

Town of Pomfret Selectboard Meeting Agenda

Town Offices

5238 Pomfret Road

No Pomfret, VT. 05053

Wednesday, May 19, 2021

7:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00 pm
2. Public Comment		
3. Agenda review		
4. Recurring Items a. Approval of minutes of 05/05 & 12/2021 meetings b. Warrants for approval c. Road Foreman's Report		
5. Items for Discussion or Vote a. Clark's & Meritor Reps RE: Truck warranty b. Carpenter and Electrician for Ventilation installation c. Paving RFP & Bids d. Sand Bids e. Teago issues f. Road striping g. Zoning Fees h. Server Replacement i. Peace Field Farm Act 250 permit j. Future of Zoom meetings given relaxation of restrictions	7:30 pm	
6. Meeting Wrap-up		
7. Select Board Correspondence		
8. Review of Assignments		
9. Agenda Items for Next Meeting		
10. Meeting Adjournment		

- <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
Join Zoom Meeting via Mobile Phone +19292056099,,953950799233#,,1#306922
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

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 2nd 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 Wakefield 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

TOWN OF POMFRET
Special Selectboard Meeting
Draft Minutes

May 12, 2021

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

Public: Cynthia Hewitt (SB Asst), Teresa Miele (HR Consultant)

1. The meeting was called to order at 7:01 pm
2. No public Comment
3. Agenda Review – Jim wanted to add an item to the next regular meeting agenda re: a carpenter and electrician to do the necessary work for installation of ventilation
4. Recurrent Items – Chuck moved and Steve 2nd payment of Warrants for Approval
21098 \$12,276.28 Accts Payable
21099 6,944.90 Payroll
Unanimous roll-call vote
5. Items for Discussion or Vote
Personnel Handbook – our HR consultant, Teresa Miele, attends the meeting to finalize edits, etc. of the revised Personnel Handbook. Topics for discussion were EOE accommodation, Family member employment, seniority, bereavement leave, other LOAs, alcohol & drug policy, smoking area, CTO implementation.
6. Meeting Wrap Up
 - a. Correspondence: VLCT municipal funds economic recovery act, Tuesday, May 5/18, 1-2:30 pm
 - b. Agenda items for next meeting: Clarks and Meritor to attend for discussion of truck warranty; Discussion of a carpenter and electrician to help with ventilation installation
 - c. Steve moved and Chuck 2nd for Adjournment at. 9:25 pm. Unanimous roll-call vote

Natural Resources Board

Schedule G - Notice of Initial Application Filing

Note to Applicants: This notice must be included with your application. You must also:

- post, or cause to be posted, a copy of this notice in the town clerk's office of the town or towns wherein the land proposed for subdivision or development lies, and
- distribute this notice by email to the Statutory Parties required to receive notice.

Consult the **Act 250 Application Guide** (<https://nrb.vermont.gov/documents/application-guide-act-250>) Application Distribution section for detailed information on how to distribute this form to the Statutory Parties.

Notice of Initial Act 250 Application Filing

Application Submitted Date: 5/14/2021
DATE

By Applicant: John & Maureen Holland
APPLICANT NAME

257 Tremont Street
MAILING ADDRESS

Braintree MA 02184
TOWN STATE ZIP

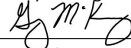
The above Applicant filed an application pursuant to 10 V.S.A. §6001 *et seq.* ("Act 250") for the following project (provide project description):

Peace Field Farm. Site improvements and construction of a barn style structure to serve an Accessory On-Farm Business (AOFB).

Woodstock , Vermont
PROJECT TOWN (Primary)

Pomfret , Vermont
PROJECT TOWN (Secondary, if applicable)

By completing this form the applicant certifies compliance with **10 V.S.A. §6084** (<https://legislature.vermont.gov/statutes/section/10/151/06084>) and that, on or before the date of filing the application with the district commission, this Schedule G has been sent to the municipality, the municipal and regional planning commissions in which the land is located, the Vermont Agency of Natural Resources Office of Planning, and any adjacent Vermont municipality, municipal or regional planning commissions if the land is located on a boundary.


 APPLICANT(S)/AGENT SIGNATURE 5/14/2021
(Please print, sign, and scan this form to PDF. Please distribute this signed form as required by 10 V.S.A. §6084 [see Application Guide for details]. Please also include a PDF copy of this signed form with your application submission to the Act 250 district office.) DATE

This application can be viewed at the **Act 250 Database** website (<https://anrweb.vt.gov/anr/vtanr/Act250.aspx>) by entering the town in the town search field and then identifying the application by applicant or project description. Look through the most recent applications first (click the "detail" link). Generally, the application will be posted within a few days of distribution of this notice and an application number will be assigned at that time.

In the event you wish to receive further notice concerning this application, please contact your **Act 250 District Office** (<https://nrb.vermont.gov/act250-program/district-staff-and-commissions>).