

Town of Pomfret Selectboard Meeting Agenda
Town Offices

5238 Pomfret Road
 No Pomfret, VT. 05053
 Wednesday February 3, 2021

| Agenda | Presenter | Time Frame |
|--|-----------|------------|
| 1. Call to Order | Chair | 6:00 |
| 2. Public Comment | | 6:05 |
| 3. Agenda Review | | |
| 4. Recurring Items <ul style="list-style-type: none"> a. Approval of 01/06, 01/22, 01/25/2021 minutes b. Warrants for Approval c. Road Foreman's Report 5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Karen Osnoe, Delinquent Tax Sales b. Grader Bids c. Discussion and possible vote of EPA grant for Grader purchase d. Approval of notice for informational meeting for town meeting" e. Right of Way/Roadside Parking f. Town Offices Furnace g. Employee Handbook h. Permitting events for compliance with parking and emergency service response i. Conflict of Interest Policy | | |
| 6. Meeting Wrap-Up <ul style="list-style-type: none"> a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting d. Meeting Adjournment | | |

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.

Town of Pomfret
Special Selectboard Meeting
Draft Minutes
01/22/21

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

Public: John Moore (Planning Commission), Jim Potter (Road Foreman), Mr. Ayers (Standard), Cathy Peters, Nancy Matthews (Auditor), Ben Brickner (Auditor & ZBA), Becky Fielder (Town Clerk), Cynthia Hewitt (SB Asst)

1. Meeting was called to order at 6:01 pm
2. Public Comment: None
3. Agenda Review --Chuck asked to revisit the ballot decision. Add Zoom to agenda; Schedule Karen Hewitt for next regular meeting
4. Items for Discussion or Vote:
 - a. Town Meeting Warning – Becky sent a memo stating TM voting will be from 8 am to 7 pm. The Warning says 9 am. Scott moved and Steve seconded that the warning be changed to 8 am. Unanimous roll-call vote
 - b. Selectboard Narrative – Scott added a statement “and development of both an employee handbook and combined time off policy” to the description of Human Resource Consultant. Scott moved and John seconded approval of the narrative of said changes; unanimous roll-call vote.
 - c. Budget Narrative – Scott disagreed with the numbers as presented by Ben, which is different than we’ve done in the past. This is a policy-based issue and Ben and Scott agreed to work together to eliminate the problem. Emily moved. And Scott seconded the Narrative be approved with said changes. Unanimous roll-call vote
 - d. Balloting – the discussion of how to distribute ballots was continued. The Board wishes to do what is best for our town, and it was felt it was best to mail the ballots. A special meeting to revote is to be held. on 01/25/2021 at 6 pm via zoom
 - e. Steve wondered if John will need help managing the Zoom account on 02/20/21? John felt that Kevin Geiger, as Moderator, would be able to help with raised hands/questions, etc. As he did with the Zoning Hearing.
 - f. Karen Hewitt will be present at the 02/03/2021 meeting to obtain permission from the board to obtain an attorney who specializes in delinquent tax sales. She will be setting up three delinquent accounts for sale.
 - g. Scott Moved and Chuck seconded for adjournment at 6:40 pm

01/25/2021

Town of Pomfret
Selectboard Special Meeting
Draft Minutes

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

Public: Becky Fielder (Town Clerk), Tom Ayers (Standard), Jim Potter (Road Foreman),
Cynthia Hewitt (Selectboard Assistant)

1. Meeting Called to Order at 6:04 pm
2. Public Comment
3. Agenda Review
4. Item for Discussion or Vote
 - a. John moved and John seconded that the Board revisit the vote for sending Australian ballots to all registered voters. The motion passed 4 ayes to 1 nay, to have the ballots mailed. The school district will not send ballots; thus voters will have to ask for the school ballots.
5. Meeting wrap up. John moved and Scott seconded for adjournment at 6:10 pm.

**WARNING
TOWN OF POMFRET
AUSTRALIAN BALLOT INFORMATIONAL HEARING**

The Selectboard of the Town of Pomfret will hold a public informational hearing by electronic means on Saturday, February 20, 2021, beginning at 9:00 AM, to discuss the Australian ballot articles on the 2021 Annual Town Meeting Warning. Instructions for joining the informational hearing appear at the end this Warning.

Please review our “Informational Handout for Remote Public Hearings” at the end of this Warning to understand how this electronic hearing will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to [Cynthia Hewitt, Selectboard Administrative Assistant], at [cynthia.hewitt@pomfretvt.us].

To ensure smooth access, we recommend that you test your remote hearing software in advance of the meeting. If you have difficulty accessing the hearing, please call [(805) 534-9552] or email [cynthia.hewitt@pomfretvt.us].

AGENDA

| | Item of Business | Approx. Time |
|----|---|---------------------|
| A. | Call to Order | 9:00 |
| B. | Adjustments to Agenda | 9:05 |
| C. | Discussion of Article 1: <ol style="list-style-type: none"> 1. To elect the following Town officers: <ul style="list-style-type: none"> • 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. | 9:10 |
| D. | Discussion of Article 2: <ol style="list-style-type: none"> 2. Shall the voters authorize the Treasurer to collect current taxes, pursuant to 32 V.S.A. 4791? | 9:30 |
| E. | Discussion of Article 3: <ol style="list-style-type: none"> 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 | 9:35 |

| | | |
|----|--|-------|
| | <p>\$901,986 will be raised by current year taxes and \$487,661 by other sources?</p> <p><u>Note:</u> The amounts in this Article 3 are exclusive of the appropriations proposed in Articles 4 through 16 below.</p> | |
| F. | <p>Discussion of Article 4:</p> <p>4. Shall the voters appropriate \$41,500 to the Abbott Memorial Library?</p> | 9:55 |
| G. | <p>Discussion of Article 5:</p> <p>5. Shall the voters appropriate \$12,000 to the Pomfret Cemetery Commission?</p> | 10:05 |
| H. | <p>Discussion of Article 6:</p> <p>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?</p> | 10:15 |
| I. | <p>Discussion of Article 7:</p> <p>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?</p> | 10:20 |
| J. | <p>Discussion of Article 8:</p> <p>8. Shall the voters appropriate \$300 to Woodstock Area Job Bank to connect local workers with local businesses?</p> | 10:25 |
| K. | <p>Discussion of Article 9:</p> <p>9. Shall the voters appropriate \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County?</p> | 10:30 |
| L. | <p>Discussion of Article 10:</p> <p>10. Shall the voters appropriate \$2,500 to the Empower Up - Windsor Central Mentoring Program (formerly known as the Ottauquechee Community Partnership) to support their Mentor and Buddy Program?</p> | 10:35 |
| M. | <p>Discussion of Article 11:</p> <p>11. Shall the voters appropriate \$750 to the Spectrum Teen Center for support of activities at the center?</p> | 10:40 |
| N. | <p>Discussion of Article 12:</p> <p>12. Shall the voters appropriate \$900 to Pentangle Arts for providing artistic endeavors in the community?</p> | 10:45 |
| O. | <p>Discussion of Article 13:</p> <p>13. Shall the voters appropriate \$400 to the Women's Information Service (WISE) of the Upper Valley for support of activities at the service?</p> | 10:50 |
| P. | <p>Discussion of Article 14:</p> | 10:55 |

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|----|--|-------|
| | 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? | |
| Q. | Discussion of Article 15: 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? | 11:00 |
| R. | Discussion of Article 16: 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? | 11:10 |
| S. | Discussion of Article 17: 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? | 11:20 |
| T. | Discussion of Article 18: 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? | 11:30 |
| U. | Discussion of Article 19: 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? | 11:40 |
| V. | Discussion of Other Non-binding Business (if any) | 11:45 |
| W. | Adjournment | 12:00 |

Dated this [] day of February, 2021,
by the Selectboard of the Town of Pomfret:

Emily Grube, Chair

John Peters Jr., Vice-Chair

Steve Chamberlin

Chuck Gundersen

Scott Woodward

* * * * *

**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.

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**INFORMATIONAL HANDOUT
FOR REMOTE HEARINGS**

Remote Public Informational Hearing

The Australian Ballot Informational Hearing will be conducted remotely via electronic means. The public will be able to access and participate in the remote informational hearing by dialing in through telephone.

Accessing the Hearing

Please refer to the instructions at the end of the Australian Ballot Informational Hearing for information on how to access the Informational Hearing. Please note that whether you join by computer, smartphone, landline telephone or mobile phone, you may be put on hold or in a “waiting room” until granted access to the hearing. You also may be muted or restricted from using any chat function until the public comment portion of the hearing.

Participation

The Selectboard will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the hearing host/organizer will mute all participants. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Selectboard Chair.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment;
 - during any open public comment period, if applicable; and
 - other times as determined by the Chair.
- When a participant/attendee is unmuted, they must state their name before commenting.

When the Selectboard adjourns the hearing, the host/organizer will end the electronic hearing by turning off/closing the remote hearing software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the hearing will be made available in accordance with Vermont’s Open Meeting and Public Records Laws.

To learn more about Remote Public Hearings and the Open Meeting Law, please visit the Secretary of State’s Municipal Assistance webpage at <https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.

Ottauquechee Plumbing & Htg

Page 1

702 W Woodstock Rd
Woodstock, VT, 05091
802-457-1795

TO:

Town Of Pomfret
Pomfret VT.05067

| | |
|--|----------------|
| CONTACT PHONE(S) 457-3681 | DATE 1/2/20 |
| JOB NAME & LOCATION Boiler Replacement At Town Office | |
| E-MAIL ADDRESS | |

We hereby submit specifications and estimates for the following: (may be continued on subsequent pages, see page numbering above)

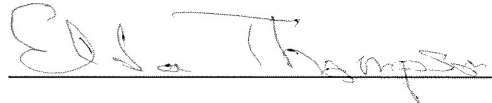
Remove existng boiler and dispose of Install
new Viessmann IOOW boiler
Change piping as needed
New neutraizer kit
Gas work included

We Propose hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:
FOUR THOUSAND NINE HUNDRED EIGHTY-FIVE DOLLARS 4 , 985 . 00)
dollars (\$

Payment to be made as follows:

As billed

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation Authorized from above specifications involving extra costs will be executed only upon written



Signature

orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Owner to carry fire, tornado and other necessary insurance. Our workers are fully Note: This proposal may be covered by Workman's Compensation Insurance.

days. withdrawn by us if not accepted within _____

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Signature: _____

Date of Acceptance: _____

BGY Diversified
28 durkee rd.
Strafford,
VT 05072

Estimate


| Date | Estimate # |
|------------|------------|
| 12/10/2020 | 95 |

| Name / Address |
|-----------------|
| ELLEN DESMEULES |

| Project |
|---------|
| |

| Description | Qty | Rate | Total |
|-------------|-----|------|-------|
| | | | |

| | | | |
|--|----|--------------|------------|
| ESTIMATE FOR REPLACING BOILER | 32 | 5,400.00 | 5,400.00 |
| VISSMANN VITODENS 100 HIGH EFFICIENCY CONDENSING GAS BOILER, EXHAUST & AIR INTAKE PIPING & FITTINGS, LOW LOSS HEADER (REQUIRED FOR WALL MOUNTED MODELS), AIR ELIMINATORS, EXPANSION TANK, ADAPTERS, PIPE & FITTINGS, CONDENSATE NEUTRALIZER, CONDENSATE PUMP, BALL VALVES, ELECTRICAL STOCK, HANGERS AND FASTENERS (INCLUDING TAX) | | 75.00 | 2,400.00 |
| 2 WORKERS FOR 2 DAYS LABOR | | | |
| THIS ESTIMATE IS BASED ON THE ASSUMPTION THE FLU PIPE DOES NOT NEED TO MOVE AND DOESN'T EXCEED 40 FEET IN LENGTH | | | |
| | | Total | \$7,800.00 |

| | |
|---|---|
|  IRVING ENERGY PROPOSAL AND SALES AGREEMENT 85 Mechanic Street Lebanon, NH 03766 Norm Beam Cell 802-952-9178 Toll Free 1-888-310-1924 | |
| Proposal Submitted To Name: Town Of Pomfret Street Address: 5218 Pomfret Rd City, state, Zip: N. Pomfret VT 05067 Phone: 802-457-3861 | Date of Proposal: 9-Dec-20 Account Number: 2100713 Location of Job: 5218 Pomfret Rd N. Pomfret 05067 Email: <input type="text" value="treasurer_omfretvt.u"/> |

We hereby submit this proposal to sell, install and place in operating condition at the described location, based on the specifications, terms and conditions set forth, the following equipment: IBC HC33160 high efficiency, condensing, propane boiler

Specifications:

We will deliver and install one IBC HC-33160 high efficiency, direct vent, propane fired hot water boiler. We will do all necessary boiler mounting, wiring, venting, gas connections, boiler water connections and labor to complete the installation. Also included are new circulators, a new concentric vent kit, and all necessary parts/fittings to connect this new boiler to the existing zone piping in the boiler room. We will hang the new boiler on the wall as discussed and pipe to the current heating pipes. We will remove and dispose of the existing boiler, All work will be done to code standards,

We propose to sell, install and place in operating condition, the equipment and materials in accordance with the specifications **\$ 9,660.00** for the total sum of:

Payment to be made as per the following selected payment option:

Cash Sale 30 day sale Wells Fargo Financing

Down Payment \$ 4,830.00 Balance Remaining 4,830.00

NOTE: This equipment proposal may be withdrawn by Irving Energy if not accepted within 15 days

NOTICE OF RIGHT TO CANCEL

You may cancel this transaction, without any penalty or obligation, within 3 business days from the date of acceptance. To cancel this transaction mail, deliver or fax a signed and dated notice of cancellation to

Irving Energy:
85 Mechanic St
Lebanon NH
03766

ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be made based on the selected payment method chosen above. I have read and agree with the attached terms and conditions. If I have selected 30 day sale or Wells Fargo Financing terms, I further acknowledge that financing options are contingent on credit approvals and I authorize you to obtain financial information from credit reporting agencies. MY date of birth is (MM/DD/YYYY) : _____.

Date of Acceptance:

Signature

Signature

Norman Beam

Irving Energy