

Town of Pomfret Select Board
April 6, 2022 Approved Meeting Minutes

Present: Emily Grube, Steve Chamberlin, Jon Harrington, Ben Brickner

Public: Betsy Rhodes (Library), John Moore (Planning Commission), Neil Lamson (Lister), Jim Potter (Road Foreman), Frank Perron (Fire Warden), Nancy Matthews (Auditor), Ellen DesMeules (Treasurer), Karen Hewitt Osnoe (Delinquent Tax Collector), Tim Reiter (Suicide Six), Allyn Ricker, Gennie Lawrence (Auditor), Jon Ricketson, Cynthia Hewitt (SB Asst), Alan Graham (Deputy Tree Warden), Jun Wanzhen (VT Standard)

1. Emily called the meeting to order at 7:01 pm
2. Public Comment – Betsy Rhodes attended tonight to report that John Barnes will start work on the library foundation restoration the last week of April; she wanted to confirm that the Library can use their reserve fund without a vote by the town. This was verified.
3. Review of Agenda – Emily removed Suicide Six events and Jon added storage of digitized records. Steve seconded the motion. Unanimous roll-call vote.
4. Road Foreman’s Report – Jim feels that mud season is almost over. He estimates they’ve spent ± \$20,000 in materials to improve mud. He has started grading and pulling the roads together. Jim heard from Webb that they had finally received culverts. He purchased 300 ft of 18 in. @\$25.26/ft which was the original price. He may purchase an additional 300 feet at a reduced rate if he can borrow some money from the salt fund which has \$1500 left over--he needs \$4578. He was authorized to go ahead. Vermont Generator arrived today to estimate a new generator; they will give Jim a price by next week. Rich Beland is almost finished with the ventilator project; he still needs to provide proof of insurance. Jim has spoken with Northwoods. Mary Ellen stated the shop drawings would arrive in 3 weeks; and Michael has ordered the box culvert. They tentatively will schedule the work for the week of July 11th.

Highway items:

- a) Allyn detected a discrepancy in some elevations; Jon will address. When the shop drawings arrive, Allyn will commence “management” of the project, i.e., nail down dates, etc. (See note from Northwoods above)
- b) Job posting for 4th Crew Member – Jim submitted a draft announcement. Cynthia will create a job description which is compatible with the new personnel policy and conforms to VLCT regulations, etc.
- c) Sand RFP – needs to get out soon. We have a price contract with Pike good until 07/01/2022 for 3/8-inch stone. Jim wonders if we can get a better price separating out the trucking. The RFP will ask for two estimates – one for sand & trucking, one for sand only
- d) RFP paving – Neil has started this process. We have up to two years to spend the funds so could roll-over to the next year. The proposed job would be from Starbuck Road to Howe Hill. The bridges may need to be shaved; Vtrans should do a functional capacity study.
- e) Highway and Traffic ordinances – Ben has initiated editing the two documents. He is incorporating suggestions from Claude Weyant (Windsor County Sheriff’s Department), as well as Vermont Department of Transportation laws and ordinance. We need to specifically be

prepared to deal with Cloudland Road foliage traffic. We also discussed speed limits on the dirt roads. Jim feels that 35 mph is too fast for most drivers/roads. Discussion to continue.

- f) ARPA – Neil attended a Webinar with was clear guidance on how to spend the \$127,000. There are very few restrictions. Neil will begin obtaining reasonable cost estimates for the items already on the list. We can expect another payment of \$127,000 in September. We have until 2026 to spend the funds. Ellen has set up an ARPA fund account. Ben moved and [____] seconded that that the Town of Pomfret make a one-time irrevocable decision to elect the “Standard Allowance” approach for our ARPA award in the amount of \$254,983.92 to spend on the provision of government services throughout the period of performance of the grant. Unanimous roll-call vote.
- g) Delinquent tax sales – Karen is prepared to send letters, followed by tax sales to the following people, who have been noncompliant for several years. Emily moved and Ben seconded approval for Karen to take action. Unanimous roll- call vote.
- h) Draft Accounting Policy – Nancy Matthews presented the Accounting, Auditing, and Financial Reporting Policy. The board made one minor correction and requested two changes. Nancy will revise and present again at the next meeting (04/20/2022)
- i) Municipal Planning Grant – has been approved for the Planning Commission. Ben moved and Jon seconded that we accept the Municipal Planning Grant and give Emily authority to sign the paperwork. Unanimous roll-call vote.
- j) Approval of Payments Between Meetings --- Ellen receives several bills each month where the “grace” period is too short to limit payments to meeting dates, especially in light of USPS limitations. Ben moved and Steve 2nd that the chair be authorized between regular Selectboard meetings to order the Town Treasurer to pay payroll and other amounts owing that would incur interest or penalties if not paid before the next regular Selectboard meeting, in each case subject to review and approval by the Selectboard at its next regular meeting. Motion passed
- k) Bill Overbay has resigned his position on the School Board. Emily will post the vacancy on List Serve and Becky will post on the website.
- l) Pomfretvt.us email accounts. We discussed whether to revisit the decision by the prior Selectboard to discontinue any email accounts not held by town officers. Ben asked for a list of all existing accounts. Discussion will continue at a later meeting.
- m) Ben moved and Jon seconded approval of the Teago Liquor License renewal. Unanimous roll-call vote.
- n) The Board unanimously voted to allow Becky Fielder, Town Clerk, to approve catering permits submitted by Silo Distilleries, for events at Artistree held between 12pm-9 pm, for a maximum of 3 hours, and a maximum of 100 people. Ben moved and Jon seconded.
- o) Warrants – Emily moved and Ben seconded payment of the following Warrants. Unanimous roll-call vote.

22087	\$9,409.43	Payroll
22088	423.81	Payroll
22089	6,589.01	A/P
22092	8,365.49	Payroll

22093 48,086.44 A/P

- p) Approval of 03/16/2022 Minutes. Ben moved and Jon seconded acceptance after editing. Roll-call vote: 3 ayes; 1 abstain
5. Meeting Wrap Up
- a) No correspondence
 - b) Assignments: Emily Sand RFP, Cynthia – Job descriptions, Jonathan RFP paving, Nancy edit Policy, Post School Board Vacancy (Emily & Becky)
 - c) Agenda for next meeting: HR Manual, Speed limits, traffic & highway ordinances, ARPA priorities, Emergency Services Committee, Truck RFP, Digital Record Storage