

Town of Pomfret Selectboard Meeting Agenda

Town Offices

5238 Pomfret Road

No Pomfret, VT. 05053

Wednesday March 3, 2021

6:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	9:00 AM
2. Public Comment		
3. Agenda Review		
4. Recurring Items a. Approval of 02/17/2021 and 02/20/21 minutes b. Warrants for approval 21071 8427.28 payroll 21072 4.75 Tax refund 21073. 5030.64 Acct. Pay 21076 c. Road Foreman's Report		
5. Items for Discussion or Vote a. Selectboard Organization b. Adoption Rules and Procedures for Select Board Meetings c. Road Posting d. Grader Paperwork e. Credit Card Policy f. Furnace Replacement, Town Office g.		
6. Meeting Wrap-up 7. Select Board Correspondence 8. Review of Assignments 9. Agenda Items for Next Meeting 10. Meeting Adjournment	Chair	

- <https://zoom.us/j/95395079923?pwd=ZjBEEd3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
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Selectboard Meeting
Wednesday February 17 2021
Draft Minutes

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

Public: John Moore, Ben Brickner, Becky Fielder, Neil Lamson, Ellen DesMeules, Betsy Rhodes, Alan Graham, Cathy Peters, Jim Potter, Kevin Rice, Marge Wakefield, India, Nancy Matthews, John Ricketson, Cynthia Hewitt

1. Emily Grube called the meeting to order at 6:04 pm
2. Public Comment – none
3. Agenda Review: add warrant 21069, \$131.06, for a lost check.
4. Town Meeting Questions – Kevin Geiger If you wish to speak, raise your hand and address the moderator. State your name. Everything usually discussed at Town Meeting is on the Ballot.
 - a. Article 1 – Election of Town Officers
 - b. Article 2 – Allow the Treasurer to Collect Taxes
 - c. Article 3 Approve the combined budget for Fiscal 2022. Betsy Rhodes spoke to the confusion between the budget in the Town Report vs the Budget on the Warning. Emily explained that the social services appropriations had to be listed separately rather than lumped together. There is also a reserve fund involved.
 - d. Articles 4-14 Social Services Appropriations – The requested amount from each agency is the same as last year – none have gone up.
 - e. Article 15. Teago Village Fund. Betsy Rhodes asked for clarification re: these funds; rumor has it that Kathleen Dolan had donated to the town. Emily explained the donation in lieu of taxes for Artistree, which bestows \$10000 into an unrestricted reserve fund. The Selectboard made the decision to create the Teago Village Fund.
 - f. Articles 16-19. A sweep of the general fund.
5. Recurring Items
 - a) Approval of 02/03/2021 Minutes. Scott moved to adopt these minutes after moving discussion of EPA grant from 5a to 5c. Steve seconded. Unanimous roll-call vote.
 - b) Emily moved and Scott Seconded payment of the following Warrants for Approval

21065	\$	8903.62	Payroll
21066		1019.08	A/P
21067		910,155.06	A/P
21069		131.06	Lost check

Unanimous roll-call vote.
 - c) Road Foreman's Report – Please move the Grader bid Discussion up so Jim can leave earlier. The new 6-wheel dump truck has arrived and is running well. There is some paint on the windshield which will be removed by the experts on Friday. There is a bit of a problem with the rear axle which will also be fixed soon. Jim reports the new truck definitely save on salt. Jim also needs to deal with private citizens plowing snow across town roads. He will send a list to Cynthia who will write letters. Scott has provided the appropriate statute which is being disregarded. Jim will fit the.

Grader with a wing plow and push back the snowbanks. He asked if there is any preference in color when painting the logos on the new trucks. Some suggestions were dark blue and/or gold. Jim will get some samples to share with the Board. John has made arrangements for new radios to be installed in new truck. Scott mentioned that annual reviews of the crew needed to be performed before the end of the fiscal year.

6. Items for Discussion or Vote

- a) Grader Bid Situation – Scott was a bit uncomfortable with the recent grader bid process. He asked that Steve circulate the bid amounts in a report as was done with the trucks. Steve agreed to provide such document at the next meeting.
- b) Teago Liquor License – Standard annual review of Teago’s 2nd class liquor license. Scott moved and Chuck seconded that this be permitted. Unanimous roll-call vote.
- c) Application process for use of credit cards. John would like to see an amendment to the purchasing policy that anyone making purchases on behalf of the town has prior approval and submits paperwork in a timely manner. Nancy stated that the Financial Advisory Committee (Nancy, Ellen, Emily) already has a credit card policy written up. This will be presented at the next meeting.
- d) Conflict of Interest Policy – Revised – Scott presented the editing he completed in compliance with VLCT. He cleaned up some of the language. Scott moved we adopt the policy with stated changes; John 2nd. Unanimous roll-call vote.
- e) Continue Employee Handbook. Scott reports Teresa is very close to completing the handbook. She is cleaning up some language and such things as bargaining agreements. Jim approached Emily about using Presidents Day as a floating holiday. He worked on Monday and would like to use the holiday for a future date. Emily will check with Teresa about such policy.
- f) Town Services Officer – Sheila Murray has asked for a Job Description. She is reappointed and would like to know her duties. Emily suggested the other social service agencies might actually perform such duties. It was also pointed out that Kevin Rice, Fire Chief, had done an outstanding job taking over emergency services during the Covid disaster. Scott suggested Sheila be invited to a reorganizational meeting.
- g) Reappointment list of Town Officials. Emily stated that this would be undertaken by the new Board after Town Meeting. Scott will check with Lucy McKenzie about being the Pound Keeper and will circulate a list of all appointments to the Board.

7. Meeting Wrap-up

- a) No correspondence
- b) Review of Assignments - Steve – Grader prices; Jim, Cynthia -- Plow letters; Scott – Services Officer; Emily Furnace Vender questions; Nancy – Credit Card Policy
- c) Agenda for Next Meeting – Grader paperwork, Credit Card. Policy,
- d) Scott moved and Chuck seconded for adjournment at 8:18 pm. Unanimous roll-call vote.

Town of Pomfret Special Select Board Meeting
February 20, 2021

Town Meeting Information

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

Public: Betsy Rhodes, Elly Pizzani, Terry Kennison, Holly Strahan, Nick Goldsmith, Hull
Maynard, Patti Wickersham, Ann Raynolds, Priscilla Masicovetere, Nancy Matthews, Joanna
Long, Scott Milne, Billy Emmons, Alice Gundersen, India Mazzucco, Hillary White, Kevin
Rice, Marge Wakefield, Phil Dechert, Annie Bower, Deanna Jones, Jon Harrington, Margaret
Maynard, Ben Brickner, Sean Williams, Alan Graham, John Moore, Cathy Peters, Becky
Fielder, Cory Smith, Craig McRae, Neil Lamson, Cynthia Hewitt

1. Emily Grube called the meeting to order at 9:00 am
2. No public Comment
3. Town Meeting. Review – Kevin Geiger, Moderator – Please stay on mute until you are recognized; talk only to Kevin. No back and forth. Comments limited to one minute. Subject of the meeting is the Town Warning, in the Town Report.
 - a) Becky Fielder-- In-person voting is available on Tuesday, March 2, 8 am- 7 pm. Mask, hand sanitizing, and social distancing are required. Bring your ballot, mail slot, ballot box, or come in to vote.
 - b) Article 3 – Budget Figures. Follow up to Betsy Rhodes’ comments on the 17th regarding confusing budget figures – those in the warning do not match those in the town report p. 31 – Emily stated the Social Appropriations are listed separately in the warning because they had to be separate items in order to be sure each was considered vs considered as a whole. The amount of \$487661 is taxes already raised. Also, there is a general fund balance involved 45056 which has to be voted on.
 - c) Articles 4-14 – Social Appropriations were all the same amount as last year. Deanna Jones stated that the Thompson Senior Center has a robust aging at home support program focused during this pandemic. They served 1268 Meals on Wheels to Pomfret residents, twice the amount of last year.
 - d) Article 15 – Teago Village Fund – John Peters explained -- Kathleen Dolan, the Executive Director of Artistry, agreed to pay a donation of \$20000 in lieu of taxes for Artistree, a nonprofit organization. This bestows \$10000 into an unrestricted reserve fund, and \$10000 replaces that amount of taxes. The Selectboard made the decision to create the Teago Village Fund. The Board would like to use the money towards making the Pomfret Road, Stage Road Library Street safer for pedestrians and bicycle traffic. Need voters’ approval to establish a reserve fund. No formalized plans have been made regarding the intersection after Teago construction. Emily Grube stated that the board wishes to increase pedestrian safety in the area. Rita Seto from Two Rivers is helping with design. Billy Emmons asked how long this donation would last, John Peters answered it is for 10 years. Jon Harrington asked if the developer was paying for the curbing, access management, etc. Scott Woodward

answered yes. John Peters reported a mutually owned culvert, was partly paid by Pomfret. Elly Pisani asked if Teago was separate from Artistry – Scott Woodward answered yes.

- e) Article 15 -- An unassigned fund balance of \$45,056 will offset the current year's taxes. The Selectboard needs reauthorization to spend these funds.
- f) Article 17 -- Change the Collector of Delinquent Taxes compensation from stipend to hourly. Annie Bower asked the rationale for this change – it was explained that the stipend did not reflect the amount of work going into the process.
- g) Article 18 – Highway Equipment Reserve Fund and re-appropriate the balance in the existing Sinking Fund (can only be used to pay debt). Neil Lamson stated all equipment purchases seem to be from a reserve fund. Neil asked should we be leasing highway equipment? Steve Chamberlin indicated the Capital Planning Committee report detailed leased equipment that would cost \$68-70000 in interest alone. Scott Woodward – This is a much bigger project than this year's budget. Other factors to consider, i.e., cash flow, or how much tax payers must pay. May come a time to lessen impact on tax payers. Chuck Gundersen's preference is that the Select Board and Town purchase equipment when the money is available and not get into financing situations, and that the town own their equipment versus leasing and financing. Steve also feels it puts the town in an awkward position to be in debt, and in an emergency lowers the town's ability to borrow. Scott Woodward points out this equity issue is a back and forth philosophically, financing is looking ahead to align the equity of the purchase, the people getting the value are those paying for it. John Peters stated that tax payers have the choice to approve the budget, the Select Board does not need permission from the taxpayers to take out a loan, what happens if they vote down a budget so they do not have to pay off the loan. Emily is a firm believer, philosophically, that if you can afford to purchase and not pay interest is the way to go. This preserves our ability to borrow in emergencies such as Irene, we had \$1 million repairs. The cost of equipment is what you need to keep equipment on the ground every year. Annual cost is the same each year, unless you borrow the money. Nancy Matthew addressed the equity issue. What is fair is to have a stable tax rate. The budgets are one thing, the reserve funds have been formed to handle big expenses. If you plan for the future carefully you can fund the reserves to handle large purchases to maintain a stable tax rate. Chuck Gundersen – feels it is quite equitable to use the reserve funds. Scott Woodward agrees stable taxes is “where it's at” and should be the goal of the Board, to keep it at a steady and predictable rate.
- h) Article 19 – Tax collection, dates, penalties, etc.
- i) Question – Cathy Peters – Wonders why the fire department budget is 4.5. times larger this year. (Page 26. Line 204) Kevin Rice explained they underwent a hose inspection and must purchase 1000ft of 4” hose. Cathy also wondered if they were able to staff North Station with lack of manpower. The town has been faced with a challenge by people moving away, retired, etc. Kevin has 12-13 active firefighters; he has reallocated manpower there are now 4 people assigned to North station. Rescue truck responds from North station. It is a non-transport piece of equipment. Can be used at the scene of an accident or fire. Chuck Gundersen thanks Kevin Rice for all the time and effort he's put into the fire department and emergency services.

Kevin Rice is humbled working with such a dedicated department. They spent 300 hours in training towards serving in our community. They are the heart and soul.

- j) Billy Emmons thanks all participants today and commented on the nice town report, with the exception of page 60, there is a picture of a cow in a pond. This goes against all required agricultural practices imposed upon farmers by the State of Vermont. They are trying to prevent animals being kept close to water bodies and making great strides towards clean waterways. This photo is a flagrant disregard. . Steve Chamberlin suggests this picture was taken in Woodstock.
 - k) Betsy Rhodes, working with Alan Graham, will be making a presentation late in April re: invasive plants in Pomfret.
 - l) Scott Woodward is working with Alan Graham and the Pomfret Historical Society to update Pomfret Veterans and to design a Veterans' Memorial.
 - m) Elly Pizzani Thanks everybody in the town government, fire department, library, have seen people out working in a very orderly fashion, she supports totally the social services allocations.
 - n) Question from McRae – Emily Grube answered -- Teago Store is owned by Kathleen Dolan. We are not doing anything to invest in her private business. Artistry is nonprofit and exempt from taxes, via a State process. Ms. Dolan agreed to personally donate 200% of her taxes towards forgiveness of her taxes. No Town funds into her business. Teago Village Fund is to help improve safety around the Library, Teago, and Artistry pedestrian traffic. Teago has nothing to do with a tax deal, it is not nonprofit. John Peters commented.
 - o) Neil Lamson, in the absence of Fred Doton, gives proper recognition to the highway crew for the tremendous job they have done this year.
 - p) Elly Pizzani thanks the moderate, Kevin Geiger, for doing a wonderful job.
4. Scott Woodward moved and John Peters seconded for adjournment at 10:10 am.

CREDIT CARD POLICY DRAFT
TOWN OF POMFRET, VT
Revised 2/26/21

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Town outside those purchases which are regularly billed to the Town and paid by check. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

CARD HOLDERS AND LIMITS. The Clerk, Treasurer, and Road Foreman may have credit cards, with maximum credit limits of \$2500, though purchases in excess of \$1000 shall be explained, in addition to providing documentation. No Selectboard member may have a credit card, as that that would be considered access to cash, and is a conflict of interest with Selectboard duties and responsibilities.

Before a credit card is issued, it is required that the user sign the Credit Card Acknowledgement form after reading the Credit Card Policy and the Purchasing Policy to understand how to comply with their requirements.

CREDIT CARD USE. Credit cards issued under this policy may only be used by the named cardholder and is limited to Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. The card is also limited to purchases authorized for their particular responsibility for the town. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Authorized users and employees may be subject to cancellation of their town credit card and/or disciplinary action for misuse of a Town credit card, up to and including termination.

Credit card purchases are subject to the Town's Purchasing Policy and spending limits. For each purchase, there must be an invoice submitted to the Treasurer in the name of the town (not the name of an individual or business) or a receipt with all items dedicated for town use. The credit card should not be used for purchases eligible for efficiency rebates or grant reimbursements.

SECURITY. Authorized credit card users are responsible for the card's protection and custody. Any unauthorized activity or loss of a card shall be reported immediately to the Treasurer, who is responsible to report this promptly to the issuing bank. The Treasurer shall report any such incidents to the Selectboard, as well as their resolution. The Treasurer shall cancel cards when officials leave the town's employ. Any notifications or changes to the credit cards by the Town must be communicated to the credit card issuing bank on a timely basis by the Treasurer after consultation with the Selectboard.

DOCUMENTATION. As soon as possible after the purchase, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the budget line item, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice billed to the Town of Pomfret and a customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor. Receipts and other documentation are then matched, by the Treasurer, to the monthly credit card bank statement and are to be retained on file. The failure to provide receipts to the Treasurer, on a timely basis, or failure to comply with the requirements of this policy is grounds for credit card termination.

SEPARATION. The Treasurer shall cancel cards when officials leave the town's employ.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Pomfret, Vermont, this ____ day of _____ and is effective as of this date until amended or repealed.

_____ Chairperson

CREDIT CARD POLICY ACKNOWLEDGEMENT BY AUTHORIZED USER

TOWN OF POMFRET, VT

I have read the Credit Card & Purchasing Policies and will comply with their requirements.

Signed by Credit Card Holder _____ Date _____

Town of Pomfret

5218 Pomfret Road
Pomfret, VT 05053

POMFRET SELECTBOARD RULES OF PROCEDURE

A. PURPOSE.

The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. 310-314. Meetings of the Selectboard of Pomfret must be open to the public at all times, except as provided in 1 V.S.A. 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a dulynoticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
7. Any member of the body may request a roll call vote.
8. Meetings may be recessed to a time and place certain.
9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

10. These rules may be amended by majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. The agenda will be circulated within the Selectboard and members of the body will have an opportunity to comment on the agenda before being published. Members of the public wishing to request an item be placed on the agenda shall contact a member of the body with their request. The Selectboard Chair will lead the development of the regular agenda. The Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee, will prepare the final regular agenda for distribution.

2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the home page of the Town's website, on the Pomfret Listserv, in the Town Offices, and posted near the North and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made after the first public comment period at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body. Agenda for special meetings may not be changed during the meeting. 1 V.S.A. 312(c)(2).

E. MEETINGS.

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m. during summer months (Daylight savings time) and at 6:00 p.m. in winter months (eastern Standard time) at the Pomfret Town Offices.

2. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

3. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:

a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting in or near the municipal clerk's office and posted near the North and South Pomfret Post Offices

b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

4. Draft minutes shall be prepared by the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee and he/she shall clearly label them as "draft" minutes on the Town website within five (5) calendar days of the meeting. After the draft minutes have been approved by the Selectboard, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee, shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as "approved" and shall post them on the Town website.

5. Selectboard meetings will be audio recorded, except in cases where technical problems prevent doing so. The audio recording for a given meeting will be posted on the Town website not later than five (5) calendar days after the meeting.

6. Meetings may be recessed to a time and place certain.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

2. At the beginning and end of each Selectboard meeting there shall be up to 10 minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.

3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 2 minutes per person afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place during discussions of agenda items.

4. Comment by the public must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.

5. Members of the public must be acknowledged by the chair before speaking.

6. Speakers must identify themselves with name and address the first time they speak during a meeting.

7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of

the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. Call the meeting to order and remind the members of the applicable rules of procedure.
- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED: _____ 3/4/2020
Emily Gru e, | air

Steve Chamberlin _____ 3-4-2020
Steve Chamberlin

Chuck Gundersen _____ 3/4/2020
Chuck Gundersen

_____ 3-1-1 _____ -2-02-0
John Peters, Jr.

_____ 3-4-2020
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