

## Town of Pomfret Select Board Meeting

May 4, 2022 Draft Minutes

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

PUBLIC: Jim Potter (Road Foreman), Allyn Ricker (Consultant), Cathy Peters, Neil Lamson (Lister), Jun Wanzhen (VT Standard), Elly Pizzani, Cynthia Hewitt (SB Assistant)

1. Emily called the meeting to order at 7 PM
2. No Public Comment
3. Agenda Review – Remove Human Resource Manual, Remove Emergency Services Committee, add Truck RFP. Steve moved and Ben seconded to accept changes. Motion carried
4. Road Foreman’s Report – Jim’s new office has been painted and he will move in soon.
  - a. Sand RFP – Bids received from D&D and Twin State. John moved and Steve seconded to award the bid to D&D with the best price \$16/yard (2022-23 Season) and \$16.25/yard (2023-24 Season). Unanimous vote
  - b. Cloudland Project Shop Drawings – Jon, Jim, and Allyn will review and contact Horizons/Northwoods with questions
  - c. CDL –Emily contacted VLCT there are no changes in CDL policy
  - d. Truck RFP – Steve reports no bids have been submitted because Ford has not set prices for 2023 models. He will stay in touch with vendors and adjust dates of RFP when prices are available.
  - e. Traffic Ordinance – Ben has made minor changes based on discussion from last meeting; he will forward the document to Stitzel Page for approval.
5. Items for Discussion or Vote
  - a. Planning Grant – To be accepted electronically. Steve moved and Ben seconded Neil Lamson be designated Assistant to the Select Board at \$20/hour. Unanimous vote. Neil will work with Sarah Wraight at Two Rivers.
  - b. Storage of Files in Outlook – John will offer a tutorial for board members at the next meeting to improve the board’s recordkeeping and organization practices.
  - c. Pomfret.us email accounts – Ben provided a list of employees granted email accounts. There are two account license types: [Office 365 E3](#) and [Office 365 E1](#). E3 licenses cost \$240/holder/year and include email, web-based and local Microsoft applications. E1 licenses cost \$96/holder/year and include email and only web-based Microsoft applications. Having at least three active E3 licenses affords us a discounted rate on the E1 licenses. Frank Perron is the only active account holder who is not appointed, elected or hired by the town. Fire Wardens are appointed by the State Commissioner of Forests, Parks and Recreation. It was also noted that Art Lewin and Justin Ricard have accounts; John will check with Jim to confirm these accounts are necessary. After discussion Ben will provide a list of other officials who might benefit from a town email for consideration.
  - d. Woodstock Ambulance Service Renewable Agreement and Unpaid Ambulance Bills. David Green will attend our next meeting for discussion of these items.
  - e. Dog Letters – The board will invite Mr. Perron to collect the dog letters and invoice on Monday, May 9, 2022

- f. Discussion of Frank Perron email to the board regarding Selectboard meetings and meeting process.
  - g. Amending 06/09/2021 Minutes – Discussion tabled. Ben will contact Frank about this.
  - h. So Pomfret Village Scoping Study – Engineering Contract- Jon moved and John Seconded the Board authorize Emily to sign the Consulting Engineering Services Agreement (based on the VTRANS template) in the amount of \$51,251. Motion carried
  - i. Ben moved and John seconded approval of the following Warrants for payment; unanimous vote
 

22100	\$ 8406.58	Payroll
22101	42,219.93	A/P
  - j. Approval of 04/20 & 25/2022 minutes. Approval with corrections sent by Ben.
6. Meeting wrap up
- a. Correspondence: Governors Equity and Diversity Work Force Council survey re: potential \$\$ help toward handicap access.
  - b. Review of Assignments: Jon will call D&D; John will speak with Jimmy about garage emails; Invite Dave Green to next meeting; Emily will discuss with Becky the cost of handicap access to town offices for purposes of completing the Governors Equity and Diversity Work Force Council survey
  - c. Agenda for Next Meeting: ARPA proposals; A/V Sight & Sound; Tree Policy; Email policy; Nancy Matthews - Balance Budget Policy, Management, and Procedures for All Town Funds.
  - d. Ben moved and Jon seconded adjournment at 9:45. Motion carried