

Town of Pomfret Selectboard
April 20, 2022 Draft Minutes

Present: Emily Grube, Ben Brickner, Steve Chamberlin, John Peters, Jon Harrington
Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Nancy Matthew(Auditor),
Gennie Lawrence (Auditor), Frank Perron, John Moore(Planning Comm), Jon Ricketson,
Bob Crean, Cy Benoit (Tree Warden), Alan Graham (Tree Warden), Cathy Peters, Jun
Wanzhen (Vermont Standard), Allyn Ricker, Betsy Rhodes (Library), Tim Reiter, Lisa
Parsons, Rebecca Mitchell, Cynthia Hewitt (SB Asst)

1. Emily called the meeting to order at 7:05
2. No Public Comment
3. Agenda Review –Emily moved and Steve 2nd removal of discussion of the Employee Handbook. Motion carried
4. Road Foreman’s Report & Highway Items
 - a. Foreman’s Report – Culvert Caper Street – Mr. Modarai indicated that water flooding was his field from the right-of-way. Jim went to look at it and it can be improved but that will entail using some of Jon Harrington’s land. Scott Jenson will meet with Jim on 04/27/2022 regarding a slide area on Bartlett Brook Rd. Jim is receiving lots of emails and phone calls but the crew is very busy and he may not be able to answer until the next day. He did hear from Mary Ellen at Northwood, who promises the shop drawings for the Cloudland Road box culvert the week of 04/25
 - b. TRUCK RFP – Steve and Jim created an RFP for a Ford F600 Series with Trade in of current pick-up. Steve moved for approval of RFP with recommended changes, Ben seconded. Unanimous vote
 - c. Sand RFP – Emily and Jim decided not to separate out the trucking. Jonathan will send out the RFP with noon on 05/04/2022 as deadline for receipt; bids will be open at the SB meeting on that day. Steve moved and John seconded the bid be sent and then amended it to be bid for 2 years. Unanimous vote
 - d. Paving RFP – Jon wrote the RFP to be from Starbuck Rd to Howe Hill, 2.16 miles. Jim reminded him to add bandrail. Starbuck to Caper St would be 1 mile. Jim also reminded the Board they may have to plane in front of the North Pomfret Post Office and the Church – Water flow problems must be avoided. Also, the bridge near Vern Clifford’s may need planing. 05/18/2022 at noon is deadline for bids; to be opened at the SB meeting that night. Emily moved and John 2nd this RFP be submitted. Unanimous
 - e. Traffic and Highway Ordinances. -Ben presented updated Traffic ordinance; main areas are speed limits, foliage congestion, and cars in the road blocking snow removal and/or emergency vehicles, as well as towing at owners’ expense. Ben will compare standards and information across all documents for consistency. Exceptions to be made due to breakdowns, etc. Jonathan pointed out there are ± 15 driveways pending completion, and process that may need to be address in a Highway Ordinance update. Some may require variance due to topography, but will be as compliant as possible. John Moore thought compromise could be arranged at the time of site visit.

- f. Road Crew Position Posting – Ben moved and Steve seconded approval with edits. Unanimous vote. To be published on ListServe, Web site, Valley News, Standard.
 - g. Cloudland Bridge Update. Allyn will contact Horizons to discuss discrepancy in elevations. When shop drawings arrive he will sit down with everyone.
5. Items for Discussion or Vote
- a. Nancy Matthew circulated her amended Financial Policy -- Accounting, Auditing, and Financial Reporting Policy. Emily suggested addition of a set time for the policy review by the board. Ben suggested every year divisible by 3. Ben moved for adoption of the policy with that change. John seconded. Unanimous vote.
 - b. Tree Policy – Alan Graham and Cy Benoit – circulated a proposed tree policy, permit for tree removal, and letter to landowner. Alan explained that the state is encouraging all towns have a tree policy, as well as a tree warden. After review and discussion, Alan will edit the policy, etc. and revisit at the 05/18/2022 SB meeting
 - c. Brick Building Repairs – The building needs front door and window sill work, as well as pointing up bricks on the back corner. John Moore will work with Alan Graham to find a contractor. John Barnes will be working at Abbott Library so Steve will check with him regarding availability.
 - d. Suicide Six Events – Ben emailed with VLCT who confirmed the SB has no jurisdiction on usage on S6. If people wish to discuss particular events they need to do so with Zoning Administrator or the Vermont Natural Resources Board, which administers Act 250. If people wish to discuss changes in the Zoning Ordinance, they should address the Planning Commission. She invited residents to state their concerns. Gennie Lawrence stated she did not wish to lodge a “complaint” but rather suggest a different approach to addressing concerns around events at S6. She has worked with the Woodstock Resort Corporation (the owner of S6) for many years and has always found them to be very responsive to citizen input. She feels the residents need to be supportive with a positive approach upfront vs. regulations. Jon Ricketson agreed with Gennie and would like residents to have awareness and positive, constructive, friendly input. Tim Reiter, speaking as a resident of Pomfret and not as Representative of WRC, cannot imagine why private citizens would single out businesses with complaints.
 - e. LEMP – Steve moved and John seconded approval of the LEMP report with one correction. Unanimous vote. Report to be corrected and sent off to 2 Rivers.
 - f. Jon moved and Ben seconded appointment of Lydia Locke to the vacancy in the School Board, her term will run until Town Meeting 2023. Vote was 4 ayes, 1 abstain.
 - g. Jon circulated the So Pomfret Scoping Study from VHB today. In order to give the board a chance to review the recommendations, this topic will be discussed in a Special Meeting on Monday 04/25/2022.
 - h. Digital Records Management. – Emily would like to have Becky give a presentation about using Share Point/One Drive.
 - i. Emergency Services Committee – John has spoken with Chief Cooney about Hartford covering some of Pomfret’s residents. He is taking it to their Select Board.
 - j. Warrants for Payment: Emily moved and Ben 2nd approval. Unanimous vote
22095 6389.91 Payroll
22096 \$29,558.67 Accts Payable
 - k. Approve 04/06/2022 Minutes – Remove names from delinquent tax list; other minor edits. Ben moved and Steve seconded approval after edits. 4 Ayes, 1 abstain.

6. Meeting wrap up.
 - a. Correspondence – Under the Public Records Act, Frank Perron has requested copies of dog complaint letters from 2017 to present. These will be provided within the timeframe required.
 - b. Review of Assignments: Emily to contact 2 Rivers, Ellen, Lydia, Ellen and Doug; Ben to update Traffic Ordinance; Steve speak with John Barnes and Submit the Truck. RFP; Cynthia to send Betsy Rhodes the So Pomfret Scoping paperwork; Jonathan to submit Sand and Paving RFPs and Invite Jenn Conley (VHB) to Spec Meeting next week; Allyn will contact Horizons re: elevations, when Shop Drawings arrive will meeting with Scott Jensen and Horizons.
 - c. Agenda for Next Meeting -- Human Resources Manual (Employee Handbook),
7. Steve moved and Ben seconded for adjournment at 9:50 pm. Unanimous vote