

SELECT BOARD MEETING DRAFT MINUTES  
TOWN OF POMFRET VERMONT

September 18, 2019 | Select Board Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Jr., Cynthia Hewitt

Public: John Moore (Planning Commission), Ona Chase (Cemetery Commission), Keith Chase, Jon Harrington, Bob Harrington, Nick Clark, Jim Potter (Road Foreman)

1. Emily Called the meeting to order at 7:00 pm
2. Public Comments – None
3. Review of Agenda  
Emily moved for the following additions: Tom Leonard, Donation to the Fast Squad, Adoption of Highway Standards, Garage Roof, Municipal Planning Grant, Garage Security System Grant. Unanimous agreement  
The Dorman Driveway permit is postponed to the next meeting  
Discussion of Slack Software, Emergency Services, Cy Benoit were tabled
4. Steve motioned and John seconded approval of the 09/04/2019 minutes
5. Recurring items:  
Emily moved and Steve seconded payments of the following Warrants  
#19028           \$ 1,171.38. Tax refund  
#19027           87,864.49 School  
19025           8,148.66 Payroll
6. Howe Hill Project: Jon and Bob Harrington of Horizon Engineering presented their initial recommendations for this project for the cost of approximately \$620,000. This includes reclamation of material, 4-inch pavement base work, fabric stabilization in the worst areas. This is planned in coordination with Sharon, who is voting for a bond on October 24<sup>th</sup>. There was discussion of funding. Emily moved and John seconded for approval of an RFP based on this job as presented, with no cutting corners. Unanimous
7. Nick Clark returned to the Board with a modified plan for a regional energy coordinator position to be shared by 7 towns. He would like Pomfret to present this plan as a line item at Town Meeting. It is for a commitment of 3 years, at ± \$30,000 (for the 3 years). Discussion included costs, state laws, preferences of residents, etc. John moved and Scott seconded inclusion of this plan at the cost of ± \$10,377.15 per year for discussion at Town Meeting. Motion carried.
8. Business Items for Discussion or Vote
  - a. Road Foreman's Report. Paving will start on October 1; no call back yet from Nikon re: crack sealing. Harold Schwenk has volunteered to do roadside mowing. This cannot happen unless he is covered under some sort of employment contact due to liability issues. He can, of course, do the mowing of his own property. Kevin Sawyer continues to mow two days a week under an employment contract. Kelly Spear who lives at the end of A-Frame road, would like a Dead End sign installed. Jim was also reminded to order 5 pedestrian crossing signs. The Caper Street job is nearly

finished. Scott Jensen is very happy with the results. Pictures will be taken for a Grant report. Work has commenced on Webster Hill.

- b. Truck Bids have been received. They will be reviewed at the 10/02/2019 meeting
  - c. Collier Driveway. Mr. Collier is willing to give up the original upper driveway access. He is also planning to insert a swale to manage the run-off. John moved and Scott seconded that the permit be granted; motion carried.
  - d. Chris Bumps has reminded Emily that Pomfret needs to adopt the 2019 Road Standards and Codes. Scott moved we adopt the 2019 Standards; Steve seconded. Unanimous
  - e. Town Garage Roof – Emily reports that Black Ox will repair the damage before winter; they will need to put some of the roof back together before the standing seam can be applied.
  - f. Donation to the Fast Squad – Steve moved and John seconded that the town agrees to donate \$2000 to the fast squad – unanimous.
  - g. The PACIF grant for an updated security at the garage has been received. This will include low temperature alarms and fire alarms. Jim will contact Royal Security for installation.
  - h. John Moore spoke with Tom Leonard regarding water/electric/generator solutions. Tom presented a report with three options. To be discussed further.
  - i. John Moore reported the Municipal Planning Grant has been turned down. He asked that the Board support further application which is due on 10/01/2019. The amount would be for \$7500 with the town pledging 10% or \$750. John moved and Scott seconded that the board approve. Unanimous.
  - j. FEMA money was received two weeks ago.
  - k. Emily has asked Ellen to schedule oil burner service for all town buildings.
  - l. Town Hall Deficiencies -- The rental contract is posted on the web site. Scott and John have followed up on 8 items with Wade Masur. Art LaBrecque will examine the heat tapes; John Symes will prepare a quote for the board re: repairing the hand railing and ramp. Heat and smoke detectors will be installed as per PACIF grant. We will also check for a possible PACIF grant for a generator at the garage to run the fuel pumps. Wade is pleased with the progress report. Royal Security will submit a quote for Town Hall detectors.
  - m. HR Consultant: Theresa Miele has submitted an initial contract in which she is guaranteed 5 hours per month. The board prefers that she be paid for actual hours worked. Scott will ask Theresa to resubmit with those parameters.
  - n. Performance Reviews. Jim Potter will be reviewed at an Executive Session at 6:30 on October 2<sup>nd</sup>; Cynthia Hewitt will be reviewed at 8:30 on that date; Jim will do a quarterly review of Art and an annual review of Justin in October.
  - o. Scott asked that individual Board members make an effort to update SharePoint with any documents not yet posted.
  - p. The Financial Management Report will be presented soon. It is nearly time to begin working on the Budget.
9. Meeting Wrap Up
- a. Selectboard Correspondence – none

- b. B. Review of Assignments: hydroseeder grant; Budget worksheets from Library, Fire department
  - c. Agenda Items for Next meeting – Slack Software, Tom Leonard Report, Dorman Driiveway, Emergency Services, Truck bids
10. Steve moved for adjournment; john seconded; unanimous. Adjourned at 9:15 pm