

Town of Pomfret Select Board Meeting
March 3, 2021 Approved Minutes

Present: Emily Grube, Steve Chamberlin, Jon Harrington, John Peters, Chuck Gundersen

Public: Scott Woodward, Jim Potter (Road Foreman), Nancy Matthew (Auditor), Cathy Peters, India, Joanna Long

1. The meeting was called to order at 6 PM
2. No Public Comment
3. Agenda Review: Trafalgar Square exemption from road closing. Steve moved and John seconded this exemption be granted. Unanimous roll-call vote.
4. Recurring Items
 - a. Approval of 02/17 and 02/20/2021 Minutes. Jon was in attendance at 02/17/2021 and will be added to participants. John moved and Chuck seconded approval of minutes with noted change. Unanimous roll-call vote
 - b. Warrants for approval:

21071	12383.99	Payroll
21072	4.75	Tax refund
21073	5030.64	Acct. Pay
21076	\$29,547.64	Acct. Pay

Emily moved and Chuck seconded approval of 3 warrants; John moved and Chuck seconded payment of 4th warrant. 4 ayes and 1 abstain. Passed.
 - c. Road Foreman's Report: Jim asked permission to post the roads. He set up an account with DMV and listed roads and town highway bridge restrictions. Jim found that Hidden Ridge, Graves Road, and Old King's Highway did not have numbers; he assigned numbers which were not in use: Hidden Ridge 27, Graves 36, Old King's Highway 9. John will check the E911 maps and Jon will check with Mr. Ashcroft at Vtrans. The roads were named/numbered for E911 when Hazel was clerk. It would be wise to do some research to confirm unnumbered roads. Scott stated that Vtrans has all current and historical maps. Jim has been talking with Teresa re: employee handbook and has issue with a section regarding personal insurance covering town business. This will be looked into. Jim was winging the roads with the grader and a small leak was discovered in the wing hose; this has been repaired. Sand is holding up. The new truck is doing well. Jim will need to order some hardpack.
5. Items for Discussion or Vote
 - a. Select Board Organization

Chuck moved and Steve seconded Emily be reelected as Chair
Chuck moved and Steve seconded John be reelected as Vice Chair
There is no need for a. clerk.
 - b. Adoption of Rules and Procedures for Select Board Meetings – John displayed a slightly edited version which added Zoom and video feed. Jimmy got several responses from people regarding the color of lettering on the new trucks. He questions if this public assembly could pose a security issue. Steve suggested we add the video discussion to the agenda for the next meeting, since this was added specifically for town meeting. All agreed. Scott mentioned that the legislature is

looking at making electronic meetings a permanent feature. Cathy. Peters commented that she hoped the Zoom meetings would continue as she was not able to attend in person meetings and enjoyed attending via Zoom.

- c. Road Posting – Reduced weight-limit road posting is in effect from 03/01/2021 to 05/15/2021 unless conditions permit earlier lifting of restrictions. Trafalgar Square has an exemption. Jim asked that they be asked to check the weather forecast and arrange to meet the driver to pick up the load. He had two experiences this winter which each took up nearly a full day of his time getting Trafalgar Square delivery trucks from blocking roads.
 - d. Grader Paper Work – postponed to next meeting
 - e. Credit Card Policy – Nancy Matthews presented a draft Credit Card Policy which the Financial Management Committee had created using the VLCT standards and language. A discussion developed regarding when does a draft document become a public document. John will ask VLTC their opinion/guidelines.
 - f. Furnace – Town office – The existing equipment is 15-years old and needs to be replaced prior to the next winter heating season. We have proposals from 3 vendors. John will make further inquiries as well as check the available space.
 - g. Appointment of Officers – Emily will contact those whose terms end to see if they are willing to continue. Chuck will talk with Sheila Murray about the Town Services Officer position.
6. Meeting Wrap Up
- a. Correspondence - The TA 60 report must be done
 - b. Review of Assignments – Emily – officer appointments, Trafalgar letter; Steve grader report; Chuck Sheila Murray, Teresa Miele; Jon/Jim Paving RFP, Structures Grant, Sand RFP; John VLCT, Furnace
 - c. Agenda for Next Meeting – YouTube; Grader; Posting draft documents; Road Foreman/Commissioner Job Descriptions; Sand RFP