

## AGENDA SELECT BOARD MEETING

Wednesday, January 15, 2020 6:00 PM  
 5238 Pomfret Road  
 No. Pomfret, VT. 05053

AGENDA ITEM	PRESENTER	TIME FRAME
1. Call to Order Executive Session	Chair	5:00
2. Personnel Items	Joint	
3. Adjournment of Executive Session	Chair	
4. Call to Order for Regular Selectboard Meeting	Chair	6:00
5. Public Comment	Chair	6:15
6. Review of Agenda	Joint	6:25
7. Recurring Items a. Approval of 12/10/2019, 12/27/2019, 01/08/2020 Minutes b. Warrants for Approval	Joint	6:30
8. Business Items for Discussion or Vote a. Road Foreman Report b. Certification of Highway Mileage c. Town Meeting Items i. Draft Selectboard Annual Report ii. Budget Changes (ambulance service) iii. Draft Budget Narrative iv. Audio System for Town Meeting d. Adoption Zoning Ordinance e. HR Resources and Next Step f. Dissolution of Capital Planning Committee	Chair	6:45
9. Meeting Wrap Up a. Selectboard Correspondence b. Review of Assignments c. Agenda Items for Next Meeting	Joint	7:45
10. Adjournment		

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December 18, 2019 Draft Select Board Committee Meeting Minutes

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

Public: Neil Lamson (Lister), Karen Hewitt Osnoe (Delinquent Taxes), Nancy Matthews (Auditor) and Mr. Matthews, John Moore (Phone), Kevin Rice (Fire Chief), George Calver (VT Standard), Cynthia Hewitt (SB Assistant)

1. Call to Order: 7:05
2. Public Comment: None
3. Review of Agenda: Add Jon Harrington, Cloudland Road Culvert, Equipment
4. CD
5. Recurring Items:
  - a. Approval of 12/10/2019 Minutes. (Scott asked Cynthia to check for any motions/votes that were not reported). (The only motion was to change the RFP for Howe Hill Culverts)
  - b.
  - c. Warrants for approval

19602	\$16,163.20	Payroll
19063	61,543.69	Accts Payable
19061	6,507.57	Accts Payable
6. Business Items for Discussion or Vote:
  - a. Road Foreman's Report: With the good weather forecast, Jim plans to work on cleaning up wood, etc. Truck 2 needs brakes replaced. He has achieved 3/8 stone for \$14.40/ton vs the original quote of \$21. He has researched green salt and found it is 84% less corrosive and contains a rust inhibitor. There is a problem with the floor drains at the garage, was given the go-ahead to call Roto-Rooter.
  - b. Karen Hewitt Osnoe was here to get Selectboard approval for 10 tax liens for delinquent taxes. Emily moved that Karen be authorized to serve personal liens for the following: Frank seconded and thanked Karen for her diligence.
    1. Levinson Parcel 4608 2012-2020
    2. Keith Parcel 3704 2016-2020
    3. Clifford Parcel 2302B 2013-2020
    4. Fobes Parcel 0137 2019-2020
    5. Donovan Parcel 0124 2016-2020
    6. Carpenter Parcel 190.AL 2012-2020
    7. Linsley Parcel 0702 2017-2020
    8. Daniel Lewis, Deborah Thompson, David Lewis (3)
      - a. Parcel 4801D 2018-2020
      - b. Parcel 4801 2015-2020
      - c. Parcel 4801B 2017-2020

- d. Jon Harrington – Howe Hill Project. Jon suggests the culverts be included in the overall project, but to be done earlier. Jim prefers them done by May 1, and that the gray pipe is used vs. black pipe. Jon brought new draft plans and specs. The plans and specs will be similar to that used for the Sharon RFP. Caleb from Pike can treat this as a joint project with separate costs – a two bid package to be done concurrently. Sharon is having their budget meeting Friday morning. John Moved and rank seconded, unanimous vote, to include the culverts within the RFP. Frank moved and Steve seconded to amend the scope of the services for Horizon Engineering to include attendance at bid opening, assistance in design questions, addendums, etc. This will be a maximum of \$12,000. Unanimous vote.
- e. Capital Planning Committee. John Moore joined the meeting by phone. Scott circulated a report from the committee and he and John presented the recommendations, which included building repairs/renovations ( $\pm$  \$127,000) and also discussed the Highway capital plan, which can be done by either a flexible funding plan or fully funded reserve fund. Emily requested this discussion be postponed to after the budget and after committee has a chance to review the documents (rec'd 4:40 pm, 12/18/2019.) Discussion tabled to 01/08/2020.
- f. Employee Pay Raises. John moved and Steve seconded the following raise for Justin: \$1.05 for cost of living and \$1.05 based on performance and abilities, effective 01/01/2020. Scott would like to scale salaries and increases based on the VLCT compensation survey; motion was amended by Scott, seconded by John to reflect VLCT rates; unanimous.
- g. A 6-month vehicle reserve CD is up for renewal on 12/22/2019. Since the new trucks will not be ready within the next 6 months, Frank moved and Steve seconded renewal of the CD. Passed.
- h. Energy Coordinator: Nick Clark would like the Energy Coordinator Proposal to be included as a warning for Town Meeting. Frank moved and John seconded that the hiring of an energy coordinator (part time, overseen by Two Rivers) be presented as a separate article for the voters to decide. Dollar amount to be determined. Passed.
- i. Kevin Rice, Fire Chief, asked permission to use some of the Fire Department reserve to purchase new radios and other personal protection equipment. The No Pomfret station needs to be stained. The private money the Department collects is going towards a mini pumper. Emily reminded him the town had promised \$100,000 towards this end. Frank moved and John seconded that Kevin be authorized. Unanimous. Reserve funds may also be used for the Repeater project.
- j. Highway Budget: Continued discussion of highway budgeting and fund balance transfers:
  - Transfer to communications reserve \$8000.00
  - Transfer to highway paving reserve \$90,000.00
  - Transfer to building reserve \$38,381.00

Used to offset taxes \$40,000.00

Emily moved, Steve seconded. 4 ayes, 1 opposed. Passed

- k. Steve moved and John seconded adjournment at 9:20 pm. Unanimous

December 27,2019  
Draft Minutes  
Special Select Board Meeting

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

PUBLIC: Neil Lamson (Lister), Cynthia Hewitt (Select Board Assistant)

1. Call to Order: Emily called the meeting together at 6:05 pm
2. No Public Comment
3. Review of Agenda: Need to budget the fund balance and decide what to do with Dolan contribution in lieu of taxes. Emergency services.
4. Business Items for discussion or vote
  - a. Emergency Services: Kevin Rice, according to October minutes, was investigating and to get back to the board re: contracting with the town of Hartford for emergency services for the far reaching No Pomfret residents (i.e., Handy Road, Clay Road, Joe Ranger, etc.). He has not yet reported back. John suggested this be pursued.
  - b. Dolan Contribution. Emily believes some of the Dolan contribution should be set aside in a special fund (i.e., Vanguard Acct as the Trustees of Public Funds have used) vs consigning it all as income. Emily moved and Steve seconded that all of the contribution be left as income for this year and the board can discuss and decide what to do in the future; this motion failed to receive a second. Frank moved and Scott seconded that only \$10,092 be recorded as income as that is the amount that represents forgone tax revenue. The remaining \$10,000 will not be used as income in the budget and the board will later consider other options on how best to utilize the amount of the contribution that does not represent forgone tax revenue. The motion passed 4 ayes, 1 abstained.
  - c. The current Fund Balance stands at \$176,381. Frank moved and John seconded the following distribution of the FY19 Surplus:

1) \$50,000	Offset taxes
2) 90,000	Paving fund
3) 8,000	Communication reserve
4) 28,381	Building reserve
- 4 ayes, 1 opposed.
5. Frank moved and Steve seconded adjournment at 7:34.

January 8, 2020

## Draft Minutes Pomfret Select Board Meeting

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

Members of the Public: John Moore (Planning), Orson St. John (Planning), Nelson Lamson (Planning) Alan Blackmer (ZBA), Ben Brickner (Auditor, ZBA), Nancy Matthews (Auditor), Neil Lamson (Lister), Jon Harrington(Horizon Eng.), Cynthia Hewitt (Select Board Assistant)

1. The Public Hearing was called to order at 6:09:pm
2. Public Comments: None
3. Public Hearing, Zoning Regulation Revisions. called to order at 6:09pm.

The Planning Commission submitted a Draft Zoning Ordinance to the Select Board on November 5, 2019. The January 8, 2020 hearing was scheduled and warned at that time. Nelson Lamson, John Moore, and Orson St. John were in attendance to answer any questions. Alan Blackmer praised the document and felt the Planning Commission had done a great job and presented a strong document. He would, however, prefer some stronger language granting authority and enforcement to the ZBA – and suggested the following edits:

*Section 1.3.2 (p. 2):*

*#5 "Decisions made by the ZBA are final and become law. They may not be overruled by any individual or Town Board."*

*Decisions may be appealed to the ZBA or to the Environmental Division of the Vermont Superior Court." (N.B. This information is further detailed in 6.7.1 in Appeals and Appeal Procedures) (p. 38)*

*Section 12 of the 1975 Zoning Bylaws Violations and Penalties (Enforcement)*

*"Any person who violates any provision of this ordinance may be fined not more than \$50 for each day the violation is in effect, provided, however, that the offender must have had at least 7-days-notice that a violation exists. This notice shall be sent to the offender by certified mail, return receipt requested.*

*[The logical place to insert this statement is after the second paragraph of 6.6.3 on p.37]*

Mr. Blackmer went on to stress the significant importance of the committee, whose decisions become law. He would like all appeals to take the same direction, to be processed via the state statutes.

It was agreed that the Zoning administrator needs to be vigilant in bringing residents into compliance, perhaps more money should be budgeted to increase the ZA's work hours.

Mr. Blackmer also asked for clarification regarding signage in the town. Mr. Brickner and Mr. Moore provided the clarification. Mr. Blackmer also suggested

there may one day be a complaint of smoke pollution and wondered how that would be disputed. He was assured that the VT EPA would likely handle such a situation. Frank raised the example of brush burning. As the fire warden, he once had to call the health officer in for such smoke pollution.

Nancy Matthews had questions regarding set-backs, mixed-use permits, precedents, and waivers. Her questions were addressed by Misters Moore, Brickner, and St. John.

Scott asked if this ordinance is compliant with Two Rivers' Regional Plan. Mr. Brickner reported that Atty. Joe McLean had reviewed the documents and yes they are in compliance.

1. John Peters moved for adjournment of the Zoning Hearing at 7:49 pm.
2. Select Board Meeting was called to order at 7:49 pm
3. Public Comment – None
4. Review of Agenda: Emily stressed that we must settle Howe Hill, Cloudland, Truck Pricing, Silo Distilleries, and the Capital Planning tonight.
5. Howe Hill – Jon Harrington presented his Engineering Contract Change of Scope #2. He included a spread sheet with updated plans, engineers estimate, addition of some culverts, and tech specs. Sharon and Pomfret have agreed to the #2 option of submitting two contracts but at the same time, to be considered one job. We have agreed to accept the lowest possible combined bid. Frank moved and John seconded this plan be accepted. Unanimous vote.
  - a. Emily attended SB meeting in Sharon this week. They wish to begin the project by June 1, and finished by August 15. The road will be closed. Culverts will be done 30 days in advance to assure they settle properly.
  - b. Bids will go out next week and will go to Sharon, due by 02/13/2020 at noon. There will be a pre-bid conference on 01/22/2020 at 10 am asking bidders to drive the road. Jimmy and the Sharon foreman will be in attendance, as will Jon Harrington. It was suggested at least one member of the Select Board also attend.
  - c. Jon will tabulate the bids, analyze, and present a spread sheet outlining all options.
  - d. The plans follow VTrans design standards. The bottom line is \$613,195.
6. Cloudland Road Project. Proposals from Horizon Engineering and Willis were reviewed. John moved and Steve seconded that the Board approve Horizon. Unanimous decision.
7. Truck Prices. Steve has heard back from the provider and learned that the trucks are now coming through with much better seats. This causes a price increase of \$1100 per truck. Frank moved and Emily seconded that high-quality seats are not a frivolous expense; passed.
8. Budget. Emily stated that the only change to the budget is an increase in the Ottaquechee Health foundation contribution to \$2500. Ben explained some changes in wording, i.e., removing the words “transferred to” for some items; and there is a new state mandated “land records maintenance reserve” item. After some discussion John moved and Steve seconded that we adopt the 01/08/2020 budget as presented. The motion passed with a vote of 3-2. Scott indicated the presented budget reflected a policy change and that the

past 3-years-worth of budgets would need to be restated to reflect such; the auditors disagreed.

9. Capital Plan. John Moore comment on the Capital Highway Reserve Options, i.e. the Flat Plan vs. the Flex Plan. To understand better how the Flex plan might work in practice he created spread sheets spreading out the life of, for instance, a grader, over a 25-year period. He researched notions of leasing equipment vs. buying, financing purchased (difficult since loans generally offer limited terms (5-7 years max.). The concept of future taxpayers having to pay for half of the purchase price was discussed. John's conclusions were to strongly urge the SB to consider getting back on track with a fully funded capital plan. This plan will provide true flexibility with reserve balances sufficient to allow changes from time to time. Scott feels that the way the town operates the highway department may very well change in the next several years, as have other departments, for instance, we may be leasing equipment and/or sharing equipment vs buying new equipment. Emily opined that no matter what plan was put into place, the town should consider the expense as a monthly rent or lease payment; no matter the age of said grader, it still costs us to have it, constantly. Discussion and decisions were tabled.
10. Frank moved and Emily seconded and all approved payments of the following Warrants:

a. 19070	\$50,9814.58	Accts payable
b. 19069	3,772.69	Accts payable
c. 19068	9,568.29	Payroll
d. 19065	952.85	Accts payable
e. 19064	6,317.57	Accts Payable
11. Emily moved and Scott seconded to approve two Silo Distillery catering permits for 01/10/2020 and 01/17/2020. Unanimous.
12. Scott moved and Steve seconded for Adjournment at 9:55 pm





**State of Vermont**

**Division of Policy, Planning and Intermodal Development - Mapping Section**

219 North Main Street

Barre, VT 05641

<http://vtrans.vermont.gov>

Telephone: 802-622-1289

Email: [Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)

**Agency of Transportation**

Chair, Selectboard  
Pomfret, c/o Town Clerk  
5218 Pomfret Rd  
North Pomfret, VT 05053

January 2020

TO: TOWN / CITY / VILLAGE CLERK AND SELECTBOARD / ALDERMEN / TRUSTEES

Enclosed is your 2020 **Certificate of Highway Mileage**. This Certificate must be completed in order to determine your town's share of state aid for town highways for Fiscal Year 2021, and to ensure that your Town Highway Map remains current. Please note there will be no additional opportunities to submit town highway changes before the 2020 statutory deadline for mapping all Class 1, 2, 3 and 4 Town Highways and Legal Trails, as specified in 19 V.S.A. § 305(c).

Changes in mileage or highway classification, including any additions, alterations, or discontinuances made by your selectboard this past year, should be entered on this certificate. If there are changes that occurred before this past year that we have not shown on the Town Highway Map, please let us know so we can update our maps.

In filling out the Mileage Certificate, it is important to:

- >> Enter mileage and classification changes on PART I and PART II of the Certificate.
- >> Provide supporting documentation sufficient for the Mapping Section to:
  - Map the change
  - Verify the mileage
  - Demonstrate the change was made according to State statute
- >> If you have no changes, you may simply check the box in PART II of the Certificate.
- >> Always sign Part III - Town Clerk, Selectmen, etc.

Please refer to the enclosed instructions, checklist, and guidelines as needed. We have also included a reduced size copy of your current Town Highway Map and a Certificate of Completion and Opening should you need it to document new town roads. Additional information and copies of these enclosures can be found at: <https://vtrans.vermont.gov/planning/maps/mileage-certificates>.

To effectively process all the mileage certificates in a timely manner and to assure the completion of the mileage summaries, it is important that towns submit the certificates on time. **Certificates must be postmarked on or before February 20, 2020. Certificates that are postmarked after February 20, 2020 may not be processed.**

After the Agency has approved and signed the certificate, we will send you a copy. Please contact me if you have any questions.

Sincerely,

*Kerry Alley*

Kerry Alley  
Mileage Certificate Specialist

Enclosures

