

## Town of Pomfret Selectboard Meeting Agenda

5238 Pomfret Road

No Pomfret, VT. 05053

Wednesday, July 15, 2020

Executive Session 6:30 pm Regular Meeting 7:00 pm

| Agenda                                 | Presenter | Time Frame |
|--|-----------|------------|
| 1. Call to Order                       | Chair     | 6:30       |
| 2. Executive Session                   |           |            |
| 3. Adjourn Executive Session           |           |            |
| 4. Call to Order Regular Meeting       |           |            |
| 5. Public Comment                      |           | 7:00       |
| 6. Agenda Review                       |           |            |
| 7. Recurring Items                     |           |            |
| a. Approval of 07/01 & 08/2020 Minutes |           |            |
| b. Warrants for Approval               |           |            |
| c. Road Foreman's Report               |           |            |
| 8. Items for Discussion or Vote        |           |            |
| a. Howe Hill                           |           |            |
| b. Opening of Truck Bids               |           |            |
| c. Travel Restrictions                 |           |            |
| d. Set the Tax Rates                   |           |            |
| e. Treasurer's Report                  |           |            |
| f. Delinquent Taxes                    |           |            |
| g. FY19-20 Financials                  |           |            |
| h. Conflict of Interest Policy         |           |            |
| i. Town Hall                           |           |            |
| j. Brick Building Repairs              |           |            |
| k. Open Meeting Law Changes            |           |            |
| 9. Meeting Wrap-U;                     |           |            |
| a. Select Board Correspondence         |           |            |
| b. Review of Assignments               |           |            |
| c. Agenda Items for Next Meeting       |           |            |
| d. Meeting Adjournment                 |           |            |

<https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2M0tpOE8zbjg2dz09>

Use the Above Link to Join the Zoom Meeting

Meeting ID: 953 9507 9923

Password: 306922

One tap mobile

+19292056099,,95395079923#,1#,306922# US (New York)

Selectboard Meeting Draft Minutes  
July 1, 2020

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gundersen

Public: John Moore (Planning Comm), Jon Harrington, Jim Potter (Road Foreman), Karen Hewitt Osnoe (ZBA), Richard Martin, Cathy Peters, Kevin Worden (Teago), Ben Brickner (Zoning; Auditor), Cynthia Hewitt (Selectboard Assist)

1. Emily called the meeting to order at 7:00 pm
2. No public comment
3. Agenda Review: Postpone Brick Building repairs; Change date of Truck RFP bids; add Kevin Worden Teago site visit; Scott clarified items b.VSP and c. Forest Fire Warden
4. Recurring Items:
  - a. Scott moved and Steve seconded approval of 06/17/2020 minutes; unanimous roll-call vote
  - b. Emily moved payment of the following Warrants; John seconded; unanimous roll-call vote. Ellen questioned the Stichel Page & Fletcher invoice.

|       |              |                  |
|-------|--------------|------------------|
| 19123 | \$ 18,416.16 | Accounts payable |
| 19126 | 6,330.13     | Accounts Payable |
| 20100 | 8,229.00     | Payroll          |
| 20101 | 91,346.94    | Accounts Payable |

c. Road Foreman's Report

The crew continues grading and ditching; their work stood up through the recent heavy rain. During the rainy days they have serviced and cleaned the loader and grader. Aprons are all swept. Uniforms have been ordered. Jim has gotten two quotes for a dumpster, will seek a third from ABLE prior to decision. Has arranged with Irving to no longer deliver heating oil, but will use the diesel tank to run the furnace. Keith Sawyer continues roadside mowing three days a week. Has done the south end of town. Has Cloudland to do. The refrigerator at the garage has quit; Jim was authorized to replace it. Richard Martin mentioned a wash-out on Howe Hill, Jim reported it was already fixed and explained it was silt, not mud, in the culverts. There have been washouts on Howe Hill from the heavy rains– they are working on repairs. They have finished up band-rail. Pike is scheduled to do final paving the week of July 13<sup>th</sup>. Jim ordered the culverts for Bunker Hill project and is seeking bids for ledge removal. Hope to do this the first week in August. Jim's annual review meeting is rescheduled to Wed, 07/08/2020 at 8 pm. Mr. Worden from the Teago project reports the completion of turning studies and that modifications to roadway are painted in, pedestrian suggestions are incorporated. The Board will carry out a site visit on Monday, 07/06/2020 at 6 am. Jim told Mr. Worden that Nate is very easy to work with. The Department of Natural Resources is determining the issue of running a waterline from Artistry, across Library property, and under the brook. Ellen has received two bills from Pike; Jim suggested paying the bills in full when the project is finished.

5. Items for Discussion or Vote

- a. Winter Maintenance Policy – John started editing this document a couple of years ago. The current policy is outdated. John will circulate the edited policy for discussion at the 07/15/2020 meeting.
- b. VSP contract renewal -- The VSP contract is the same as last year with no rate increase. Ellen reports that they have not yet spent all the budgeted money for last year. Scott moved and John seconded approval of the document. The VSP sends monthly reports of hours spent and specific officers. Scott suggested they be asked to also report what activities they provided. The Board would like to ask the police to patrol Bartlett Brook road for traffic violations such as speeding, unregistered vehicles, etc. Emily will make this request. Jim reports the citizens on Howe Hill are concerned about speeding on that new surface. Unanimous roll-call vote
- c. Forest Fire Warden. Emily received a recommendation from the State that Frank Perron be appointed the Fire Warden for a 5-year term. Frank is agreeable. Steve moved and Scott seconded this appointment. Unanimous roll-call vote. Steve has had several complaints of inability to reach Frank at times. Frank will be reminded to have explicit messages on the Fire Warden's answering machine to facilitate residents' needs. Recently the Fire Department was called to a fire at the former Biggs House which Spencer Schwenk had left unattended. Communication between Fire Warden and Fire Department as well as the dispatcher, needs to be improved.
- d. Conflict of Interest Policy. Emily pointed out two crucial sections had been eliminated in the current draft. Scott will attend to these and will present an amended policy at the 07/15/2020 meeting. He explained this policy was in compliance with Federal guidelines and language pertaining to grant submissions.
- e. Personnel Policy – The board has considered some changes in policy, as well as updating and eliminating inconsistencies in the policy. We will continue to examine and discuss.
- f. ZBA Certificate of Compliance. With the newly adopted Zoning Bylaws a Certificate of Compliance permit needs to be submitted for all ZBA and PC decisions. Ben Brickner helped to draft the Certificate (attached). Karen also suggested the fee schedule needs to be updated with increased costs. She will continue to research comparable towns and report back. Scott moved and Chuck seconded the town adopt the Certificate of Compliance for conditional use purposes; unanimous roll-call vote.
- g. Town Hall Rental. Emily provided the new Barnard provisions for rental of public spaces. We can have 50% of the fire standard recommended number of people (101). The renters will need to enforce Covid-19 restrictions. Do we need to use professional cleaners? Barnard only rents to legal resident or taxpayer. The Board considered whether or not we wanted to open our Town Hall. John suggested renting to only residents. The income from such was a total of \$450 for last year. The Hall is not really large enough to allow social distancing. Emily will check with PACIF re: liability issues and Covid-19 parameters. Discussion to continue.
- h. Road Ordinance. Dirt bikes are not included in the town ordinance. Dirt bikes are not considered ATVs by the State. They are motorcycles which can be registered; for use on public roads they MUST be registered. Emily will ask the VSP to patrol Bartlett Brook road to discourage current misuse by dirt bikes. John suggested lowering speed limits on dirt roads; this would entail a traffic study. More information is to be gathered for further discussion

- i. John moved and Chuck seconded to extend the deadline for opening truck bids to 07/15/2020. Unanimous roll-call vote.
6. Meeting Wrap-Up
  - a. Correspondence: The Planning Commission is working on a survey re: White River Watershed and adjusted flood plain maps. They welcome input from the Board. The Board of Natural Resources is working on Artistree/Purple Crayon/Teago plans.
  - b. Review of Assignments: Scott – Conflict of Interest Policy; Steve – John Morgan scheduled work on Garage; Emily – PACIF and VSP; look at Personnel Policy and Winter Maintenance
  - c. Agenda Items for Next Meeting: Brick Building repairs, Winter Maintenance and Personnel policies; Truck Bids; continuing Zoom meetings
  - d. Scott moved and Chuck seconded adjournment at 9:23 pm.

Draft Minutes  
Special Selectboard Meeting  
July 8, 2020

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

Public: Jim Potter (Road Foreman), Jon Harrington, Bill Emmons, Richard Martin, Cynthia Hewitt (SB Asst)

1. Call to Order at 7:01pm
2. No Public Comment
3. Agenda Review: John moved and Steve seconded addition of new State Covid 19 Travel Restrictions. Unanimous roll-call vote
4. Recurring Items
  - a. Warrants for Approval  
20002 \$121,824.76 Pike bills  
Emily moved and Steve seconded payment of these bills. Jon Harrington has signed off on them. Unanimous roll-call vote.
  - b. Road Foreman's Report  
Due to heavy rains, there is some erosion on Howe Hill where the band rail is installed. Jim and Jon met with Pike and the decision was made that Pike will supply labor and equipment, and the Town will purchase stone ( $\pm$  8 loads @  $\pm$ \$300 per). This will prove to be a better long-term resolution. Jim has Email confirmation of this arrangement. Steve moved and Scott seconded approval of this plan to remediate the storm damage erosion. Unanimous roll-call vote
5. Items for Discussion or Vote
  - a. Pike invoices (see 4a)
  - b. Howe Hill Project Remediation of Storm Damage (see 4b)
  - c. Assurance of Vendor Payments Howe Hill Project. Scott found appropriate language in the contract which will cover this issue regarding constructive liens. Going forward Jim would like to use a form to guarantee contractors pay vendors prior to our final payment. There were issues in the recent Cloudland project where subcontractors were not paid and Scott reminded of the Jay Peak endeavor. Jim and Jon thanked each other for the ease of working together.
  - d. Covid-19 Travel restrictions. John presented a weekly State issued map of travel restrictions in nearby states/counties, which would require mandatory quarantine upon return to VT. This could be particularly timely for 3-day weekends. Emily moved and Steve seconded that we adopt this resolution, i.e., employees check status of intended destination and are prepared to quarantine upon return. Unanimous roll-call vote. The map is upgraded each Friday and can be found at: <https://accd.vermont.gov/covid-19/restart/cross-state-travel>
  - e. Overtime. With the repairs and planned paving of Howe Hill Jim will be working overtime over the next few weeks (Fridays). The Board approved his taking compensatory time off vs. being paid for the overtime.
  - f. Future meetings via Zoom vs. Social Distancing at Town Office or Town Hall. Since there is no internet service at the Town Hall we cannot meet there. We may try to

have the Board meet at the Town Office with Zoom or conference call availability for the public. Continued consideration of this topic to follow

6. Meeting Wrap Up
  - a. No Selectboard Correspondence
  - b. Assignments. Finalize the Conflict of Interest Policy
  - c. Agenda for Next Meeting: 6:30 executive session for personnel reviews; Opening of Truck Bids; Brick Building Repairs

Financial Management Questionnaire - Vermont Auditor's Office  
Generic

|  | Yes | No | Don't know | By whom                              |
|--|-----|----|------------|--------------------------------------|
| Are all financial account records currently maintained by a single individual?       | X   |    |            |                                      |
| Are bank and ledger balances reconciled monthly?                                     | X   |    |            |                                      |
| Are checks always written to specified payees and not to cash?                       | X   |    |            |                                      |
| Does the same individual open the mail and deposit checks?                           | X   |    |            |                                      |
| Are unopened bank statements delivered directly to the treasurer as received?        | X   |    |            |                                      |
| Are pre-numbered checks used for all bank accounts?                                  | X   |    |            |                                      |
| Has any official borrowed money from the organization?                               |     | X  |            |                                      |
| Have board members attended financial trainings?                                     |     |    | X          |                                      |
| Are bank statements reconciled on a regular basis?                                   | X   |    |            |                                      |
| Does someone other than the treasurer review bank reconciliations?                   | X   |    |            | Auditors                             |
| Have there been any changes in authorized signatures during the fiscal year?         |     | X  |            |                                      |
| Has a signature stamp ever been used for any organization account?                   |     | X  |            |                                      |
| Are financial records maintained in a computerized system?                           | X   |    |            |                                      |
| Does the organization have written policies and procedures for financial operations? |     |    |            | procedures - yes policies - partial  |
| Does each board member have copies of these policies and procedures?                 |     | X  |            |                                      |
| Are checks written by the same individual who approves payments?                     | X   |    |            | treas assist usually prepares checks |
| Are bank accounts and fund balances reconciled on a monthly basis?                   | X   |    |            |                                      |
| Are you a participant in any business which does business with the organization?     |     | X  |            |                                      |
| Does the organization maintain separate running balances for each fund?              | X   |    |            |                                      |
| Are individuals with financial management responsibilities bonded?                   | X   |    |            | Through VLOT                         |
| Have you had a fraud or embezzlement in the last five years?                         |     | X  |            |                                      |

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of: Town of Pomfret, VT.

Preparer: (signature) Eileen DesMoules (printed name): Eileen DesMoules Title: Treasurer

July 10, 2020

Hi Cynthia, after talking with Emily, the decision and vote on tax rates will be on Wednesday's agenda. (The vote has to take place that night in order to comply with the tax due dates approved at town meeting.) The info on the various rates is below, and the SB already has this info. The only other issue to add is that the SB must decide to waive or impose the penalty for late homestead filings. This has been waived in the past because historically there are so few people who would pay it. And this year it should be waived because of all the delayed tax filing deadlines. Thanks, Ellen

**From:** Ellen DesMeules  
**Sent:** Wednesday, July 8, 2020 12:09 PM  
**To:** Neil Lamson <Neil.Lamson@pomfretvt.us>  
**Subject:** Tas rates

Hi Neil, Norm and I just tested tax rates for this year.

From the State: Residential rate 1.5735

Non-residential 1.5472

Using these rates for the 2 properties covered by Local Agreement, we got .0005 to generate \$1263.00

And using a rate of .3650 at the grand list value of \$2,527,708 would generate \$922,613; the amount to be raised in taxes at Town Meeting was \$922,493.

Will send those numbers to the SB, if they want to set rates at tonight's SB meeting.

Please let me know if you have concerns or enlightenment about any of this. Thanks, Ellen