

Town of Pomfret Selectboard Meeting Agenda

Town Offices 5238 Pomfret Road

No Pomfret, VT. 05053

NOVEMBER 3, 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 10/20/2021 MINUTES		
b. Warrants		
c. Road Foreman’s Report		
5. Items for Discussion or Vote		
a. Caleb From Pike Paving Project Issues		
b. Better Roads Grant Application		
c. Highway Budget		
d. Cyber Security Town Offices and all Communications		
e. Town Ordinance Highway Updates		
f. Highway Renumbering		
g. Emergency Committee –Charge		
h. Digitization and Online Records Management Vendor		
i. Woodstock Resort Corp –Act 250 Suicide 6		
j. Public Meeting -ARPA Funding tentatively scheduled on 11/18/2021		
k. Dog Incident Bunker Hill Road		
5. Meeting Wrap-up		
l. Select Board Correspondence		
m. Review of Assignments		
n. Agenda Items for Next Meeting		
6. Adjournment		

- <https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
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Town of Pomfret
Select Board Meeting
October 20, 2021

Draft Minutes

Present: Emily Grube, Steve Chamberlin, Chuck Gundersen, Jonathan Harrington

Public: Carmen, Melissa Baker, Neil Lamson (Lister), Cyrus Benoit, Kevin Rice (Fire Chief), Ben Brickner (ZBA, Auditor), Mike Doten (Trustee of Public Fnds), Jim Potter (Road Foreman), Cynthia Hewitt (SB Asst), Bill Emmons (Planning Commission)

1. Emily called the meeting to order at 7:05 pm
2. No public comment
3. Agenda Review: we must discuss Cloudland Road and Employee Handbook, thus some items may be postponed
4. Recurring Items
 - a. Steve moved and Jon seconded approval of the 10/06/21 minutes after correction of the spelling of Ona's name. Unanimous vote
 - b. Warrants for payment:

22036	\$ 8,125.92	Payroll
22037	17,880.98	A/P

Jon moved and Steve seconded. Unanimous
 - c. Road Foreman's Report

One of the Lafayette crew tested positive for Covid 19 so they are taking the week off. Jim has gotten two quotes for salt delivery, neither can guarantee prices. Steve moved and Chuck 2nd that Jim contract with Cargill for treated salt @ \$81.94/ton. Motion Carried. Two new dump trucks are both in order. Rich Beland has measured for the windows to ventilate the garage, however, they are on back order. Caleb will attend the 11/03 meeting.
5. Items for Discussion or Vote
 - A. Cloudland Road tourist/traffic Problem. Mike Doten asked to bring this item to the board for discussion. Sleepy Hollow farm has become the destination for foliage photographs. This issue has been worsening for the past three years. There were basically wall to wall people with cars parked both sides of the road, causing a situation in which emergency vehicles or wreckers were unable to pass. There was lack of respect for private property (i.e., wading in a pond, picnicking in a meadow, trampling hay bales). Opposing cars were not giving an inch. Lots of trash was left behind, as well as damaged driveways and ditches. Cyrus Benoit added that the "peak" peepers were in attendance from noon to 6 pm. He feels some of the tourists believed they were in a public park vs private property. Suggestions included were to make the road one way, to close the road, to have a sheriff's presence, etc. Cy also believes the owner of Sleepy Hollow is willing to do anything to help. Further attention and discussion is needed; we will ask Chris Bump for suggestions, etc.

- B. Carmen Noradunghian attended this evening at the suggestion of Jim Potter to describe a developing problem with her driveway, access to which is tied in with 3 neighbors. She feels more and more that she is denied access. The Board suggested she apply for an access permit to solve this issue.
 - C. Highway Ordinance update - postponed
 - D. Highway renumbering – postponed
 - E. Town Building Security Systems – Kevin would like to install lock boxes on the Town Hall, Town offices, and any Town Garage. He feels that is the best method for emergency response, Steve moved and Chuck seconded that Kevin be authorized to install up to 3 boxes. Motion carried
 - F. Emergency Services Charge – postponed
 - G. Repeater - Access to the Repeater needs to be cleared of new growth on the Webster property. Batteries may need replacement. Some radios are not working; need new radios. Kevin believes that the easements and rights of way have never been finalized. He will look into this.
 - H. Employee Handbook – Chuck will communicate with Teresa re: full/part time employee hours
 - I. Budget – Emily and Steve will meet with Jim re: highway budget; Ellen and Becky will work on the town offices budget. Ben and Neil will streamline the spread sheet.
 - J. ARPA Funds – Public Input – Chuck moved and Steve seconded that Neil ask Sarah Wraight from 2Rivers to set up a forum for residents to join a discussion of how best to use the money. Motion carried
 - K. Opioid Settlement – Cynthia will determine from Atty General the next step in this process
 - L. Veteran’s Exemption – Chuck moved and Steve seconded the tax exemption for an eligible disabled Veteran be continued. Unanimous decision.
6. Meeting Wrap Up
- a. White River Road trash has been remove by the Watershed Dept.
 - b. Assignments: Chuck will communicate with Teresa; Kevin will look into the repeater status; Cynthia will send Charge to Emergency Services Committee
 - c. Agenda Items for Next Meeting – Highway ordinance and road numbering, emergency services, budget,

Town of Pomfret

Emergency Services Committee Charge

The Committee is charged with the following.

1. Set a schedule for meetings
2. To come up with 2-3 options for Ambulance Transportation services in Town and shall explore the options of Automatic aid of Fire Response within those agreements.
 - a. emphasis will be given to an organization that can provide more timely and reliable service over another rather than personal working preference.
3. Explore options of Radio communications / Paging function
4. The committee will not explore or be responsible for making suggestion to existing Pomfret Emergency organizations such as Fire and EMS Services.
5. This committee as with all committees is an extension of the Selectboard, While it can not make decisions on behalf of the board it shall follow all state laws for public bodies and shall follow the Selectboard Rules of procedures.
 - a. Meetings shall be held in the public with posted agendas, Minutes shall be kept and

To: Pomfret Selectboard

From: Becky Fielder, Town Clerk

Re: Recommendation for Digitization and Online Records Management Vendor

I sent emails and made phone calls to 4 different vendors that service Vermont towns with their online records modules. I received 3 scopes of work and quotes from the following companies: Avenu, Cott, and RecordsForce/NEMRC. After reading each proposal and viewing each system in use at other local Town offices, I have concluded that the best option for Pomfret is to accept the quote from RecordsForce, in conjunction with ongoing service provided by NEMRC.

We currently use the NEMRC Land Records module for all of our digitizing and archiving. The database is easy to use and produces a PDF copy of each record which is stored on our server and is backed up remotely to NEMRC's cloud via their Disaster Recovery option, included with our service agreement. The online interface is simple in design and ease of use makes it a preferable system to the more advanced Avenu and Cott systems. While larger towns can see the benefit of a more complex and fancy system outweighing the maintenance costs associated with Avenu and Cott, the more streamlined and less expensive monthly fees that NEMRC offers are more in line with the amount of our citizens and their researchers utilizing the system.

The quotes provided are as follows (these are all approximations based on average numbers of instruments or pages per book, scanning back 40 years):

- **Avenu**: \$29,150 for the base system plus 60 months of service (\$475/mo thereafter), PLUS costs per instrument for the scanning (\$0.25-0.46 per page) and indexing (\$2.25-3.25 per document) of our documents as well as a \$1,500 onetime fee for project setup. With 200 instruments per book and 33 books to get back 40 years, the additional scanning and indexing fees could total another \$30,000 or more.
- **Cott**: \$37,583 for the initial setup/online system/licensing (\$5,945), data migration and indexing of previously scanned data (\$9,600), and backfile scanning (\$22,038) PLUS \$170/mo subscription fees. Does not include costs of obtaining new hardware and software to remain compatible with their systems, nor a second computer setup for in-office searches.
- **RecordsForce**: \$21,265 for scanning back 40 years and creating a digital index, including scanning all of our survey map files, and loading the records into the NEMRC Land Records module, which we already own and use. The online records maintenance would then be taken over by NEMRC, at a cost of \$2,000 for the first year for hosting support and \$100/mo thereafter, with potential yearly increases not to exceed 3%.

I believe that RecordsForce and NEMRC are most in line with our needs here in Pomfret and the needs of our property owners. The system is simple and can be used by anyone. Unlike the other two vendors, users will not need to set up an account for access to the system, saving people time and energy maintaining accounts and passwords. There is a convenience fee for the user to download records – regular copy fees in the office are \$1 per page and the vendors (all) charge an additional \$1-2 per page to use the online system. The Town will continue to receive our full copy fees, paid out semi-annually.

ACT 250 NOTICE
MINOR APPLICATION #3W0223-8
10 V.S.A. §§ 6001 - 6111

On October 22, 2021, The Woodstock Resort Corp., 9 Cross Street, Woodstock, VT 05091 filed application #3W0223-8 for a project generally described as replacing a 410-foot JBar with a 320-foot Sun Kid conveyor lift within same footprint. The project is located at Suicide Six at 247 Stage Road in Pomfret, Vermont.

The District 3 Environmental Commission is reviewing this application under Act 250 Rule 51—Minor Applications. The application and a draft permit may be viewed on the Natural Resources Board's web site (<http://nrb.vermont.gov>) by clicking on "Act 250 Database" and entering the Project Number "3W0223-8."


No hearing will be held and a permit may be issued unless, on or before November 17, 2021, a person notifies the Commission of an issue or issues requiring the presentation of evidence at a hearing, or the Commission sets the matter for a hearing on its own motion. Any person as defined in 10 V.S.A. § 6085(c)(1) may request a hearing. Any hearing request must be in writing to the address below, must state the criteria or sub-criteria at issue, why a hearing is required and what additional evidence will be presented at the hearing. Any hearing request by an adjoining property owner or other person eligible for party status under 10 V.S.A. § 6085(c)(1)(E) must include a petition for party status under the Act 250 Rules. Prior to submitting a request for a hearing, please contact the district coordinator at the telephone number listed below for more information. Prior to convening a hearing, the Commission must determine that substantive issues requiring a hearing have been raised. Findings of Fact and Conclusions of Law may not be prepared unless the Commission holds a public hearing

If you feel that any of the District Commission members listed on the attached Certificate of Service under "For Your Information" may have a conflict of interest, or if there is any other reason a member should be disqualified from sitting on this case, please contact the District Coordinator as soon as possible, and by no later than November 17, 2021.

If you have a disability for which you need accommodation in order to participate in this process (including participating in a public hearing, if one is held), please notify us as soon as possible, in order to allow us as much time as possible to accommodate your needs.

Parties entitled to participate are the Municipality, the Municipal Planning Commission, the Regional Planning Commission, affected state agencies, and adjoining property owners and other persons to the extent that they have a particularized interest that may be affected by the proposed project under the Act 250 criteria. Non-party participants may also be allowed under 10 V.S.A. Section 6085(c)(5).

Dated this 28th day of October, 2021.



Linda Matteson
District Coordinator
100 Mineral St., Ste 305, Springfield, VT 05156-3168
802-289-0598 / Linda.Matteson@vermont.gov

E-Notification CERTIFICATE OF SERVICE # 3W0223-8

I hereby certify that I, the undersigned, sent a copy of the foregoing Notice of Application and Proposed Land Use Permit on October 28, 2021 by U.S. Mail, postage prepaid, to the individuals without email addresses, and by electronic mail to the following with email addresses. All email replies should be sent to NRB.Act250Springfield@vermont.gov. **Note: Any recipient may change its preferred method of receiving notices and other documents by contacting the NRB District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify the District Office of any email address changes.**

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District 3 Environmental Commission
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FOR INFORMATION ONLY

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Pomfret Zoning Administrator
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Lisa Parsons Revocable Trust
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By: 

Natural Resources Board Technician