

Town of Pomfret SPECIAL Selectboard Meeting Agenda
Town Offices

5238 Pomfret Road
No Pomfret, VT. 05053
Friday January 22, 2021
6:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	6:00
2. Public Comment		
3. Agenda Review		
4. Items for Discussion or vote		
a. Town Meeting Warning		
b. Approve Selectboard Narrative		
c. Approve Budget Narrative		
5. Adjournment		

- <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
Join Zoom Meeting via Mobile Phone +19292056099,,953950799233#,,1#306922
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

**WARNING
TOWN OF POMFRET
ANNUAL TOWN MEETING 2021**

The legal voters of the Town of Pomfret, Vermont are hereby warned and notified to meet at the Pomfret Town Offices, 5218 Pomfret Road, on Tuesday, March 2, 2021, between 9:00 AM and 7:00 PM, to vote by Australian ballot upon the articles of business listed herein.

An informational hearing to discuss the articles to be voted upon will occur via Zoom pursuant to Act 92, on Saturday, February 20, 2021, beginning at 9:00 AM. Instructions for joining the informational hearing appear at the end this Warning.

The legal voters of the Town of Pomfret, Vermont are further notified that voter qualification, registration and absentee voting relative to said voting by Australian ballot shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. For more information, please visit <https://sos.vermont.gov/elections/voters/early-absentee-voting/> or call the Pomfret Town Offices at (802) 457-3861 during normal business hours (Monday, Wednesday and Friday, 8:30 AM to 2:30 PM).

1. To elect the following Town officers:
 - Town Moderator, 1-year term;
 - Town Clerk, 1-year term;
 - Selectboard Member, 3-year term;
 - Selectboard Member, 1-year term;
 - Selectboard Member, 1-year term;
 - Treasurer, 1-year term;
 - Cemetery Commissioner, 3-year term;
 - Cemetery Commissioner, 2-year term;
 - Lister, 3-year term;
 - Auditor, 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 3-year term; and
 - Trustee of Public Funds, 3-year term.

2. Shall the voters authorize the Treasurer to collect current taxes, pursuant to 32 V.S.A. 4791?

3. Shall the voters approve the combined budget for Fiscal Year 2022 of \$1,455,717 for general purposes (\$396,882) and for highway purposes (\$1,058,835), of which \$901,986 will be raised by current year taxes and \$487,661 by other sources?

Note: The amounts in this Article 3 are exclusive of the appropriations proposed in Articles [4 through 16]¹ below.

4. Shall the voters appropriate \$41,500 to the Abbott Memorial Library?

5. Shall the voters appropriate \$12,000 to the Pomfret Cemetery Commission?

¹ **Note to Draft:** To confirm article cross-references in final draft.

6. Shall the voters appropriate \$3,950 to the Visiting Nurse and Hospice for VT and NH in support of care provided in patients' homes?
7. Shall the voters appropriate \$3,800 to the Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) to be used for operational expenses to provide meals on wheels, transportation, wellness and social activities, medical equipment, and other Aging at Home support services to benefit Town residents?
8. Shall the voters appropriate \$300 to Woodstock Area Job Bank to connect local workers with local businesses?
9. Shall the voters appropriate \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County?
10. Shall the voters appropriate \$2,500 to the Empower Up - Windsor Central Mentoring Program (formerly known as the Ottawaquechee Community Partnership) to support their Mentor and Buddy Program?
11. Shall the voters appropriate \$750 to the Spectrum Teen Center for support of activities at the center?
12. Shall the voters appropriate \$900 to Pentangle Arts for providing artistic endeavors in the community?
13. Shall the voters appropriate \$400 to the Women's Information Service (WISE) of the Upper Valley for support of activities at the service?
14. Shall the voters appropriate \$2,500 to the Ottawaquechee Health Foundation (OHF) for funding and support for individuals with limited financial means to help meet critical health and wellness needs such as medical and dental care, eyeglasses, hearing aids, dentures, prescription co-payments and short-term caregiver services?
15. Shall the voters establish a reserve fund to be called the "Teago Village Fund" to be used to improve pedestrian and vehicular traffic flow in the village area of South Pomfret, pursuant to 24 V.S.A. 2804, and shall the voters appropriate the sum of \$10,000 from the General Fund to such reserve fund?
16. Shall the voters re-appropriate the \$45,056 unassigned General Fund balance at the end of Fiscal Year 2020 to offset current year taxes to be raised?
17. Shall the voters alter the manner in which the Collector of Delinquent Taxes is compensated from an annual stipend to an hourly rate to be determined by the Selectboard?
18. Shall the voters establish a reserve fund to be called the "Highway Equipment Reserve Fund" to be used to fund purchases of highway equipment, pursuant to 24 V.S.A. 2804, and shall the voters re-appropriate the balance in the existing Equipment Sinking Fund to the new Highway Equipment Reserve Fund?
19. Shall the voters require that taxes be paid in U.S. funds in two installments, pursuant to 32 V.S.A. 4773, and that the first installment of such taxes be due and accepted at the Treasurer's office on or before 2:30 PM on August 20, 2021, and that the balance be due at the same location on or before 2:30 PM on February 4, 2022, and that interest on overdue taxes be

charged at 1% per month pursuant to 32 V.S.A. 4873, and that all delinquent taxes be subject to an 8% penalty pursuant to 32 V.S.A. 1674?

Dated this [22nd] day of January, 2021,
by the Selectboard of the Town of Pomfret:

Emily Grube, Chair
John Peters Jr., Vice-Chair
Steve Chamberlin
Chuck Gundersen
Scott Woodward

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AUSTRALIAN BALLOT
INFORMATIONAL HEARING INSTRUCTIONS

An informational hearing to discuss the articles to be voted upon will occur via Zoom pursuant to Act 92, on Saturday, February 20, 2021, beginning at 9:00 AM. You may join this informational hearing by telephone, computer or smartphone as follows:

Computer or Smartphone

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

Landline or Mobile Phone

Dial (301) 715-8592. When prompted, enter Meeting ID 953 9507 9923 and Password 306922.

Select Board Narrative

It has been a year like no other. The Selectboard has not met face to face since March, but we have adapted to meeting by Zoom and the Town's business has been carried on.

With the help of a \$175,000.00 paving grant we completed the Howe Hill paving project in cooperation with the Town of Sharon.

Our road crew replaced culverts and repaired ditches on Bunker Hill Road with a grant from the state. They also replaced a large culvert at the upper end of Caper Street.

We adopted the Planning Commission's new Zoning Ordinance, albeit without establishing noise standards. It was felt that with our hilly terrain it was not possible to establish a town-wide standard and not feasible to establish standards tailored to individual locations. That issue to be revisited upon further research and recommendations from the planning commission.

We temporarily closed the Pomfret Road from Stage Road to the north side of bridge #5 just north of the Teago General Store to allow the Teago General Store renovations to be carried out safely. Concerned about the Teago Volunteer Fire Department's ability to respond to emergencies, we met with Chief Kevin Rice on site. Chief Rice tested ingress and egress to and from the Fire House with the department's trucks and approved of the closing.

This closing required the re-routing of traffic at the intersection of Library Street and the Stage Road. The grassy triangle at that intersection, which has existed since horse and buggy days, was removed and two additional stop signs were placed on the Stage Road making the intersection a three-way stop. With the removal of the triangle, making the intersection more of a T, and the stop sign more obvious, traffic coming from the north seems more inclined to stop now rather than simply noting the stop sign in passing, and people also seem to be learning to stop at the Stage Road stop signs.

Among other things, we worked with a Human Resources consultant to identify needs of town personnel management.

Replaced sills and repaired clapboards at the Town Garage.

Painted the Town Garage.

Hooked the brick building up to the generator at the Town Clerk's Office.

Took delivery of a new tandem-wheel truck in December 2020, and are expecting delivery of two more trucks in the coming year.

Our thanks to those Pomfret residents who attend Selectboard meetings either in person or remotely, for the information, advice, and opinions you offer.

Minutes and recordings of Selectboard meetings are always available on the Town website, where you can read about what we are doing and/or listen to us at work.

FISCAL YEAR 2022 BUDGET NARRATIVE

The combined FY22 Town and Highway budget of \$1,535,296 is 2.5% lower than FY21's total budget of \$1,574,871. The FY22 budget represents a relatively flat budget compared to FY21, but is 4.4% above the five-year moving average of \$1,470,103. If all voted appropriations pass, the amount to be raised in taxes for FY22 will be 1.5% higher than FY21 (\$936,509 vs. \$922,493).

The General Fund finished FY20 with an unassigned fund balance of \$45,056 and the Highway Fund finished FY20 with an unassigned fund balance of \$60,070. Together, the total of the two unassigned fund balances is \$105,126. The unassigned fund balance in the General Fund arose from \$34,652 in greater than expected revenues and \$10,404 in lower than planned expenditures. The unassigned fund balance in the Highway Fund arose for a variety of reasons, including grant receipts and a FEMA reimbursement for Disaster 4330. The Selectboard proposes that voters approve re-appropriating both General Fund and Highway Fund unassigned fund balances toward FY22 expenditures.

Including voted appropriations, the proposed FY22 General Fund budget is 0.3% higher than the FY21 budget (\$476,461 vs. \$475,071) and \$19,948 below the five-year moving average of \$479,476. More substantial areas of increased spending include an \$8,800 allocation for unpaid ambulance bills, \$6,850 increase for Fire Department training and hose testing, a \$4,000 increase in pay for Karen Hewitt-Osnoe in her roles as Delinquent Tax Collector and Zoning Administrator, a \$2,500 appropriation to the Communications Reserve Fund, and a \$1,300 increase for town official liability insurance. These increases are offset by a number of reduced line items, including a \$12,000 reduction in police patrol, a \$5,120 decrease in the Fire Department's overall budget, and a \$1,000 decrease in maintenance costs for the Old Town Clerk's building. The board proposes to use the entire \$45,056 FY20 unassigned fund balance toward FY22 expenses.

The proposed FY22 Highway Fund budget is 3.7% lower than the FY21 budget (\$1,058,835 vs. \$1,099,800) and \$68,208 above the moving five-year average of \$990,627. The board proposes a number of increases, including \$116,400 in new capital appropriations for highway vehicles and the bridge/large culvert reserves, a \$26,435 increase in gross labor and benefits, \$13,100 in small equipment costs, and \$11,000 in material costs. These increases are offset by \$200,000 reduction in what will be needed for paving in FY22 and a \$7,900 reduction in garage maintenance costs. The board also proposes to use the entire \$66,070 unassigned fund balance in the Highway Fund toward FY22 expenditures.

As with the past several years, the board continues to do its best to limit the creation of surpluses at the end of each fiscal year. The board will continue to refine its budgeting process while focusing on those areas of the budget that warrant the greatest attention and need.

Emily Grube, Chair
John Peters, Jr., Vice-chair
Steve Chamberlin
Chuck Gundersen
Scott Woodward