

January 6, 2021

## Town of Pomfret Select Board Approved Meeting Minutes

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

Public: Ben Brickner (Auditor, Zoning), Jim Potter (Road Foreman), John Moore (Planning Commission), Cathy Peters, Kevin Geiger (Moderator), Nancy Matthews (Auditor), John Ricketson, Cynthia Hewitt (SB Assistant)

1. The meeting was called to order at 6 :02
2. Public Comment -- none
3. Agenda Review
4. Recurring Items
  - a) Approval of 12/23/2020 Minutes Item 4 needs to read Ottaquechee Health Foundation. Steve moved and Emily seconded approval of minutes with stated correction. Unanimous roll-call vote
  - b) Warrants for Approval

21051	\$ 13,726.20	Payroll
21052	17,129.02	Accts Payable
21053	11,447.82	Accts Payable

Steve moved and John seconded approval. Unanimous roll-call vote
  - c) Road Foreman's Report . Jim reports that the Gulf Rock Slide was repaired today. The head board on the new truck has a problem. Viking is aware and is responsible. The new truck saves at least one load per storm. It turns in the same radius as a 4wd truck. The cab is much quieter and more comfortable. Jim will check with Everything Printed and Mr. Arkright regarding adding the logo/lettering. Jim's new phone has arrived and Becky will program it next week. Cargill Salt is offering a new product, similar to Clear lane, which they are offering on a trial basis for \$74.00/ton. Steve moved and Emily seconded that Jim sign the paperwork for the town to take advantage of the trial. Jim will meet with the Park Service and the Forest Service re: culling evergreen trees, as well as seeking permission from land owners. The Forester was thankful that these permissions were being sought.
5. Items for Discussion or Vote
  - a) Carey Driveway – Jim attended the site visit and approves, as long as the driveway doesn't have to be any higher, putting pressure on the bridge. Ben explained that the Zoning Permit stated that they cannot raise the driveway. John moved and Steve seconded approval of the permit. Unanimous roll-call vote
  - b) Winter Road Maintenance – John has been editing the existing policy. Scott would like to include a map of routes; this is available on the website and Jim will update the map for inclusion. Jim would like the mailboxes set into the driveway so the mail carrier can get off the road. Work will continue on the document re: hours the crew might work during a storm, and setting a baseline of expectations for the public.
  - c) Kevin Geiger – Moderator. The Board needs to set a date for a required, informational meeting prior to Town Meeting to explain Australian Balloting, and to present the budget. The warning, the ballot, and the town report must be prepared

before the informational meeting. Emily moved and Steve seconded we use an hour of the regularly scheduled 02/17/2021 Selectboard meeting to answer questions. Scott moved and John seconded the informational meeting be scheduled on 02/20/2021 at 9 am. Unanimous roll-call vote. Emily moved and Steve seconded that John will increase the contract for Zoom for up to 300 participants prior to 02/17/2021. Unanimous roll-call vote

- d) Deadlines for candidates for office to file is 01/25/2021; they may withdraw up to 01/27/2021.
  - e) Scott mentioned the State Legislature has budgeted \$2 million to help finance the mail-in ballots.
  - f) Australian Balloting Procedure – Becky has gotten a template from the State for Preparing the Ballot. She will attend a webinar via VLCT as well
  - g) The Vermont Diesel Emissions Reduction Grants program could help towards the purchase of the new grader.
  - h) Dolan donation – Scott would like to determine if there are any limiting conditions on the Dolan donation. Emily will check with Kathleen. Scott suggests we get advice from an attorney – this was stated in the motion at the 12/23/2020 SB meeting.
  - i) Selectboard narrative – will finalize at next meeting
  - j) Budget narrative – will finalize at next meeting
  - k) Town Meeting Warning – will finalize at next meeting
  - l) Teresa Miele Draft – Scott circulated the first draft of Ms. Miele’s Personnel Handbook. This document is geared towards the employee and internal management procedures will be addressed in a separate document. One thing that. Needs clarification is the group insurance plan. He asked for feedback. Teresa will next tackle the Combined Time Off Policy.
  - m) Animal Control Officer – Scott has send out a draft list of duties, including asking the Humane Society to handle transport.
  - n) Pound Keeper. Scott reports that our previous “Pound Keeper” was Woodstock Animal Care. They have gone out of business. John stated the Kedron Valley Vet has replaced them. Scott will ask.
6. Meeting Wrap-Up
- a) Select Board Correspondence – Appointment of Town Health Officer, Certification of Highway Mileage
  - b) Review of Assignments – Emily call Kathleen Dolan, Dr. Hermann; Jim to certify Highway Mileage; Scott will look into grant opportunities
  - c) Agenda for Next Meeting – Town Meeting Warning, Budget Narrative, SB Narrative
  - d) Steve moved and :John seconded for adjournment at 8:45 pm. Unanimous roll-call vote.