a road commissioner; Scott suggested that Jim Potter be appointed to fill that position. The board feels this needs to be discussed with Jim prior to an appointment. He has been RC in the past. It was also suggested that the RC have a liaison point of contact with the Board; Emily is currently fulfilling that role.
- m. Rules of Procedure. Scott would like to arrange a conference call with the board to set agenda items ahead of them being posted. He feels the agenda should be a collaborative effort. Emily pointed out that setting agenda for the next meeting is actually an agenda item. The board agreed to try this process; Scott will set up a call.
- n. Emily moved and Chuck 2nd to appoint Neil Lamson as the contact person for FEMA EM3437-VT, for potential claims from Covid-19. Unanimous roll-call vote. Neil will be paid \$17/hour and be reimbursed for mileage at the current federal rate.
- o. Fire Department Large Equipment CD. John moved and Emily seconded that the CD be reinvested based on Ellen's judgement. Roll-call vote unanimous.

- p. Winter Vacations. Our current policy does not allow winter vacations; thus, Jim is empowered to say yes or no.
 - q. Scott spoke with VLCT and learned that a copy of meeting minutes is all that is necessary for Ellen to pay warrants. Signatures are not needed.
 - r. Town Zoom account. Marge Wakefield needs a platform to conduct her Public Fund meetings. Scott suggested that the town use what is available for free via Microsoft Teams. He will let Marge know.
 - s. Scott moved to invite Chris Bump to attend a Board meeting. No second. Scott moved to include Chris Bump's email with the minutes. No second.
6. Meeting Wrap-Up
 - a. No Selectboard Correspondence
 - b. Review of Assignments
 - Emily to contact Dennis Wright and research TA60
 - Steve to Contact John Morgan
 - John & Scott to continue developing a Compensation Package
 - c. Agenda Items for next meeting
 - TA-60
 - Rolls And Responsibilities within Town Government
 - Compensation Recommendations Continued
 7. Adjournment – John moved and Chuck seconded adjournment at 10:25 pm

From: EnterpriseSQL@vermont.gov <EnterpriseSQL@vermont.gov>
Sent: Thursday, April 2, 2020 3:27 PM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Subject: VTrans Interpretation of Governor Scott's Stay Safe Stay Home Order

The Agency of Transportation (VTrans) has determined that with the exception of one emergency project, all construction projects it provides funding for do not meet the criteria for being critical for public health, safety or national security that would qualify them as essential per Governor Scott's Executive Stay Home Stay Safe Order issued March 24th. This pertains to any construction project that VTrans is providing funding for, including grant projects. This determination also extends to VTrans' maintenance activities which are currently limited to winter snow and ice control, safety patrols and responding to necessary repairs that affect the safety of the traveling public. VTrans urges municipalities to consider using VTrans' direction on projects they are funding as guidance for interpreting what are essential services per Governor Scott's Executive Order.

To be clear, projects being funded as part of any of VTrans' grant programs (Better Roads, Class 2 Roadway and Structures) are expected to halt all construction activities until the Governor's Executive Order is lifted otherwise the work completed will no longer be eligible for grant funding. This pertains to both contracted work as well as work to be completed by municipal forces.

If there are any questions, please feel free to contact me.

Thanks

Joel Perrigo
Municipal Assistance Bureau
Vermont Agency of Transportation
219 North Main Street
Barre, VT 05641
Cell: (802) 595-4933
email: joel.perrigo@vermont.gov

(from Act 92). ec. 8. EXTENSION OF DEADLINES APPLICABLE TO MUNICIPAL CORPORATIONS AND REGIONAL PLANNING COMMISSIONS; CONTINUED VALIDITY OF LICENSES AND PLANS (a) During a declared state of emergency under 20V.S.A. chapter 1 due to COVID-19, the Governor may authorize State agencies to extend any deadline applicable to municipal corporations or regional planning commissions. A deadline established by statute shall not be extended to more than 90 days after the date that the declared state of emergency ends. Any expiring license, permit, program, or plan issued to a municipal corporation or regional planning

No. 92Page 7 of 82020VT LEG #347383 v.1 commission that is due to a State agency for renewal or review shall remain valid for 90 days after the date that the declared state of emergency ends. (b) During a declared state of emergency under 20V.S.A. chapter 1 due to COVID-19, a municipal corporation shall be permitted to extend any deadline applicable to municipal corporations, provided that the deadline does not relate to a State license, permit, program, or plan subject to subsection (a) of this section. A municipal corporation may extend or waive deadlines applicable to licenses, permits, programs, or plans issued by a municipal corporation. Any expiring license, permit, program, or plan issued by a municipal corporation that is due to the municipal corporation for renewal or review shall remain valid for 90 days after the date that the declared state of emergency ends.

COMPENSATION PLAN

Here are the open questions for the board to address on developing a compensation plan:

- What's the rationale for paying some elected or appointed officials a stipend vs. an hourly wage?
- How would the compensation plan apply to those who may not be "employees," but receive an hourly wage or stipend?
- How will we decide what the wage amounts are for each level? For example, do we take a simple low, median, and high for each position in the VLCT compensation survey (filtering out anomalies)? Does the size of the town matter? (John pointed out that in smaller towns, employees actually have to be more versatile)

Town of Pomfret, VT Highway Crew Worker Quarterly Performance Review

Employee Name: _____

Date of Review: _____ :

1. Perform maintenance, repair, and construction work on town roadways and facilities, including : installation and maintenance of culverts; screening and storage of sand and salt; washing bridges; patching and/or paving of roadways; mowing roadside areas; line and stripe painting; street sweeping; and other duties as assigned.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

2. Safely operate and maintain hand tools, heavy equipment, light trucks, plow trucks, power tools, and other highway department equipment as directed by the foreman.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

3. Perform winter snow and ice removal on town roads and sidewalks.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

4. Use chainsaw, weed and brush trimmers, and other tools to cut brush and trees along roadside.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

5. Perform regular and special maintenance, both preventive and corrective, on town equipment and vehicles as directed by the foreman.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

6. Respond to calls for assistance from foreman on 24-hour basis, as requested.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

7. Must comply with US DOT Drug & Alcohol as required by 49 CFR Part 655 or 49 CFR Part 382 and 49 CFR Part 40

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

8. Maintains accurate records of hours and locations of work, equipment and materials used entered daily on equipment logs and the town's electronic time keeping system.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

8. General attitude and behavior

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

Date: _____ Discussed with Employee yes:____ no:_____

Signature of Employee _____

Signature of Supervisor _____

From: Neil Lamson <foxxfarm22@gmail.com>
Sent: Wednesday, April 8, 2020 9:15 AM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Subject: Use town hall parking lot

Hi Emily, It is highly unlikely that Mt. Tom Farmers Market will operate this summer. Alice and I want to offer curbside pickup for things that we used to sell at Mt. Tom FM. We would like to use the town hall parking lot two days a week for curbside pickup of our products. We would have individuals pick up at specific times in order to maintain social distancing. There would only one or two customers on site at a time. Feel free to advance this request to the full selectboard if you feel it is warranted. Thanks

Neil and Alice Lamson

Fox Crossing Farm

(802) 763-2070

foxxfarm22@gmail.com

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS TA-60**19 V.S.A. § 306(j)****Town of Pomfret Fiscal Year 2021 Begin: July 1, 2020 End: June 30, 2021****INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	
Class 2 14.65 mi.	\$ 59,853
Class 3 47.75 mi.	\$ 72,647
Town Tax Funds – 19 V.S.A. Section 307	\$ 478,741
Special Funds (e.g., bonds or earmarks):	
a. Highway vehicle reserve	\$ 77,600
b. Highway paving reserve	\$ 390,000
c. DR-4445 FEMA payment	\$ 60,000
TOTAL	\$ 1,138,841

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 368,322
Non-Winter Maintenance	\$ 353,878
Major Construction Projects	
a. Howe Hill Road paving	\$ 700,000
TOTAL	\$ 1,422,200

Comments: Howe Hill Road paving will be paid from paving reserve