

February 5, 2020
Pomfret Select Board Meeting
Minutes

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

Public: Neil Lamson (Lister) Jim Potter (Road Foreman), Ellen DesMeules (Treasurer), Cynthia Hewitt (SB Assistant)

1. Scott Woodward, acting as the Chair for the meeting, called the meeting to order at 6:04pm
2. No public comment
3. Review of Agenda: The board unanimously approved the following changes to the published agenda: (1) removed HR Follow-up and PACIF grant for smoke detectors for the Town Hall and Library, (2) added renewal of CD for Highway Vehicle Reserve, SILO Distillery catering permit, Update on Radio Repeater and further action on Zoning Regulations. John Peters moved and Frank Perron seconded changes to the agenda. On a roll-call vote, the motion carried unanimously.
4. Recurring Items
 - a. CD renewals – Ellen has made the following suggestions regarding upcoming CD renewals in anticipation of truck purchases: use the \$73,100 in this year’s budget, A CD for that initial amount at Mascoma (matures July 21) and CD at MACCU for \$27,500 that matures June 1, and another one at Mascoma of \$60,700, that would amount to \$234,400. That would allow you to make a small withdrawal from the CD coming due at Bar Harbor on Feb 19 (say \$20,000) and roll that CD for another year. And also renew the other CD at Bar Harbor (about \$111,000) you have still at least \$185,000 in CDs toward future trucks. Best rate is 1.75% from Mascoma. Emily moved and Frank seconded permission to Ellen to make these arrangements. Passed.
 - b. Approval of 01/08, 01/15, 01/21, & 01/25/2020. John Peters moved and Steve Chamberlin seconded approval of the minutes. Upon discussion of the motion, Scott Woodward read changes to the 1/8 minutes and will send those changes Cynthia Hewitt for the final minutes. On a roll-call vote, the motion carried unanimously.
 - c. Warrants for Approval: John moved and Steve seconded payment of the following warrants. Motion passed

19080	\$36,560.12	Accts payable
19075	11,485.22	Payroll
19076	39,793.24	Accts payable
 - d. On discussion of expenditure related matters, the Fire Department requested advanced approval for Ellen to cut a check to pay for lock replacements at the fire station in the amount of \$1,063.25. John Peters mentioned that the unwritten policy of the fire department was that building expenses would be covered by the Fire Department instead of the Town. Emily noted that if this expense causes the Fire Department to exceed their budgeted expenses, then the Fire Department would run out of money. Frank Perron moved and Steve Chamberlin seconded that the board

approve in advance that the Town Treasurer cut the check before the invoice is approved on a warrant signed by Selectboard. On a roll-call vote, the motion carried with three votes in favor (Emily Grube, Frank Perron and Steve Chamberlin) and two opposed (John Peters and Scott Woodward). Emily Grube also noted that the Town had received a \$2,000 donation for the FAST Squad. Upon discussion, it was clarified that the Treasurer would cut and issue the check to the FAST Squad for the donation.

5. Business Items for Discussion or Vote

- a. Road Foreman's report: Jim presented an estimate for garage door repairs from Keith Manney, Overhead Door of Rutland in the amount of \$1500. Emily moved and Frank seconded approval of this estimate. Frank suggested the replacement of the doors be considered. Unanimous. Jim asked about necessary garage repairs and Emily assured him this was underway. She has a contractor coming to give an estimate and will contact others as well. Jim and crew have started removing dead trees from the roadways. GMP will be taking out 14 on Howe Hill and Labounty Rd. Sy Benoit will also remove more complicated areas; Land owners are entitled to the wood for live trees, but the Town will offer the wood of both dead and live trees to property owners. Jim Potter also mentioned that the surplus reserve of brown sand is all that's left for the season after the next order and last order.
- b. Radio Repeater - John Peters reported that the radios have been reprogrammed re-programmed by the vendor. One radio in Truck #3 is not working and will need to be replaced. Frank Perron moved and Steve Chamberlin seconded that John Peters place an order to purchase a replacement for the radio in Truck #3 for an amount up to \$500. On a roll-call vote, the motion carried unanimously.
- c. Listers' Certificate. Steve moved and John seconded approval of the certificate of correction for the tax assessment of the Rand property on Broad Brook Rd, reducing the tax assessment by \$10,000. Neil explained this is necessary in order to set the Grand List, which cannot be done if there are any pending appeals. On a roll-call vote, the motion carried unanimously.
- d. Cloudland Structures Grant: Jon Harrington is preparing the preliminary documents. Deadline of 04/15/2020.
- e. Nancy Nutile McMenemy requested permission to hold the Covered Bridge Half Marathon, with mandatory road closures on the Stage Road, on 06/07/2020. The race organizers will notify residents, place appropriate announcements in the paper, arrange traffic control with the Sherriff, and submitted their certificate of insurance. John moved and Frank seconded; On a roll-call vote, the motion carried unanimously. Emily will notify Ms. McMenemy.
- f. Howe Hill Project Performance Bond Jon Harrington of Horizon Engineering (the Town's consultant) suggested that add an option to include a performance bond in the bid package for the Howe Hill Rd. project if we felt we needed one. Emily Grube attended the Sharon Selectboard meeting on Monday and they are in agreement to include a performance bond in an amendment to the RFP. Emily Grube moved and Frank Perron seconded. On a roll-call vote, the motion carried unanimously.
- g. "To Do" items for after Town Meeting. Scott Woodward suggested we start identifying topics for the organizational meetings – i.e., signing authority, appointments, etc. He will work up list of items and post an Excel spreadsheet on Sharepoint.

- h. Permission for ZBA's request for consultation with Atty. McLean. Ben Brickner has requested permission to contact legal counsel in re: Teago Store Hearing (which is currently recessed). The ZBA needs to consult an attorney in regard to findings of fact. Emily Grube moved and John Peters seconded that the board approve the ZBA to seek legal counsel from Stitzel, Page and Fletcher. On a roll-call vote, the motion carried unanimously.
 - i. Approved amendments to proposed Zoning Regulations. Further action is necessary prior to warning the 2nd Zoning Ordinance Hearing subsequent to the changes to the proposed zoning regulations that the Selectboard approved on January 15th. Scott Woodward noted that there's a statutory process that must be followed when substantial changes are made to the proposed regulations after the Selectboard's hearing. Emily Grube anticipates the reply letter from the Planning Commission on this matter. She expects necessary language changes for light industrial/heavy industrial areas as well as standards for noise levels.
 - j. Frank moved and John seconded approval for Silo Distilleries catering permit for a reception at Artistree on 02/25/2020. Carried.
6. Meeting Wrap-Up
- a. Selectboard Correspondence: Selectboard Correspondence: Pomfret was selected by the Department of Public Safety (VT) (DR 4330) to undergo an audit re: 06/2017 FEMA report. Scott Woodward attended the initial audit review in Waterbury on 2/5. The Dept. of Public Safety will issue a follow-up letter in about a week outlining areas where the Town is compliant, non-compliant and where the Town could benefit from "best practices." Scott Woodward will provide requested documents to DPS. Once the letter is received, the Town will have 45 days to respond. The DPS noted that the Towns Conflict of Interest Policy will need to change to comply with Federal procurement requirements. Scott also noted that we will need to submit our Pay Policy to the DPS.
 - b. Assignments: John Peters will make the purchase for a new radio for Truck #3. Scott Woodward will develop a spreadsheet to post to Sharepoint for things that will need to be done immediately following Town Meeting. Emily Grube will email Jon Harrington about including the option for a performance bond in the Howe Hill Rd. RFP amendment. Emily Grube will email Nancy Nutile-McMeneny with approval for the road closure for the Covered Bridges half marathon, and Emily will also email Ben Brickner with approval for the ZBA to consult with Attorney Joe McLean.
 - c. Agenda for Next Meeting: Our moderator, Kevin Geiger, will attend 02/19/2020 meeting for a pre-town-meeting review.
7. Frank moved, John seconded adjournment at 7:19 pm On a roll-call vote, the motion carried unanimously.

Respectfully submitted.
Cynthia Hewitt
Selectboard Assistant

