

Town of Pomfret Selectboard Meeting Agenda

EXECUTIVE SESSION 6:30

Town Offices 5238 Pomfret Road, No Pomfret, VT. 05053

JUNE 1, 2022

SELECT BOARD MEETING 7 p.m.

Agenda	Presenter	Time Frame
1. EXECUTIVE SESSION Contracts	Chair	6:30 pm
2. Adjourn Exec Session		7 pm
3. Call to Order	Chair	7 pm
4. Public Comment		
5. Agenda Review		
6. Road Foreman's Report & Highway Items a. Road Foreman's Report b. Road Grants Program c. Generators d. Paving RFPs e. Traffic Ordinance f. Artistree Access Permit		8 pm
7. Items for Discussion or Vote a. Delinquent Tax Collection b. Tree Policy c. ARPA Next Steps d. COLA Wage increases e. GLCT Vision Insurance f. Employee Handbook g. Schedule Employee Review h. Woodstock Ambulance Service i. Hartford Ambulance Service j. Windsor County Sherriff's Contract k. FCC License l. Picnic Area m. Warrants n. Approval of 05/18/2022 Minutes		
8. Meeting Wrap-up a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting		
6. Adjournment		

Click <https://zoom.us/j/95395079923?pwd=ZjBEEd3ZuZWgvWmx2MotpOE8zbjg2dz09> to ZOOM



LETTER OF INTENT TO PARTICIPATE IN THE SFY23 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of _____
certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2023.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, receive Construction Authorization from VTrans to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions

such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.

- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2023 (90 days from end of grant

period).

- Complete a post construction assessment of each road segment repaired and provide the post construction

assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date:

(Duly Authorized Representatives)

Municipality: _____

Primary Contact Name: _____

Address:

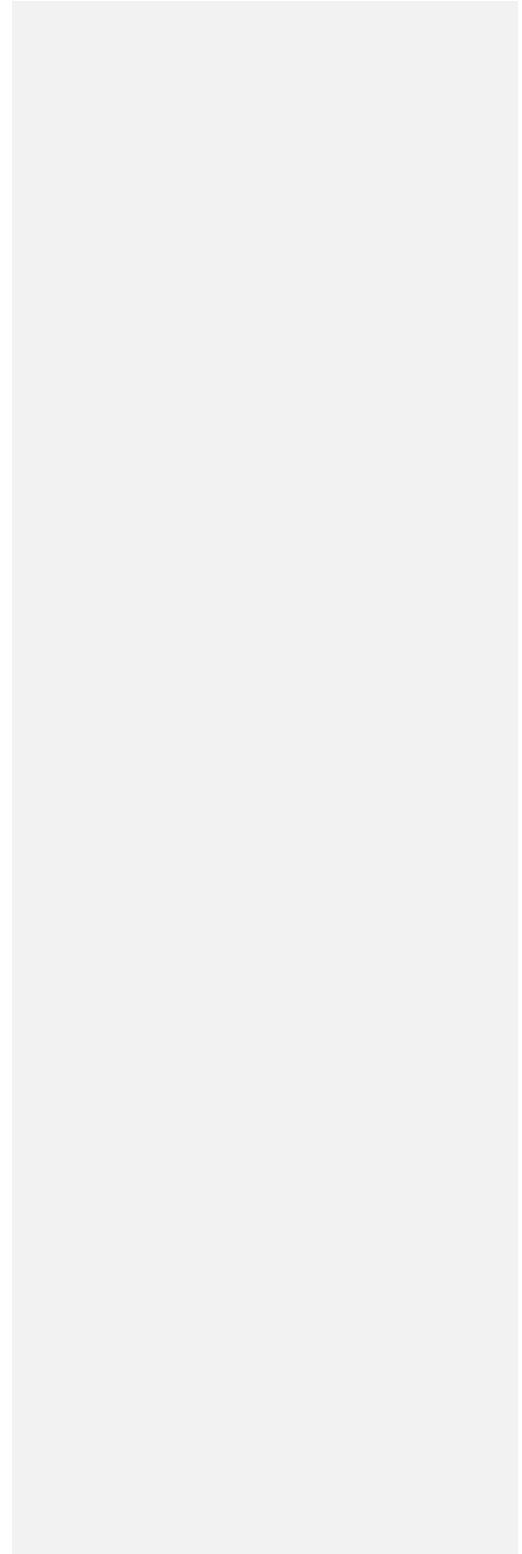
Email: _____ Phone: _____
Secondary Contact: _____ Email: _____
Phone: _____ Unique Entity Identifier (SAM #) #: _____ Fiscal
Year End Month (MM): _____

Street Address Town Zip

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact may be the Road Foreman, Town Clerk, etc.

This form must be submitted via email by June 24th, 2022 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov



From: Karen Hewitt Osnoe <karen.hewitt@pomfretvt.us>
Sent: Saturday, May 28, 2022 11:58 AM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Cc: Steve Chamberlin <steve.chamberlin@pomfretvt.us>; Jon Harrington <jon.harrington@pomfretvt.us>; John Peters Jr. <john.peters@pomfretvt.us>; Benjamin Brickner <benjamin.brickner@pomfretvt.us>
Subject: Re: ZA and Delinq collector

Hello everyone,

In response to Ellen's email, I wouldn't say that I never come into the office. Although since I am working from home for Wild Apple, it is difficult to get to the office during the M-W-F 8:30-2:30 office hours on a regular basis.

In our Administrative payment policy on Delinquent Tax Collection under #6 it states that payment agreements shall be in writing and the Delinquent Tax Collector must approve the agreement in writing, so accepting the \$3,000.00 payment would not constitute as acceptance. I sent a copy of this policy to Jessica with the letter I wrote of the need to resolve the taxes or a pending sale would have to be done.

I copied the agreement request from Jessica and left it with a note requesting review on the evening of May 23rd on the stack of paperwork for the Selectboard for your next meeting. I have not signed this agreement as acceptance, as I as well think that the \$1000.00 a month would not satisfy the delinquency. I was waiting for the Selectboard to agree as well.

If the board is in agreement, or if we want to wait until the meeting on June 1st that is ok too. I have already let Jessica know that the request is being reviewed.

The limitations on lands and issuing of permits I am assuming is in reference to the permit from Jennifer Falvey? I am aware of the restrictions and limitations on her property. After speaking with Jennifer and explaining that since the request of the porch did not meet setback the ZBA would need to review the permit. She subsequently withdrew the application. I turned in the original permit with a mark of permit denied due to the applicant withdrawing.

I would like to say to the board that I make every and all effort to get all information from the applicant before issuing a permit.

I have spoken with Michael Nolan numerous times as well as his builder. The application was not submitted as complete and I have since just subsequently received all information. I spoke to Michael yesterday as well.

Having my cell phone as a contact is sufficient, I do however sometimes let calls go to voicemail, and I return them in a timely manner.

I am available to zoom in at any time on Wednesday June 1st to discuss the delinquency policy. The policy that we currently have was dated in 2017 and is antiquated. A newer, stricter one is definitely warranted to this day and age. I could create a beefier and stricter policy for review if the board so requests. I would look at other towns policies, call them for a copy, and review Vermont laws as well.

The tax lien removals very much slipped my mind, I will draft the removals to the appropriate ones immediately and bring them to the office Wednesday morning as I assume the office is closed Monday.

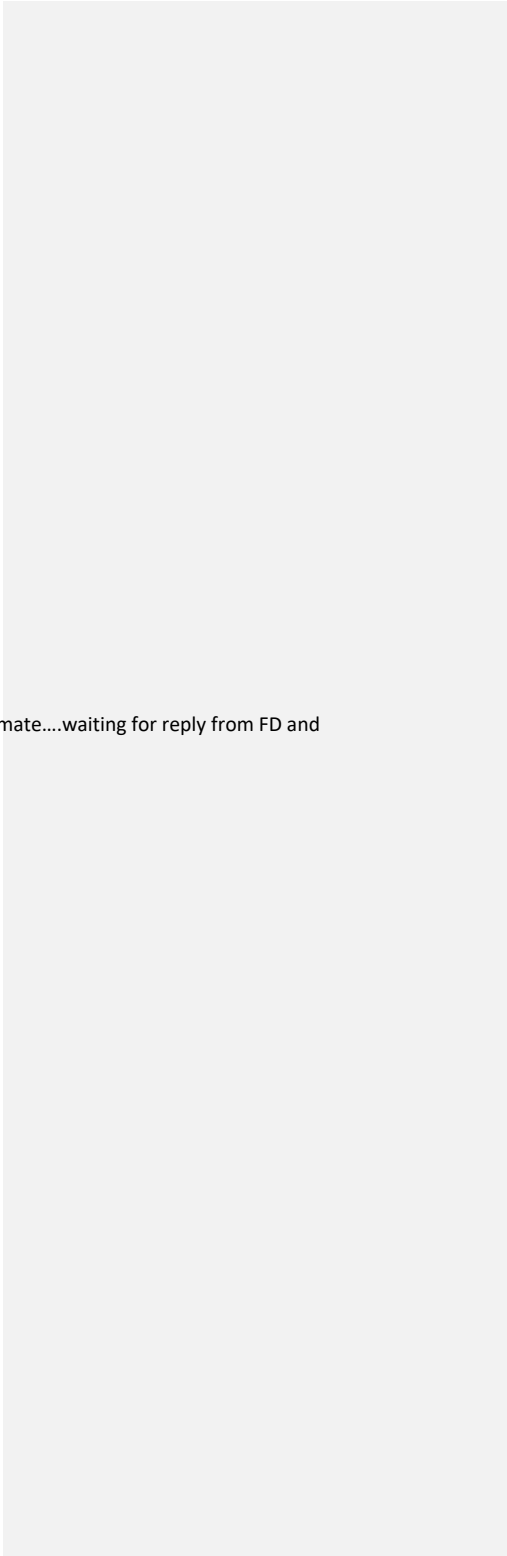
on a side note: On the letter submitted from Peter on May 13th, in reference to the car flipping on the roof in front of his wall, that was actually me. Although speed was not a factor in that case, I was traveling towards the town hall from Hewitt Hill Road and hit a section of black ice and did the not-so-great move of slamming on my brakes in midst of losing grip on the road. :)

Karen

Karen Hewitt Osnoe
Collector of Delinquent Taxes/
Zoning Administrator
5218 Pomfret Road
North Pomfret, VT 05053

TOWN OF POMFRET ARPA FUNDS POTENTIAL PROJECTS LIST

Total Rec'd	\$	127,492	
Total ARPA Projects	\$	139,700	
Digitize land records and surveys	\$	30,000	
Laptop computers	\$	13,500	
Hybrid meetings in town office	\$	3,000	
Replace Generators Town office and FD	\$	21,000	
Stockpile PPE	\$	2,200	
Town Office Poling Place	\$	43,500	
Town garage improvements	\$	20,000	
Radios and chargers for FD and FS	\$	6,500	Estimate....waiting for reply from FD and FS
Reimburse the Thompson Center for extra cost after March 3, 2021			
ECFiber connections pole to residence	\$	-	
Emergency Operations Center	\$	-	





Monthly Premiums

Single	\$4.61	\$5.74	\$9.06
2-Person	\$8.70	\$12.75	\$17.16
Family	\$12.76	\$18.69	\$25.17

Option 5: Packaged Plan	Option 6: Voluntary Standard Plan	Option 7: Voluntary Enhanced Plan
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See Access Network provider directory at www.eyemed.com/premiums/compare

In-Network Provider Benefits

Out-of-Network Provider Benefits for all plans

Benefit Category	Option 5: Packaged Plan	Option 6: Voluntary Standard Plan	Option 7: Voluntary Enhanced Plan	Out-of-Network Provider Benefits for all plans
Examination	Covered in full	Covered in full after \$10 copay	Covered in full	\$50
Eyeglasses Copay	One \$20 copay for lenses. No copay for frame.	One \$25 copay for lenses. No copay for frame.	One \$25 copay for lenses. No copay for frame.	\$50
Single Vision	Covered in full	Covered in full	Covered in full	\$50
Bifocal	Covered in full	Covered in full	Covered in full	\$70
Trifocal	Covered in full	Covered in full	Covered in full	\$100
Lenticular	Covered in full	Covered in full	Covered in full	\$125
Eyeglass Lenses	Anti-reflective	Covered in full	Covered in full	\$5
Polycarb	Covered in full	Covered in full	Covered in full	\$5
Standard Progressive	\$85	\$90	Covered in full	\$125
Premium Progressive	\$85, 80% of charge less \$120 allowance.	\$90, 80% of charge less \$120 allowance.	\$25, 80% of charge less \$120 allowance.	\$125
Eyeglass Frame	\$150 retail, 20% off ball over \$150.	\$150 retail, 20% off ball over \$150.	\$150 retail, 20% off ball over \$150.	\$120
Contact Lens Fit and Follow-Up Visits (Separate from materials cost)	Up to \$55 for fitting and up to two follow-ups.			N/A
Contact Lenses (Materials)	First \$150 and 15% off remaining.			\$150
Elective	Covered in full	Covered in full	Covered in full	\$200
Medically Necessary	Covered in full	Covered in full	Covered in full	Up to \$125
Supplemental Testing	Covered in full	Covered in full	Covered in full	25% copay to \$1,000
Low Vision Benefit	25% copay to \$1,000	25% copay to \$1,000	25% copay to \$1,000	24 months
Benefit Period	24 months	24 months	24 months	
Examination	12 months	12 months	12 months	
Lenses OR Contacts	12 months	12 months	12 months	
Frames	24 months	24 months	12 months	

Rates for 1/1/19 - 12/31/22

**2019-2022
VLCT
Vision Plans
Comparison**

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Monday, August 24, 2020 10:42 AM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Subject: RE: COLA

Good morning Emily,

The law governing the compensation of town officials states that "(a) town may vote to compensate any or all town officers for their officials services. Such town in annual meeting may fix the compensation of such officers and of town employees." 24 V.S.A. § 932. The statute immediately following reads in relevant part, "(w)hen a town does not fix the amount of the compensation to be paid such officers and town employees, the selectboard shall fix and determine the same..." 24 V.S.A. § 933.

Generally speaking, the way that the compensation of elected officials plays out is that the Selectboard proposes the compensation of town officers and employees through the budget and the voters "set" the compensation of town officers and employees when they approve the proposed budget. Such vote may come in the form of a stand-alone article on the ballot or it may come when the voters approve the budget with a clear line item for compensation of an elected official(s).

In situations where the voters have set the compensation for elected officials, the selectboard may not then alter that compensation for the year based upon the authority cited above for the voters to "fix" that amount of compensation. The recourse in such an instance would be to return the question to the voters. If however the monies approved by the voters were tied to an overall departmental budget, then the argument could be made that the selectboard has the discretionary authority to manage the costs, including compensation, of that department as it had yet to be ultimately "fixed" by the voters.

I hope that helps. Take care and be safe.

Sincerely,

Garrett A. Baxter

Garrett A. Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities and Towns
1-800-649-7915

Town of Pomfret Select Board Meeting
Draft Minutes May 18, 2022

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

Public: Jim Potter (Road Foreman), Allyn Ricker (Consultant), John Moore (Planning Commission), Nancy Matthews (Auditor), Ellen DesMeules (Treasurer), Bob Crean (School Board), Neal Lamson (Lister), Kevin Rice (Fire Chief), David Green, Jun Wanzhen (Vt Standard), Cynthia Hewitt (SB Asst)

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1. Emily called the meeting to order at 7:30
2. Public Comment: Bob Crean asked about the possibility of hiring the Town crew to plow the school. This will be added to a future agenda. He also spoke of a pothole on Wild Apple Road. Jim explained if residents used the provided apron rather than cut a tight corner there would be no pothole.
3. Agenda Review – Computer for Karen Osnoe; So Pomfret Project Kick-off Meeting. Steve moved and John seconded these items be added to the agenda; motion carried
4. Road Foreman’s Report & Highway Items
 - a. A Better Roads Grant for ditching, etc., on Wild Apple Road must be accepted. John moved and Steve seconded that Emily be allowed to accept the Grant. Unanimous.
 - b. Full time road crew. There have been no full-time applicants. Ron Weglarz is interested in part time work. John moved and Ben seconded that Ron Weglarz be hired for temporary work, i.e., no more than 30 hours/week, at \$25/hour. Unanimous
 - c. Paving RFP – discussion tabled to June 1
 - d. Horizons has approved the Cloudland Road shop drawings. Allyn and Jim will arrange a pre-construction meeting with the contractors, Scott Jenson (Water Resources), and Bill Emmons (abutter) as the next step
 - e. Falvey Driveway. Jim met with Ms. Falvey and explained that only one driveway access is allowed per parcel. As a result, Ms. Falvey indicated she no longer wished to pursue the new access. Steve moved and John seconded the permit be formally denied; John also moved that the application fee be returned to the applicant. Motioned carried 4-0 (Ben did not participate)
5. Items for Discussion or Vote
 - a. Woodstock Ambulance Contract – Dave Green, Manager of Fire Department/EMS attended the meeting to discuss the new Ambulance Contract. “The town of Woodstock will charge a fee based on the population, based on VLTC figures. The minimum base fee will be \$63,280.” John explained Pomfret is negotiating with the Town of Hartford for coverage of the NE section for coverage, likely by Quechee station which is now staffed 24/7. Mr. Green stated that would not change the fee from Woodstock. He also stated there is only a 2-minute difference in response time between Woodstock and Hartford. Woodstock station is now staffed 24/7 with paid employees. Volunteer coverage is no longer available. Mr. Green also stated they need the contribution from Pomfret to fulfill their budget. John has left a message for the Chair of Woodstock Select Board and is awaiting response. He will also speak with Scott tomorrow re: Hartford’s response.

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- b. Balanced Budget Policy. Nancy and Ellen attended the meeting to present the third Financial Committee’s revised policy, The Balanced Budget Policy. After discussion, Jon moved and John seconded approval of this policy with recommended minor changes. Unanimous
- c. ARPA Proposals. Neil presented an updated spread sheet of potential ARPA projects. Digitizing of records has been completed. Sight & Sound A/V has visited and proposed a 75” Smart TV to provide hybrid meetings. Ben moved and Steve seconded approval of this expense. Motion passed. The board would like to replace current generators and add one to the Town Garage. Emily will speak with Kevin. Neil will get prices for new laptop computers, in the meantime, a new laptop will be procured for Karen Osnoe, Zoning administrator, and Delinquent Tax Collector,
- d. Electronic Communications Guidelines. Ben has prepared a policy covering access to the pomfretvt.us system. Only town employees, elected and appointed officials for whom a pomfretvt.us email account is necessary or convenient will be given accounts. Ben moved and Steve seconded adoption of the Electronic Communications Guidelines. Motion passed. Consistent with the new policy, Justin Ricard, Art Lewin, and Frank Perron’s accounts will be archived on or after June 30.
- e. Traffic ordinance – Postpone to after completion of the Howe Hill Road traffic study
- f. Catering Permit – Monkey House catering has asked permission to cater a wedding reception at Hewitt Hill Farm on 07/16/2022. John moved and Steve seconded approval. Motion carried
- g. FCC License – has lapsed. John will get all renewed
- h. Woodward Freedom of Information Act – skipped; no discussion necessary.
- i. No Pomfret Picnic Area – Jon discovered the town does not own this piece of property entirely, though the Fire Department uses it as a parking lot. The fire pits, built by Pete Clifford were added as a Vail Grange Service Project back in the ‘60s. One part is still deeded to Nancy Bassett. The piece the town does own was purchased at a Burch tax sale. Jon wonders if in the long-term interest of the town, the lot lines be sorted out with Nancy Bassett so the town does own the parking area. He will speak with Ms. Bassett.
- j. Ben moved and John seconded the 06/09/2021 minutes be approved as previously revised and posted to the town website. Unanimous
- k. Warrants - Ben moved and Jon seconded approval of payment of the following.

22103	Payroll	\$ 6,099.56
22104	Accts Rec	926,132.98

 Unanimous
- l. Ben moved and Steve seconded approval of the 05/04/2022 Meeting Minutes. Motion carried
- m. So Pomfret Study Kick-Off Meeting – Jon will contact Jenn Conley and they will set up the Kick-Off meeting, involving businesses and residents of the Village along with the Board
- n. Karen Osnoe will work with Becky to procure a new computer
- 6. Meeting Wrap Up
 - a. Correspondence – Cynthia heard from Standard Advertising for Road Crew; Jim requested the ad run another week.

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- Deleted: ,
- Deleted: , Planning Commission
- Deleted: the
- Deleted: The archives of the email system need to be preserved as town business, thus only those doing town business will be enrolled
- Deleted: removed
- Deleted: at
- Deleted: House
- Deleted: no need for
- Deleted: deed
- Deleted: john
- Deleted: Kick-Off
- Deleted: Conoly

- b. Review of Assignments - Jon speak with N. Bassett and Jen; John renew FCC; Emily speak with Kevin Rice, activate grant; Ben will [inform Justin, Art and Frank about archiving their pomfretvt.us email](#) accounts
 - c. Agenda for next meeting: Sherriff contract; Tree policy; Paving RFP, Employee handbook, traffic study and ordinance, ARPA next steps
7. Ben moved and Steve seconded for adjournment at 10:

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