

Town of Pomfret Special Selectboard Meeting Agenda
Town Offices

5238 Pomfret Road
 No Pomfret, VT. 05053
 Wednesday, August 5, 2020
 6:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	6:00
2. Public Comment		6:05
3. Agenda Review		
4. Enter Executive Session a. Personnel Review b. Adjourn Executive Meeting	6:00	
5. Call to Order SB Meeting	7:00	
6. Recurring Items a. Approval of 07/15/2020 Minutes b. Warrants for Approval c. Road Foreman's Report		
Items for Discussion or Vote a. Howe Hill b. Teago Store c. Delinquent Taxes – Karen Hewitt Osnoe d. Galaxy Hill Cut Out issue e. Truck Bids f. Conflict of Interest Policy g. Driveway Permit Lucot Starbuck Rd. h. Cost of Living Increase Road Crew i. Merit/Base Pay Raise Road Foreman		
7. Meeting Wrap-U; a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting d. Meeting Adjournment		

Join Zoom Meeting

<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>

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)

July 15, 2020
Selectboard Meeting
Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gundersen
Public: Ellen DesMeules, Frank Perron (Fire Warden), Jim Potter (Road Foreman), Kathy Peters, Jon Harrington, Cynthia Hewitt (SB Assistant)

1. Call to Order 6:30 pm
2. Executive Session Convened
3. Adjourn Executive Session 7:00 pm
4. Call to Order Regular Meeting 7:02 pm
5. Public Comment: none
6. Agenda Review: Ellen to open Truck bids; Open Meeting Law discussion (Zoom vs in-person meetings) Item K – future meeting discussion; Steve added John Morgan garage repairs after truck bids; Steve moved to accept agenda as adjusted, Chuck seconded. Unanimous roll-call vote
7. Recurring Items
 - a) Approval of 07/01 & 07/08/2020 minutes. Frank Perron commented on the minutes of 07/01, Item 5c. Re: editorializing without ability to respond, after Unanimous roll-call vote; delete rest of commentary. In Foreman’s report – clarify who is Nate. Frank asked if Teago plans are available to look at, Emily responded they were at Town Clerk’s office, also the markings painted on the site are very helpful. Emily moved Chuck seconded approval of the 07/01 & 08/2020 minutes with corrections as requested by Mr. Perron.
 - b) Emily moved and Steve seconded approval of the following Warrants

20004	\$ 7,111.60	Payroll
20005	41,147.84.	Accts payable

Woodstock ambulance service, uncollectable ambulance service bills, do not indicate who has not paid, due to HIPPA consideration. Emily would like to get further information. Unanimous roll-call vote
 - c) Road Foreman’s Report. Jim continues grading, has stopped ditching due to complaints. He wants to get going on the Bunker Hill projects. Knox and Schultz have given estimates on excavation of ledges, a two-day project. Schultz \$6500; Knox. \$6300. Emily moves that Jim contract with the bidder who can get the work done at the first possible date. Steve seconded. Unanimous roll-call vote. Mower has been repaired. Uniforms are received. Reflector strips replace need for vests. Brown Hardpack is priced at \$8.25 ton vs. \$13.75 for blue hardpack Jim says it is identical and thus this is a great price. Dumpster bids are the following: Able \$175; Cassella \$172; Moore \$150. Steve moved and Chuck seconded that Jim contract with Moore. Unanimous roll-call vote
8. Items for Discussion or Vote
 - a) Howe Hill Change Orders. There are two change orders pending. The first is in regard to the change of material for culverts; the second is for headwall changes due to ledge as well as a large sink-hole at the top of the hill which required box cutting. Emily moved Steve seconded payment of the orders. Unanimous roll-call vote. Jon

reported an overage of the engineering invoice due to prolonged project and his additional presence for quality control. The Board agreed that having him onsite was important. Jon does not expect any further change orders. M&W compaction studies were excellent. Jim is very happy with the culverts – no settling has occurred.

- b) Truck Bids – Ellen opened the bids and sent copies to the board. There were 2 from ATG, 1 each from Clark and J&B. Steve, John, and Jim will collate them and report back at the August 8th meeting.
 - c) John Morgan Garage Repairs. Steve, Jim and John Morgan inspected the garage for necessary repairs and found more issues which need to be addressed immediately. It is apparent that the door posts have deteriorated so that the overhead door tracks are supporting the building. There are broken braces in the salt shed. Additional trim needs to be replaced. Emily moved and John seconded that the additional \$3500 worth of repairs be approved. Unanimous roll-call vote. John Morgan will jack up the building, pour new cement peers, and repair the posts.
 - d) John will post the link for the State Travel restrictions to the web site. <https://accd.vermont.gov/covid-19/restart/cross-state-trave>
 - e) Tax Rates. John moved and Chuck seconded that the Town set the tax rate as follows: Residential rate; 1.5735 Non-residential 1.5472; Local .0005; municipal .3650. We will also waive the homestead late filing penalty. Unanimous roll-call vote
 - f) Treasurers Report: Ellen presented her year-end financial report. Chad Hewitt will be consulting with her on 07/24/2020 to verify and she will then present the budget figures.
 - g) Delinquent Taxes. Emily explained there are several delinquent tax bills, some of which began back in 2012, and which are approaching \$100,000. Karen Hewitt Osnoe has had no response from the owners. The Board needs to decide if we should initiate tax sales. Karen will be invited to the next meeting.
 - h) Conflict of Interest Policy – Scott has posted the completed document on the web site. Chuck will proof-read and the final policy will be presented for approval at the August 8th meeting.
 - i) Town Hall Rental. Emily received recommendations from VLCT/PACIF and it was decided to not rent the hall to the public. John moved and Emily seconded that the Town Hall will not be rented to the public until Covid-19 restrictions have been lifted. Unanimous roll call vote.
 - j) Brick Building Repairs. Emily moved and Chuck seconded the estimate from John Syme (\$2872.92 quoted in 2016) be accepted and the repairs commence. Unanimous roll-call vote.
 - k) Open Meeting Law –Steve moved and Chuck seconded that the Board continue to conduct Zoom meetings based on the increasing numbers of Covid 19 cases across the country. Unanimous roll-call vote
9. Meeting Wrap Up
- a) Select Board Correspondence: Cy Benoit got an Email from Timber Tenders to say they will begin the tree work. Emily received word from Two Rivers that their newly adopted regional plan is posted to their web site. <https://www.trorc.org/>
 - b) Review of Assignments: John, Steve, Jim collate truck bids; Scott complete Conflict of Interest Policy; Steve get start date from John Morgan as well as time estimate;
 - c) Agenda Items for Next Meeting: Invite Karen Hewitt Osnoe to discuss delinquent tax problem; Approve Conflict of Interest Policy; Truck bids
 - d) John moved and Scott seconded for Adjournment of Meeting at 9:05 pm.

TOWN OF POMFRET
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner CHARLES J. LUCOT Phone 802-356-2121
Address 435 STARBUCK RD N. POMFRET State VT Zip 05053

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the LEFT side of STARBUCK RD (E911 highway name) Town Highway No. 23

The proposed access will be located approximately _____ (ft./ mi.) from the intersection of this road with POMFRET (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

DRIVEWAY CENTER IS MARKED.

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90-degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at 29 this July day of July, 20 20.

Charles J. Lucot
Signature, Applicant or Applicant's Agent Applicant or Applicant's Agent's Name
(printed or typed)

Application fee of \$50. Received Date 7/29/2020 by [Signature]

Directions, restrictions and conditions:

18-inch culvert required yes no

Other restrictions or conditions

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this _____ day of _____, 20____.

_____ Road Commissioner _____ Chair, Selectboard

Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This _____ day of _____, 20____.

_____ Road Commissioner _____ Chair, Selectboard

Form adopted by Pomfret Selectboard June 21, 2017