

Town of Pomfret Select Board  
Draft Minutes, 04/21/2021 Meeting

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

Public: Jim Potter (Road Foreman), John Moore (Planning Commission), Cathy Peters, Joanna Long, Rebecca, Ben Brickner (Auditor, Zoning), Sean Williams, Teresa Miele (HR consultant)

1. Call to Order Executive Session  
No action taking
2. Adjourn Executive Session
3. Call to order SB meeting 7:05
4. Public Comment no
5. Agenda Review no
6. Recurring Items
  - a. Approval 04/07/2021 minutes: 5f Scott did not second. Chuck did. 5O Chris not Christ.
  - b. Warrants for Approval – Emily moved and Chuck seconded approval the following  
Warrants for Payment: unanimous roll-call vote  
21094     \$ 6312.00     Payroll  
21095     19,292.86     Accounts Payable
  - c. Road Foreman's Report: Jim has scheduled the loader for a 4000-hour service and is waiting to hear the cost estimate from Nortrax. The crew have been grading the roads and dealing with erosion along the edges of the roads. Will be touching iup some blacktop where it is eroded. Western Star has been delivered to Sabil for transmission work. Has had a burnt odor. A resident of Kenyon Hill will be having some rocks crushed and has offered them to the town. The excavator damage is 6686.75 (with \$1000 deductible); Jim feels he may be able to parts and perform some of the repairs himself only a couple hours. Rich Gardner, Barber Hill, has decided not to add to his driveway access but would like to have suggestions for improvement. Jim, Chuck, and Jon will perform a site visit on Thursday at 4 pm. VTRANS will be repairing I89 from VT line to Sharon in June including milling. They have offered the RAP (recycled asphalt pavement) to us for free (we truck it away). Jim would like to do this as the material is excellent for shoulder repairs; Jon agrees. Jim mentioned the Town Garage needs a ventilation system upgrade. Cynthia will call area vendors.
7. Items for Discussion or Vote
  - a. Employee Handbook – Teresa Miele is in attendance tonight for further updates of the Employee Handbook. She has been working with Ellen, Jim, and Chuck. She took the Board through several revised categories and asked for input from all. This covered a Welcome Letter; health insurance, disability insurance, employee classification, flexible work arrangements (unpaid leaves of absence), combined time off (CTO), Federal and State regulations, telephone, travel and entertainment, meal

breaks etc. She has asked the Board to read and comment before she returns. This handbook is meant to be completed by the end of May.

- b. Underdrain and Ditching. Jon Harrington would like to install some underdrain and ditching on the Pomfret road between Handy and Kenyon Roads prior to the paving project. He demonstrated via photo the damage being done at the present. Jim is all in favor as is the Board. Emily would like to check the current budget figures to see what is available to help with the cost. Jon felt it could possibly come out of the paving fund for this project. Paving bids are submitted and due back. May 17<sup>th</sup>. We will check budget figures and revisit at next meeting and have Jim dig some test pits to determine what is feasible.
  - c. VTRANS Bicycle and Pedestrian Program. Emily distributed information regarding this funding possibility. Jon will attend a workshop on 04/27 to get more information. This could be combined with Dolan's contribution for So. Pomfret village improvements now that Teago is finished.
  - d. Teago Access and Permitting Process – Joe Mclean has given advise on how to proceed. He feels the final plan needs to accurately depict all information. The last plans were submitted in October. Gurney is still working; perhaps they have final site-work plans. Will schedule a site visit. Jim is concerned about a slab over a drainage area.
  - e. Highway Access Permits – Jon submitted an edited document (last was in 2009) using VTRANS v71 standards. He also mentioned there were about a dozen. Driveway permits that need to be signed off after inspection. Further discussion is warranted re: residential vs. agricultural, etc.
  - f. Furnace Replacement is set up with Ottaquechee Plumbing in the next few weeks. They will schedule on a non-work day and call ahead to schedule.
  - g. Open Meeting Law and Video Streaming – postponed to next meeting
  - h. Veterans Memorial – postponed
8. Meeting Wrap Up
- a. Correspondence has been distributed
  - b. Review of Assignments. – Jon to attend Bicycle-pedestrian meeting on 4/27; John will check with Becky and Ellen re: furnace replacement; Library trustee needs a letter;
  - c. Agenda items for next meeting: OML, Employee Handbook, Veterans Memorial, Highway Permit Access; Underdrain financing. Library trustee; Labounty Fund Trustee
  - d. Steve moved and John seconded for adjournment at 9:44; unanimous roll-call vote