

Special Select Board Meeting Agenda

Tuesday January 21, 2020 6.00 PM

5238 Pomfret Road

No Pomfret, VT. 05053

| Agenda Item | Presenter | Time Frame |
|---|-----------|------------|
| 1. Call to Order | Chair | 6:00 pm |
| 2. Public Comment | Chair | 6:05 pm |
| 3. Review of Agenda | Joint | 6:10 pm |
| 4. Items for Discussion or Vote A. Town Meeting Documents 1) Budget Narrative 2) Select Board Report 3) Warning 4) Budget Report | Joint | 6:15 pm |
| 5. Adjournment | | |

Selectboard Report

2019 was a busy year in Pomfret. We have a new Road Foreman. Jim Potter has come back from a few years absence while in private business and we are delighted to have him back. His experience and knowledge have been invaluable .

Several road projects have been completed this year with the help of various grants. The Rudge Road project of new culverts, lining ditches with stone and cutting a few trees to make travel safer was completed with the help of a grant. Two large culverts were replaced on Caper Street, one that had washed out in the 2017 storm and one that was failing, with the help of another grant. The Cloudland Road bridge near the Pomfret Town line was replaced late this summer with the assistance of a structures grant from the State of Vermont. Several roads were damaged in an April storm event and all that damage has been repaired. FEMA money will be coming back to the town for reimbursement for those repairs. We have also completed a culvert and erosion inventory with the help of Two Rivers and a grant. We have received another grant to work on part of Bunker Hill next summer and we were able to purchase a hydroseeder with the aid of an equipment grant.

Thanks to Frank Perron and his patience and persistence, a small parcel of land adjacent to the Pomfret Town garage was purchased from a neighbor. We hope that in the future that acquisition will allow an improvement to the LaBounty Road, Pomfret Road intersection.

The slate roof on the brick building has been replaced with local slate and the electrical system has been tied into that of the Town offices so that our generator will feed both in case of a power outage. A fiber optic line has also been added to the brick building.

Our delinquent tax collector, Karen Hewitt Osnoe has been busy getting us caught up on taxes that are overdue. She continues with that project with fewer properties on her list. We also contracted with a human resources consultant to assess our policies and procedures for compliance with various state and federal laws. We expect to have her work on special projects that need attention.

We have many projects on our list for next year. The biggest is the Howe Hill Road rebuild. Sharon and Pomfret are expecting to get this rebuild done in the summer of 2020. We also hope to get the town garage repaired and painted and the back of the Town Hall painted. There is a small amount of work left to do on the exterior of the brick building.

We want to thank all those willing to take a public office and those that volunteer their time in various capacities that make this town a wonderful place to live. Your many hours of service do not go unnoticed. Thank you.

WARNING
TOWN OF POMFRET
ANNUAL TOWN MEETING 2020

The legal voters of the Town of Pomfret, Vermont are hereby warned and notified to meet in the Pomfret Town Hall at 5233 Pomfret Road on Tuesday March 3, 2020 at 9:00 AM to transact the following business from the floor:

1. To elect a Town Moderator for the ensuing year.
2. To elect a Town Clerk for the ensuing year.
3. To elect the following Town officers:
 - Selectboard Member, 3-year term;
 - Selectboard Member, 1-year term;
 - Selectboard Member, 1-year term;
 - Treasurer, 1-year term;
 - Cemetery Commissioner, 3-year term;
 - Lister, 3-year term;
 - Auditor, 3-year term;
 - Town Agent, 1-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 1-year term;
 - Library Trustee, 1-year term; and
 - Trustee of Public Funds, 3-year term.
4. Shall the voters appropriate a total of \$53,500 to the following two entities?:
 - \$41,500 to the Abbott Memorial Library; and
 - \$12,000 to the Cemetery Commission.
5. Shall the voters appropriate a total of \$9,779 to the following social services, pursuant to 24 V.S.A. 2691?:
 - \$2,500 to the Empower Up – Windsor Central Mentoring Program (formerly known as the Ottauquechee Community Partnership) to support their Mentor and Buddy Program;
 - \$3,950 to the Visiting Nurse and Hospice for VT and NH in support of care provided in patients’ homes;
 - \$750 to the Spectrum Teen Center for support of activities at the center;
 - \$300 to Woodstock Area Job Bank to connect local workers with local businesses;
 - \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County;

- \$900 to Pentangle Arts for providing artistic endeavors in the community; and
 - \$400 to the Women’s Information Service (WISE) of the Upper Valley for support of activities at the service.
6. Shall the voters of the Town of Pomfret appropriate \$3,800 to the Woodstock Area Council on Aging (d.b.a The Thompson Senior Center) to be used for operational expenses to provide meals on wheels, transportation, wellness and social activities, medical equipment, and other Aging at Home support services to benefit Town residents?
 7. Shall the voters of the Town of Pomfret appropriate the sum of \$2,500 for the Ottauquechee Health Foundation (OHF)? OHF is a nonprofit community resource that provides funding and support for individuals with limited financial means to help meet critical health and wellness needs such as medical and dental care, eyeglasses, hearing aids, dentures, prescription co-payments and short term caregiver services.
 8. Shall the town raise \$10,397.00 for a Regional Energy Coordinator?
 9. In order to prevent an increase of 3.6% in the amount to be raised in taxes for FY21, shall the FY19 General Fund surplus, in the amount of \$176,381 be split in the following ways: \$72,381 to reduce the amount to be raised in taxes, \$85,000 to be transferred to the Paving Reserve Fund to be used for the Howe Hill Rd. paving project, \$4,000 transferred to the Communications Reserve Fund, and \$15,000 to be transferred to the Town Building Reserve Fund?
 10. Shall the combined amount of \$176,381 from the FY19 Town fund balance (surplus) be deposited into the following:
 - \$90,000 into Highway Paving Reserve Fund for Howe Hill project.
 - \$86,381 into the General Fund to offset taxes to be raised.
 11. Shall the voters authorize total general fund expenditures of \$1,574,871 for general (\$405,492) and highway (\$1,099,800) purposes, library and cemetery (\$53,500) and social service agencies (\$16,079) of which \$922,493 will be raised by current year taxes and \$652,378 by other sources?

The amounts in this Article may change if any of Articles 4, 5, 6, 7, and 10 are not adopted, if Article 8 and 9 are adopted, or if any of the aforementioned Articles are amended.
 12. Shall the voters require that taxes be paid in U.S. funds in two installments, pursuant to 32 V.S.A. 4773? The first installment will be due and accepted at the Treasurer’s office on or before 2:30 P.M. on August 21, 2020, and the balance will be due at the same location on or before 2:30 P.M. on February 5, 2021. Interest on overdue taxes will be charged at 1% per month

pursuant to 32 V.S.A. 4873. All delinquent taxes will be subject to an 8% penalty in accordance with 32 V.S.A. 1674.

13. To do any other proper and necessary business.

Dated this ____ day of January, 2020,
by the Selectboard of the Town of Pomfret:

Emily Grube, Chair
John Peters Jr., Vice-Chair
Steve Chamberlin
Frank Perron
Scott Woodward

Draft Town of Pomfret FY21 Budget Narrative

The combined FY21 Town and Highway budget of \$1,574,871 is 12.4% higher than FY20's total budget of \$1,379,761 (including voted appropriations, except for \$10,397 for the regional energy coordinator). Highway Fund spending and a sharp increase in the annual ambulance fee account for a majority of the \$195,110 increased spending with an additional \$100,000 appropriation to the Highway Paving Reserve Fund that will go toward the Howe Hill Rd. reclaiming and repaving project. If all voted appropriations pass, including the regional energy coordinator appropriation, the amount to be raised in taxes for FY21 will be 3.2% higher than FY20 (\$932,890 vs. \$903,067).

The Town finished FY19 with a \$179,381 surplus in the General Fund, substantially higher than the previous FY18 surplus of \$32,624. The majority of the surplus, \$127,657, is made up of delinquent tax collection, which has averaged \$117,908 per year since 2016. The Selectboard proposes that voters approve re-appropriating the surplus in the following ways: \$86,381 to offset and stabilize the amount to be raised in taxes and \$90,000 to be re-appropriated to the Highway Paving Reserve Fund to help cover the costs of the Howe Hill Rd. project. As noted in last year's report, the institution of "Rainy Day" Reserve Funds for the General and Highway Funds should allow the board to better control the amount carried over from year to year for beginning of the year expenses and unanticipated expenditures. The Town anticipates holding about \$259,000 in unreserved balances within the respective "Rainy Day" Reserve Funds (\$84,558 for General Fund purposes and \$174,235 for Highway Fund purposes).

Including all voted appropriations, except the regional energy coordinator appropriation, the proposed FY21 General Fund budget is 11.7% higher than the FY20 budget (\$475,071 vs. \$419,661) and substantially above the five-year moving average of \$446,620. Increased spending in the General Fund largely consists of \$12,000 for building improvements for the Fire Department and an increase of \$32,554 for ambulance coverage from Woodstock. Operating expenses continue to gradually rise, mainly due to increases in healthcare, wages and professional services. The board increased the budget for professional services to account for rising professional service costs and the hiring of a Human Resources consultant to assist the Town with improving its human resources practices.

The proposed FY21 Highway Fund budget is 12.7% higher than the FY20 budget (\$1,099,800 vs. \$960,100) and above the moving five-year average of \$957,871. The increased spending of over \$139,700 is primarily attributable to the aforementioned addition of \$100,000 to the Paving Reserve and an additional \$25,000 in gross labor costs for increased part-time labor and increases wages for the Highway Crew. Other costs have increased as well, including fringe benefits, but some of the costs will be offset by projected reductions in large equipment maintenance expenditures (due to the anticipated purchase of two new trucks) and a slight reduction in material costs. The Board projects finishing FY20 with a \$50,959 surplus and that money is also being used to offset FY21 expenditures in the Highway Fund.

We continue to do our best to limit the creation of surpluses, a pattern that has existed for the last several years. The board will continue to refine its budgeting process while focusing on those areas of the budget that warrant the greatest attention and need.

Emily Grube, Chair
Steve Chamberlin
Frank E. Perron, Jr.
John Peters, Jr.
Scott Woodward