

Town of Pomfret  
Select Board Meeting  
Draft Minutes  
May 5, 2019

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

Public: Betsy Rhodes (Library), Cory Smith (Library), Annie Bower (Library), Mary Worrell (Library), John Moore (Planning Commission), Ben Brickner (Zoning, Auditor), Alan Graham, Cathy Peters, Karen Hewitt Osnoe (ZBA), Marge Wakefield (Labounty Trustee), Jim Potter (Road Foreman), Cynthia Hewitt (SB Asst)

1. Emily called the meeting to order at 7:01
2. Public Comment: Betsy Rhodes and Alan Graham would like to put invasive plants at the PVS on the agenda for a future meeting.
3. Agenda Review: We need to set a date and time with Teresa Miele for next week. Emily moved and Steve 2<sup>nd</sup> this adjustment to the agenda. Unanimous roll-call vote.
4. Recurring Items
  - a. Steve moved and Jon seconded approval of the minutes from 04/21 & 29/2021 with one correction. Unanimous roll-call vote.
  - b. Warrants for Approval:

21098	\$12,276.28	Accts Payable
21099	6,944.90	Payroll

Jon Harrington did not have the opportunity to review these warrants. Approval postponed
  - c. Road Foreman's Report
    - ARC Mechanical Contractors estimates \$ 5,956.00 for installation of an air circulation system for the Town Garage, he estimated 2500 sq feet; will have fan and louver on each end.
    - The new truck should arrive by the end of June.
    - Jim has tried to reach Christy Pilot re: tree removal. He will try to reach her again but if he cannot, a letter will be sent about the tree in the middle of her driveway.
    - Repairs to the new 6-wheeler amounted to \$5138. Clark was willing to pitch in \$1285; International \$1285; Meritor \$1000 which leaves a balance of \$1578. Steve and John suggested this may be the best-case scenario. The truck had 1000 miles on it when delivered; it now has 1900. Jim, an experienced driver, has not likely executed "an operator error" (as the company suggests). Emily stated that we bought an extended warrantee, that we have purchased three International Trucks from Clarks recently, and she fears if we do pay the \$1578 the warrantee will not be honored should another incident happen. We ordered the heaviest rear-end available and they need to stand by their product. The Board agreed had this been a personal purchase they would not pay anything. After discussion, it was decided to invite Clarks and Meritor to attend the next regular SB meeting (05/19/2021).

- The new grader has arrived at Nortrax. Jim and Steve viewed it today. It will be delivered on Monday or Tuesday. Jim needs to reinstall the wing tower prior to trade-in
- Jim scheduled the loader for a 4000-hour service. The estimate is \$3798.42, they will perform 32 items, and basically check everything. The Board agreed this should be done.
- Jim needs to discuss Keith Sawyers pay. This will be done in Executive session on 05/12.
- Road striping – John would like to see white striping on the edges of the paved roads. He feels this is an important safety issue, especially in poor driving conditions. L&D submitted an estimate of \$23,205 which we will need to maintain. Jon stated there are better qualities of paint, some with reflective properties. Further information to be sought.

5. Items for Discussion or Vote

a. Pomfret Road Underdrain and Ditching

The crew dug 7 test pits. Jon studied the soil and conditions at each pit. To increase the longevity of the new pavement he recommends installation of drain pipe along with ditching. He feels this can be done in 2-3 days and will cost ± \$10,000. More culverts may also result in better drainage. Emily reports that we received \$36,000 from the state in lieu of grants, we underspent the salt budget and other items. Steve moved and John seconded. Jim has time to do the job. Unanimous roll-call vote.

b. Teago right of way. At a site visit, Jon found a 5” discrepancy in road width between Pickett’s and the handicap parking spot. Kevin Worden has approved narrowing the parking spot. The STOP indicator painted on Pomfret Road needs to be redone. The center line needs to be painted. Jon moved and Steve seconded that the striping need to be corrected to reflect the center of the road, as well as redoing the Stop indicator. Unanimous roll-call vote.

c. CDL Requirements

The Board agreed that Pomfret need not require a medical card for CDL operators but they would be required to obtain a physical exam from their primary care doctor, who would fill out a form to be crated. Steve moved that the medical card be replaced by a yearly physical exam with certification by the Primary care physician as well as a vision test. Emily seconded. Unanimous roll-call vote. Discussion of reimbursement for a medical procedure will be undertaken at the Executive session on 05/12/2021.

d. Library Parking — Teago has removed some of the vegetation on the brook bank to improve the view of patrons using their new deck. Paving over the years has caused the parking lot to shrink. Removal of the plants will likely increase erosion. Additionally, the State plans to install band-rail on the north side of the bridge. The Board suggested a committee be formed. To include library personnel, Kathleen Dolan (Artistree), Rita Seto, Marcos from Vtrans, Jim Potter, and members of the Board to recommend actions to finalize a solution.

e. Invasive plants at PVS. Emily suggested that since we gave the school away the District should be addressing this problem. She also suggested that our School Board members could be consulted (Overbay and Crean).

f. Herbie Hill. Jon moved and Emily seconded approval of the name Herbie Hill for a private road. Unanimous roll-call vote.

- g. Zoning permit fees. Ben Brickner presented the new zoning fees which more accurately reflect actual costs. A late fee (\$200) has also been instituted for those who do not seek a permit prior to construction, etc. John Moore felt the additional charge for square footage was onerous. Emily felt the late fee needed to be a higher dollar amount. A letter will be sent to all residents along with their tax bill outlining the zoning permit application process to eliminate the “ignorance plea.” Ben will take this back to the Zoning Board for further revision.
  - h. Alan Graham asked for further assistance in planning the Veterans’ Memorial. The Board agrees that the bell be a factor, and Alan suggested a stone with plaque. A flagpole, bench, and flowers/plants were further recommendations. Discussion to be continued.
  - i. Open meeting law/videotaping. John wishes to be sure that all Town committees and boards are complying with VLCT regulations. The Select Board is in full compliance. John would like to see a video recording also. Cynthia raised the issue of record keeping which needs to be addressed. Emily suggested that John and Cynthia look over the records of the web site and come up with a plan to be discussed at the next meeting (05/19/2021).
  - j. Library Trustee – Heather Durkel has resigned from the Committee. Anne Bower, Chair, has nominated Mary Worrell to fill the vacancy. Jon moved and John seconded we nominate Mary. Unanimous roll-call vote.
  - k. Labounty Trustee -Emily moved and Steve seconded that Marge Wakefiled be named as the Trustee of the Labounty Fund. Unanimous roll-call vote.
  - l. Steve moved and John seconded a catering permit be approved for Silo Distillery to cater at Artistree on 05/21/2021. Unanimous roll-call vote.
  - m. The Board scheduled a Special Meeting for HR Handbook on 05/12/2021 at 7 pm; followed by an executive session at 9 PM to discuss personnel issues.
6. Meeting Wrap Up
- a. Correspondence – n0
  - b. Assignments – Jon finding the plot plans for Teago; John and Cynthia look into record keeping, etc., and open meeting law. Emily will call Teresa to confirm meeting. Road striping discussion to be continued
  - c. Agenda Items for next meeting: Paving RFP & Bids, Clark to attend meeting, Road striping, Teago site visit, zoning fees
  - d. John moved and Jon seconded for adjournment at 10:15 pm