

Town of Pomfret Select Board
Draft Minutes 03/16/2022

Present: Emily Grube, Ben Brickner, John Peters, Jon Harrington

Public: Jim Potter (Road Foreman), Claude Weyant (WCS), Nancy Matthews (Auditor), Ellen DesMeules (Treasurer), Frank Perron (Fast Squad), Cathy Peters, Cynthia Hewitt(SB Asst)

1. Emily called the meeting to order at 7:02
2. No public Comment
3. Agenda Review – no changes
4. Road Foreman’s Report and Highway Items for Discussion – Septic system was pumped this week; obviously had not been done for a while. The pipes were frozen underneath Webster Hill Road. Jim replaced them with schedule 40 septic pipe and some foam insulation. The crew has started work on the office. Rich Beland will finish the garage ventilation system next week. Caleb from Pike will meet with Jim next week to discuss paving. One quote for a generator was received; still waiting on another vendor.
Highway Items:
 - a. Job descriptions need to be updated for Road Crew, Road Foreman, and Road Commissioner. Jim will have them ready for review at the next meeting
 - b. Allyn Ricker’s Role in Cloudland Project. Allyn was not able to attend the meeting. Steve had asked that his role be defined. This discussion will be rescheduled at 04/06/2022 meeting
 - c. Highway Ordinance – Sherriff Claude Weyant was invited to discuss the highway ordinance and to suggest proper documentation to help control the foliage parking situation on Cloudland Road. He suggests “No Parking” signs be posted heavily on one side of the road. Additionally, the town Ordinance needs to clearly state no parking in the roadway or interfering with the roadway, i.e., blocking traffic. The landowner in question is very interested and willing to help with this issue. Ellen suggested screening plantings; Jim suggested green fence/fabric screening. We will invite the landowner and neighbors to attend a meeting in the near future. It was also pointed out there is no 35 mph sign northbound on Pomfret Road where the limit drops from 45mph
 - d. Ton truck RFP – in process
 - e. Bridge/Culvert Projects – Jon suggested an inventory of necessary bridge or culvert projects be created and Jim heartily agreed. This would provide items in a queue which could be undertaken should a planned project develop a problem/delay. The current urgent need is a double-culvert situation on Wild Apple Road. Emily reports a culvert study done two years ago and a Vtrans Bridge study which could provide information
 - f. So Pomfret Scoping Study
Consultants
 - #1VHP – Jennifer Conley would be lead; Jon has worked with her in the past. She lives in Woodstock. Jon spoke with her references and all gave her excellent reviews.

- #2 Dubois & King – Chris Sargent would be in charge; he was formerly with Two Rivers, his references were also excellent. Has done a similar study in Hyde Park.
- #3 CHA—has many large projects scheduled, thus cannot do our project.

Jon moved and Ben seconded we name the above three consultants, in the order specified, in the proposal to Nydia. Unanimous roll-call vote.

Emily would like the south-bound scoping study extended to McLaughlin’s (1827 Pomfret Rd) house. These houses are part of the “village” – there is a narrow shoulder there and the residents need a side walk to safely walk to the post office. Ben moved and John seconded to adopt the RFP as amended. Motion carried

5. Items for Discussion or Vote

a. Warrants

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|-------|--------------|------------------|
| 22085 | \$ 91,557.58 | Delinquent taxes |
| 22084 | 903,817.61 | A/P |
| 22083 | 9,939.34 | Payroll |
| 22077 | 9,349.29 | Payroll |
| 22078 | 37,367.11 | A/P |

Ben moved and John seconded payment of 3 current warrants; John moved and Jon seconded payment of last two warrants – 22077, 22078 --which were from a time period before Ben was a Board member; motions carried

- Approval of 03/02/2022 minutes. After discussion, Ben moved the board adopt the minutes after minor changes. Jon seconded. Unanimous roll-call vote.
- Ben moved and John seconded the Board resume in-person meetings as of 04/06/2022 at the Town Offices beginning at 7 PM. Motion carried
- Financial Management Committee – Auditor Nancy Matthews introduced the first of three Financial Management Policies – Income, Expense, and Cash Policy. Nancy, Ellen, and Emily are creating these policies to provide informed financial decision making and help with the budget process. The policies are developed using VLCT templates customized to Pomfret. They can be used as a “playbook” for new employees. Ben moved and Jon seconded the Board adopt the Income, Expense, and Cash Policy with one minor correction. Motion carried. Nancy would like to present the Accounting Audit Reporting Policy at the next meeting 04/06/2022
The February Financial update was approved. The delinquent tax warrant was approved. Karen Hewitt will attend the next meeting to discuss potential delinquent tax sales.
- Emergency Services Committee – Through a combination of Google Maps and actual drive time, the Committee has developed a map outlining the areas best served via Hartford/Quechee stations. They have determined the NP Fire Station is the halfway point. Frank Perron created the map due to his familiarity with the roads. The Board recommends a Board member reach out to Hartford and hope to work out an agreement, fees, etc. Should this be accepted, we anticipate a reduced per capita fee from Woodstock. John Peters will be the Board liaison with Hartford and Woodstock.
- Ben moved and Jon seconded ratification of the Catering Permit for Silo Distillery for an event on March 18th at ArtisTree. Unanimous roll-call vote. Silo will be approached regarding a blanket permit for the season.

- g. Ben moved and Jon seconded the following appointments be approved:
 - Citizen Trustee of Labounty Fund**, Marjorie Wakefield, expires 2023
 - Collector of Delinquent Taxes**, Karen Hewitt, expires 2023
 - Constable**, Douglas Tuthill, expires 2023
 - e911 Coordinator**, Rebecca Fielder, expires 2023
 - EC Fiber**, Alan Graham, Kristen Esty (1st alternate), Betsy Rhodes (2nd alternate), expires 2023
 - GUVSWD**, Vernon Clifford, Douglas Tuthill (alternate), expires 2023
 - Planning Commission**, John Moore, Ann Reynolds, expires 2025
 - Town Service Officer**, Sheila Murray, expires 2023
 - Tree Warden**, Cyrus Benoit, Alan Graham (deputy), expires 2023
 - TRORC Board of Directors**, William Emmons, Phil Dechert (alternate), expires 2023
 - TRORC Transportation Advisory Committee**, Phil Dechert, expires 2023
 - Zoning Board of Adjustment**, Benjamin Brickner, Shaun Pickett, expires 2025Unanimous roll-call vote
- h. TA 60, Paving, and Structures Grants –John moved and Jon 2nd approval of the TA 60; Unanimous roll-call vote. Neil Lamson has completed these documents. The Board suggested increasing the amounts for both projects. Ben moved and Jon seconded approval with amendments. Unanimous roll-call vote

6. Meeting Wrap-Up

- a. Correspondence – Animal Control Officer – share with Sharon; Board agrees
- b. Review of Assignments – John to contact Harford and Woodstock re: emer. Svcs; Emily reach out to Silo re: blanket permit; and Karen re: delinquent taxes; Jim – Job descriptions, Road Worker, Foreman, & Commissioner; Truck RFP
- c. Agenda for Next Meeting
 - Highway & Traffic Ordinance
 - Allyn Ricker
 - Truck RFP
 - Job Descriptions
 - Financial Management Policy - Nancy
 - Delinquent Taxes – Karen

7. Ben moved and Jon seconded adjournment at 9:45 pm. Unanimous roll-call vote