

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5238 Pomfret Road, No Pomfret 05053  
August 6, 2022. 7pm**

Zoom instructions below

Business Items	7:00 PM
1. Call to Order	Chair
2. Public Comment	
3. Agenda Review	
4. Road Foreman's Report & Highway Items a. Hazard Mitigation Grant b. Cloudland Road Foliage Traffic Discussion c. Release of Liens, Cloudland Project	
5. Items for Discussion or Vote a. ARPA b. Tree Policy c. September 10th charity event d. Wolf Tree Hospitality Catering, 08/13/2022 e. FY 2022 Final Results f. f/u VMERS g. Warrants h. Approve July 20 Minutes	8:00
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Executive Session – Ambulance Contract/Bills	
8. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated</i>	

- Join Zoom Meeting via Computer or Smartphone  
Click <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2MotpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
- Join Zoom Meeting via Mobile Phone +19292056099,,95395079923#,,#,306922#
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922 When joining, you'll be asked to identify yourself for the recording.

### **Tree Policy v. 3.3**

#### **Objective**

Trees and stone walls along our Town highways contribute significantly to the beauty of Pomfret. Certain shade trees and roadside plantings along the Town right-of-way are protected by state statute. However, proper tree trimming and, where warranted, tree removal, are essential for safe movement of people and vehicles. The purpose of this policy is to provide guidance to Town officials and information to residents and landowners about maintenance, improvements, and alterations to Class 2 and 3 Town highways.

#### **Background**

Right-of-way: Municipalities own an easement, or right-of-way, for highway purposes. The width of a highway is usually three rods (49.5 feet), or 24.75 feet each side of the centerline of the currently existing highway but may be wider. For the public benefit of a road, the abutting landowner is stopped from exercising his or her full rights to the land under a right-of-way. The municipality has the authority to remove trees and other growing things, straighten curves, expand the traveled portion, and maintain or improve the road surface, all without the permission of the owners of the land the easement crosses, provided the work is done within the limits of the easement. Towns are obligated to maintain a road to certain standards that are dictated by a road's classification and by state statute. The landowner has rights to remove trees along the public right-of-way, providing that the trees are officially not designated as shade trees by the town.

Public place: Includes cemeteries, greens, parks, lawns around public buildings. Requirements for public shade tree maintenance are similar to those for highways.

Tree Warden: The Tree Warden in each town is appointed by the Selectboard. This person is responsible for preserving shade and ornamental trees in the town public ways and places, determining necessary care of trees, controlling of tree infestations, deciding when diseased, dead, or dying trees should be removed and, planning when new trees are appropriate. The Tree Warden shall hold public hearings when the removal of a shade tree is proposed.

Selectboard: Is responsible for maintaining the usefulness and safety of town roads and will decide on appeals of certain of the Tree Warden's decisions.

Highway Department: Performs or oversees road maintenance, including tree and brush removal.

#### **Pomfret's policy on right-of-way clearing and trees is as follows:**

(1) The Town shall comply with State statutes and regulations when performing road work. While the Town is obligated to maintain the usefulness and safety of its roads, it is also interested in preserving their aesthetic qualities.

(2) Except in emergencies, road maintenance that proposes removal of trees from the right-of-way will be reviewed by the Tree Warden. With the Road Commissioner/Road Foreman, the Tree Warden will view trees that have been identified for removal and provide a report to the Selectboard and the Highway Department. The Selectboard and the Highway Department will file the report in the Town Office. The Selectboard will notify the landowners by letter if the report recommends tree removal and hold a public hearing if necessary.

(3) Except in emergencies, landowners will be notified two weeks before work is scheduled in the public right-of-way across their land: tree cutting, road straightening or widening, and any work that will significantly alter the road or right-of-way. The letter will advise landowners of planned work, the tentative schedule for it, and will inform individuals of their opportunity to express their concerns regarding the work. Similar notification of proposed major road reconstruction projects will be mailed at least 60 days before the work is to begin.

(4) Actions that will be taken by the Road Commissioner or Road Foreman before cutting trees or shrubs:

- ◆ Confirm the width of the right-of-way, and measure and mark its edges.
- ◆ Consult with landowners
- ◆ Describe the location and proposed work to the Tree Warden.
- ◆ Request the Tree Warden's opinion whether the proposed work will require cutting of shade, fruit, or ornamental trees or shrubs, and whether such plants are in a residential area. If such plants are to be cut, before obtaining written permission from the Tree Warden, then notify the Selectboard.
- ◆ Require a certificate of insurance before a contractor begins any cutting.
- ◆ Roadside mowing will maintain clearances for snow removal and road visibility for drivers.
- ◆ Brush and trees that could interfere with the operation of Town equipment may be removed.

(5) Actions to be taken by the Tree Warden:

- ◆ Consult with the Road Commissioner or Road Foreman on proposed right-of-way clearing.
- ◆ If the cutting of public shade trees is recommended, hold a public hearing. When appropriate, issue written permission to the Road Commissioner or Road Foreman to remove trees.

(6) Actions to be taken by the Selectboard:

- ◆ Decide cases involving cutting of shade tree, fruit, or ornamental trees or shrubs, after the Tree Warden's hearing, when the Tree Warden is precluded from deciding the case or an interested party requests in writing that the Selectboard do so.

#### **Invasive Plant Management**

The Tree Warden may make suggestions on management of invasive plants along the Town right-of-way.

#### **Shade Tree Planting Guidelines**

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Deleted: The Highway Department will notify the landowner send this notification letter at least two weeks before the work is to begin.

Deleted: , fruit, or ornamental trees or shrubs

Trees planted by the town are officially designated as shade trees, with the protections outlined in the state statutes. All species of shade trees shall be selected from recommendations by the Vermont Urban & Community Forestry. For tree species to be planted, see Vermont Tree Selection Guide:

[https://vtcommunityforestry.org/sites/default/files/pictures/complete\\_vt\\_tree\\_selection\\_guide\\_2019.pdf](https://vtcommunityforestry.org/sites/default/files/pictures/complete_vt_tree_selection_guide_2019.pdf)

### Funding for Shade Tree Plantings and Removal

The Pomfret Selectboard shall create a town tree removal fund for use by the Tree Warden in the implementation of their duty. Funds in this account may be used by the Town Road Commissioner or Road Foreman, in consultation with of the Tree Warden. The tree removal fund will be important when ash trees damaged by the invasive Emerald Ash Borer need to be removed along the Town right-of-way.

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### Clean up

Materials cut from the Town right-of-way will be removed as reasonably appropriate.

Material from chipping can be spread on abutters' property with their prior approval.

Logs of an agreed-upon length may be left on abutters' property only with landowners' approval. Any wood from trees less than 6 inches DBH (Diameter Breast Height) that are removed by the Town belongs to the Town. Any wood from trees removed by the landowner, with approval of Tree Warden, belongs to the landowner.

### Permit for Public Tree Removal in Pomfret

A permit for public tree removal must be approved by the Pomfret Tree Warden. Here is a link to a Town form that may be used to make such a request see: Permit for Public Tree Removal.

### Changes in Pomfret Tree Policy

The Pomfret Board of Selectmen reserves the right to establish internal guidelines consistent with this policy and to amend the policy from time to time without future notice.

## REQUEST FOR PROPOSALS

### Local Hazard Mitigation Planning Services

Town of Pomfret, Vermont

**Date of Issue:** [August 3, 2022]

**Closing Date:** [September 7, 2022], 2:30 p.m. Eastern Daylight Time

The Town of Pomfret, Windsor County, Vermont, is seeking the services of a qualified consultant to create a new Local Hazard Mitigation Plan (the "Plan") for the Town of Pomfret (population 916 per the 2020 Census). The Plan will be submitted to the Federal Emergency Management Agency ("FEMA") for approval.

The selected consultant shall (1) demonstrate the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of hazards that may affect Pomfret and (2) have experience related to mitigation planning work.

#### Funding Source

This work is funded by a Hazard Mitigation Assistance grant from FEMA. The selected consultant must be available and willing to complete the required work within eighteen (18) months of the date of the award of this contract, including obtaining FEMA approval.

It is anticipated that the FEMA grant funds will cover all of the consultant expenses, which will account for 75% of the entire project cost. The Town of Pomfret will be responsible for the remaining 25% of project cost, through a combination cash and in-kind hours. Tasks that will be undertaken by the Town of Pomfret staff, officials and/or volunteers include:

- General printing, photocopying, and other direct meeting expenses such as public notices.
- Public outreach and publicity efforts.
- Research (e.g. listers' data, flood levels and loss data).

The consultant will assist the Town of Pomfret in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expense is capped at \$[7,612.50].<sup>1</sup> **Cost-effectiveness and efficiency will be given very serious consideration.** The selected consultant will be expected to

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<sup>1</sup> **Note to Selectboard:** This is the maximum amount that can be offered to the consultant without obligating the town to pay any amount in cash (but we still would need to contribute \$2,537.50 in in-kind services at

propose a budget and timeline that makes the most cost-effective and expedient use of all in-kind resources, as well as other cost-saving measures, such as teleconferencing.

### Project Proposal

The project proposal should be organized along the following steps (some discretion is allowed as long as the proposal is in line with the requirements of the FEMA Review Tool). Each step should indicate the consultant's role and responsibility, proposed date for completion, number of consultant hours required for each step, hourly rates and any associated direct expense. The Town of Pomfret brings to this project a willingness to align its resources in the most cost-effective manner possible, so consultants are strongly encouraged to suggest strategies for delegating responsibilities.

Step	Description
1.	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.
2.	Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.
3.	Review information on hazards based on best available data.
4.	Review hazard data in one public meeting.
5.	Complete vulnerability assessment to quantify the extent of each hazard.
6.	Identify mitigation strategies.
7.	Review mitigation strategies in a public meeting.
8.	Submit Plan to Vermont Emergency Management ("VEM") and revise accordingly.
9.	Submit revised Plan to FEMA, revise if necessary, and adopt Plan.

The final Plan developed by the consultant will be available to the Town of Pomfret in an accessible format (e.g. Word) to be used in future plan updates.

This Plan is funded through a FEMA planning grant under BRIC2020. The Period of Performance for the grant funding this work is through December 22, 2024, and no expenses related to this

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\$0.585/mile and \$29.95/hour). This amount can be increased to up to \$10,150 if we are willing to contribute cash instead.

project can be charged beyond this date. In limited circumstances, grant extensions may be feasible through VEM and will require contract amendments.

**Qualified, interested individuals should submit the following information no later than [September 7, 2022], 2:30 p.m. Eastern Daylight Time:**

1. Consultant's qualifications and resume. Please include references and contact information for similar emergency management or hazard mitigation planning projects.
2. Description of experience with grant-funded projects, especially FEMA or VEM programs.
3. Project and cost proposal, itemized by project steps as identified above. Proposal should include all consultant hourly rates and any associated direct expenses.

#### **Evaluation of Proposals**

Selection of a consultant will be based on the proposal submitted and:

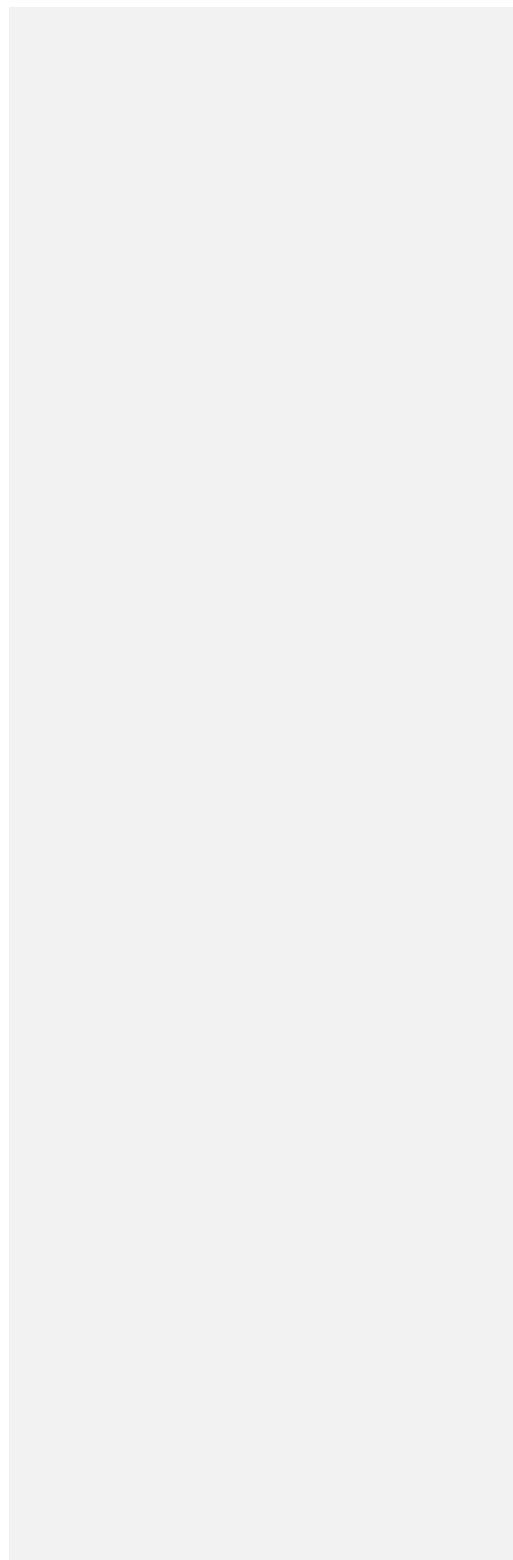
- Documented experience in mitigation planning
- Technical staff capability to assess risks based on identified hazards
- Experience working with local, state, and/or federal government
- Ability to recommend viable mitigation actions
- References of past work in mitigation planning
- Cost
- Timeliness

The Town of Pomfret encourages responses from disadvantaged, women-owned, minority-owned and small local firms. Selected candidates should be prepared to execute a contract that contains pass-through provisions regarding Federal programs and assurance related to this grant-funded work, including policies regarding conflicts of interest, equal opportunity, non-discrimination, retention of and access to records, and audit requirements, when applicable. The Town of Pomfret reserves the right to reject any or all responses.

Please deliver responses and inquiries to:

Selectboard  
Town of Pomfret

5218 Pomfret Road  
North Pomfret, Vermont 05053  
Attention: [Benjamin Brickner]





July 29, 2022

Town of Pomfret 5218 Pomfret Rd,

North Pomfret, VT 05053

To the Pomfret Selectboard:

We are writing to request permission to hold a fundraising event on Saturday, September 10th, 2022.

The fundraising event will consist of a multisport activity, followed by a gathering at 216 Galaxy Hill Road. All proceeds from the event will support the Vermont Reproductive Liberties Campaign. Our primary objective is to raise support for the Reproductive Liberty Amendment ballot measure in the upcoming 2022 Vermont General Election.

Unlike other recent sporting events held in Pomfret, this event is a community run/ride and not a race. We anticipate around 100 - 200 participants between the run and rides. Participants will choose between a group run or a group ride, with staggered starts for each, beginning at 11:30 am. There will be two ride modalities: mountain bike and gravel bike. The rides and run will start and finish at 216 Galaxy Hill Road. The mountain bike ride will connect private trails at 216 Galaxy Hill Road to the Saskadena 6 trails, primarily via dirt roads and class IV roads. The gravel bike and run routes will primarily follow town dirt and class IV roads. There will be minimal travel on paved roads, primarily around Saskadena 6. Attached is a copy of the route maps. Following the run/rides, we will host a gathering at the finish area at 216 Galaxy Hill Road, with live music, speakers, food, and drinks (including beer). The gathering will conclude at 8 pm. A certificate of insurance will be provided to the Town for the event, and we are enclosing a copy of the policy quote to ensure that we are meeting the Town's insurance requirements before we pull the policy.

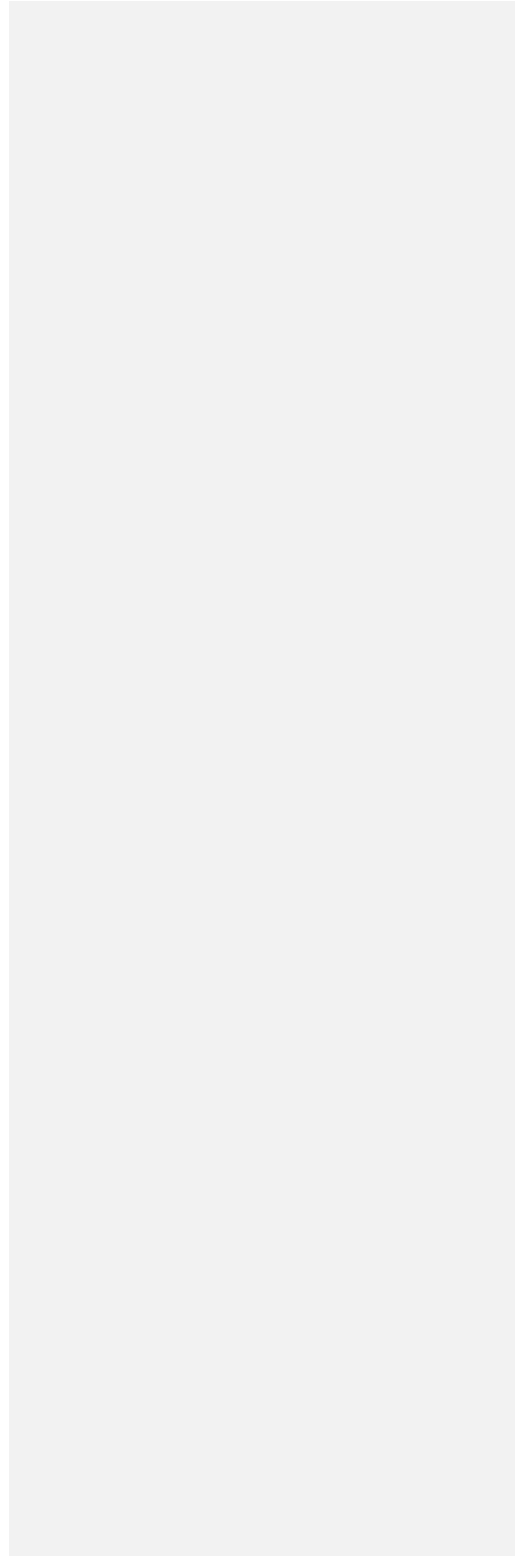
Given the size and nature of the run/rides, we do not plan to have special traffic control along the routes, but we will have safety measures in place, discussed in the attached Emergency and Safety Protocol document. Additionally, we have notified all the homes abutting 216 Galaxy Hill Road that the event will be taking place.

We appreciate your consideration and are available to answer any questions and address any concerns.

Kindly,

Jordana Jusidman (Dana Road) and Leah Skyeck (Galaxy Hill Road)

Attachments: Emergency and Safety Protocol  
Routes  
Quote for Insurance



## Emergency and Safety Protocol

With individual's safety in mind, procedures are in place that will allow riders and runners to safely engage in their chosen activity: either a gravel ride, mountain bike ride, or run.

### Emergency

- Prior to the date of the event, we will notify and provide route maps to the Pomfret FAST Squad and the Woodstock Police Department.
- Participants will be asked to provide emergency contacts during registration.

### Medical Services – On Course

- The Start/Finish Area at 216 Galaxy Hill Road will have a designated area offering assistance with minor medical needs, such as Band-Aids, ice, stretching, hydration, etc.
- We will have first responders patrolling the routes, including 2 ICU physician assistants, 2 ER physician assistants. These individuals will be equipped with first aid kits and cellphones.<sup>2</sup>
- First aid kits and access to POTS or VOIP telecommunications will be available at each of the support stops along the route; as well as at the Start/Finish area. ● Area hospitals will be notified of the event in advance.

### Safety and Etiquette

- All participants will be provided with a copy of the State and local bicycle and pedestrian laws. At the start of the event, we will gather participants for a safety talk, which will include a review of the State and local bicycles and pedestrian laws.
- All riders will be required to wear a helmet and will be encouraged to wear bright colors and equip their bikes with front and rear bike lights.
- Runners will be encouraged to wear bright colors.

### Navigation

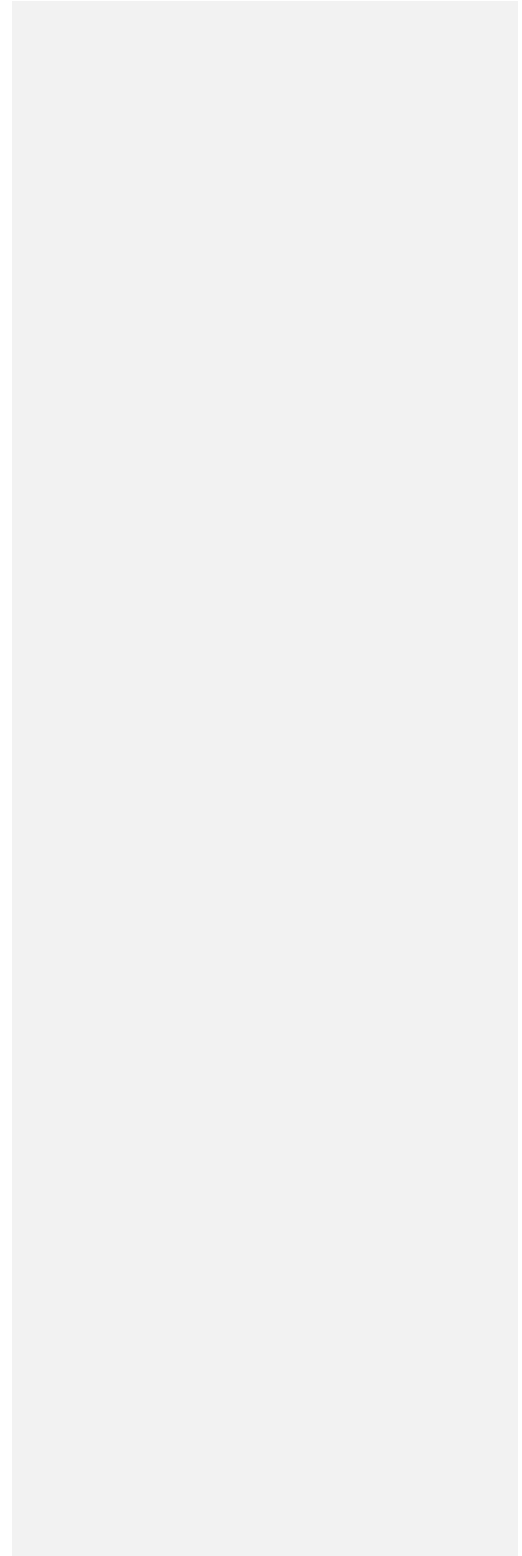
- A .gpx file of the routes will be available for riders/runners participating with navigation systems like Garmin, Strava, or Wahoo devices.
- Volunteers will place discrete cue signs along the route, which will be removed within 24 hours from the conclusion of the event.

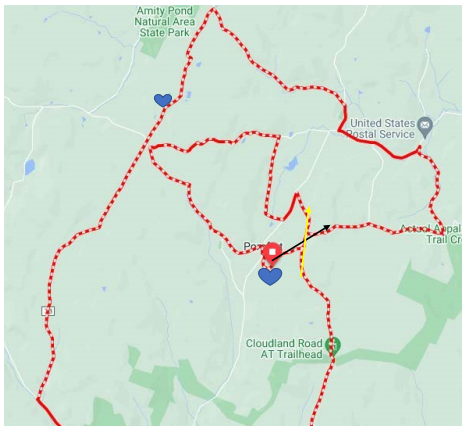
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<sup>2</sup> Steve Cota, Green Mountain Bike Patrol, has been notified of the event and may be participating.

- Riders and runners will be encouraged to ride/run in small groups with a designated leader, especially if they are unfamiliar with the area.

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**25 Gravel Bike Route:**

216 Galaxy Hill Rd to Old Kings Hwy to Bunker to Pomfret Rd to Howe Hill to Allen to Skyline to Wild Apple to Stage Rd to Barber to Cloudland.

Optional "Inner Loop" adds: Galaxy to Pomfret Rd to Johnson Hill to Hewitt Hill to Windy Lane to Webster to Pomfret Rd to Galaxy Hill



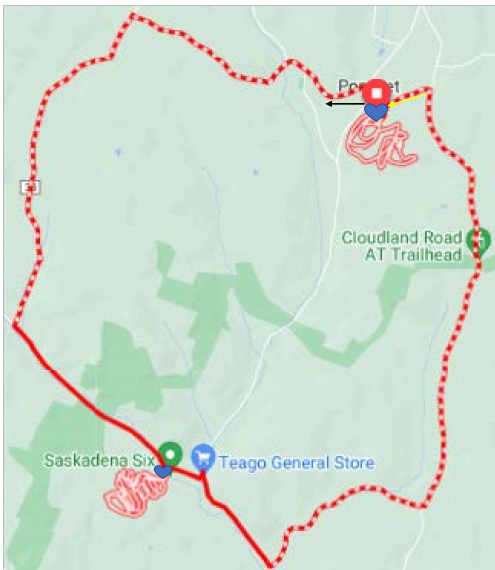
Support: Galaxy Start/Finish, Skyline, Saskadena 6



Direction of Travel (out): Galaxy Hill Road, right on to Old King Hwy



Direction of Travel (to Inner Loop): Cloudland Road, right on to Galaxy Hill



**20 Mile MTB Bike Route:**

216 Galaxy Hill Trails to Webster to Bernard Rd to Lt2 to Wild Apple to S6 trails (1 or 2 laps) Stage Rd to Barber to Cloudland.



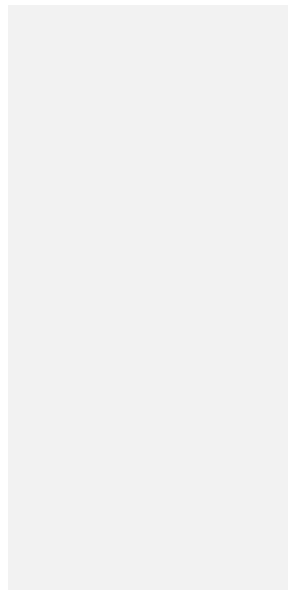
Support: Galaxy Start/Finish, Saskadena 6



Direction of Travel (out): Galaxy Hill Road to Webster



Direction of Travel (return): Cloudland Road to Galaxy Hill



**8 Mile Run Route:**

216 Galaxy Hill to Webster to Bernard Rd to Lt2 to Wild Apple to Skyline to Twin Pond Rd to Lt1 to Hewitt Hill Rd to Johnson Hill Rd to Pomfret Rd (L) to Galaxy Hill Rd.



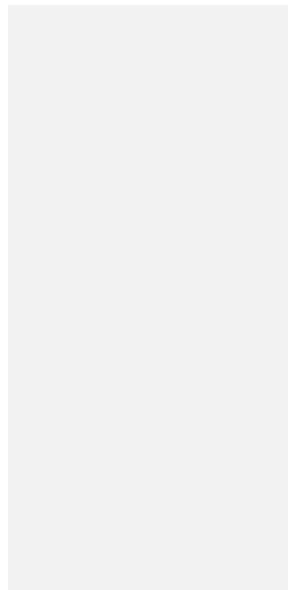
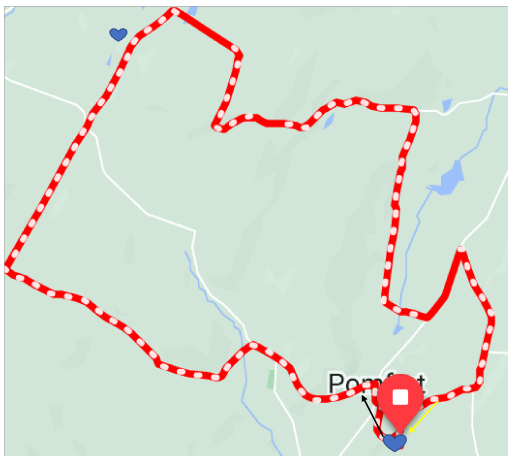
Support: Galaxy Start/Finish, Skyline



Direction of Travel (out): Galaxy Hill Road to Webster



Direction of Travel (return): Johnson Rd to Pomfret Rd to Road to Galaxy Hill





Quote Date: 07/18/2022

Insured Name: Leah Skyeck

**QUOTE - COMMERCIAL GENERAL LIABILITY**

<b>General Liability Limits of Insurance</b>		<b>Deductible</b>		
General Aggregate	\$2,000,000	\$500	BI/PD Combined	Per Claim
Products / Completed Operations Aggregate	EXCLUDED			
Personal & Advertising Injury (any one person or organization)	EXCLUDED			
Each Occurrence	\$1,000,000			
Damage to Premises Rented to You (any one premises)	\$100,000			
Medical Expenses (any one person)	\$5,000			

<u>Code</u>	<u>Classification Description</u>	<u>Premium Basis</u>	<u>Exposure</u>	<u>Prem / Ops Rate</u>	<u>Prod / p Ops Rate</u>	<u>Premium</u>
90556	Special Event Group 1-up to 500 average attendance	t	1	299.871 daily		\$300.00
					Excluded	Excluded

Dagger or Plus Sign (+): Products/Completed Operations Included within the General Aggregate Limit unless specifically excluded.

**Liability Premium Summary**

Liability: \$300.00

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Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Application Fee (must be included)

**License Number: 9966-001 -CATR-OOI Licensee Name: Wolf Tree  
Hospitality LLC**

Doing Business as: Wolf Tree \_\_\_\_\_

Street: 40 Currier St \_\_\_\_\_ Town/City White River Junction \_\_\_\_\_

Contact Name & Phone: Max Overstrom-Coleman - 802.685.1330 \_\_\_\_\_

Email or Fax: max@wolftreevt.com \_\_\_\_\_

BE SURE TO READ INSTRUCTIONS BELOW BEFORE  
COMPLETING APPLICATION

Describe type of event: Birthday party with cocktail hour and dinner service  
\_\_\_\_\_

2) Location of event: Cloudland Farm, Woodstock VT  
\_\_\_\_\_

3) Date of event: Aug 13, \_\_\_\_\_ 2022

4) Hours of operation from beginning to end: 5pm-8pm \_\_\_\_\_ Approximate  
number of persons expected: 50 \_\_\_\_\_

Signed: \_\_\_\_\_ *M. O.* Date: 7/20/22

Each catered event must have approval from the Town/ City before  
submitting this application to Liquor Control.

Please check one:  Approved  Disapproved

\_\_\_\_\_  
Town/ City Clerks Signature (Catered location) Town/ City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

**DIRECTIONS:**

- 1) Submit to Town/ City Clerk for approval gown/City Clerk will send to DLC).
- 2) Follow all Liquor Control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
- 3) Must have a defined area for serving and consumption of alcohol with designated barriers.
- 4) Must have separate toilet and lavatory facilities available for both men and women.
- 5) Provide sufficient number of employees for control purposes.
- 6) No personal checks will be accepted.

Rev. 12/02/2019

Town of Pomfret Select Board Meeting  
Draft Minutes – July 20, 2022

Present: Emily Grube, John Peters, Benjamin Brickner, Steve Chamberlin

Absent: Jonathan Harrington

Public: Cynthia Hewitt (Selectboard Assistant), Karen Hewitt Osnoe (Zoning Administrator; Delinquent Tax Collector), Alan Graham (Deputy Tree Warden), John Moore (Planning Commission), Allyn Ricker, Pamela Pickett, Christina Dolan (Vermont Standard)

1. Emily called the meeting to order at 7:01 pm
2. Public Comment – None
3. Review of Agenda – Karen Osnoe – Zoning violation on Tom White Hill; Emily – RFP for Local Hazard Mitigation Plan grant; sign Pike contract/bid. Ben – Nomination to attend leadership conference. Ben moved and Steve seconded these items be added to the agenda; unanimous
4. Road Foreman's Report and Highway Items
  - a. Allyn reports that Cloudland Road is now open. Guard rails to be installed this week; Allyn and Jim will conduct the final walk through.
  - b. Truck/Loader Purchase. Steve stated that the '22 base price for a Ford F550 is ± \$66,000; '23 prices are not yet available. It will likely be at least 6 months from the order date before a truck will be available. We received no bids on the RFP previously issued. For this reason, the purchasing policy has been satisfied and we can proceed directly with a single vendor. Steve moved and Ben seconded we order a new truck from Ted Green Ford. Unanimous.
  - c. Dental Insurance for Employees – postponed to August 3 meeting.
  - d. Wild Apple Bridge/Culverts – An engineering RFP is needed for this project; Emily will prepare using the Cloudland RFP as a starting point. The project needs preliminary plans, analysis, and an engineering study.
  - e. Secondary roads speed limit – nothing further to discuss.
  - f. Caper Street Speed signage – Jim to relocate the 40 mph sign so it is farther from the 25 mph advisory sign.
  - g. Pike Contract – the contract includes the better asphalt; Emily will confirm contract is consistent with the approved bid and, if so, will sign and return the contract on Friday; price includes shoulder work and cold planing.
5. Items for Discussion or Vote
  - a. Zoning Violation – Karen reports that she discovered at a site visit for permit approval on Tom White Hill the landowner had already poured the 12x20 slab while putting in footings for the existing shed. Planning Commission would like the board to consider imposing a late fee or daily penalty pursuant to 24 V.S.A. 4451. The board decided a late fee was more appropriate than a daily penalty, but it was noted that since tax bills were recently mailed along with a conspicuous notice of the town's zoning rules, daily penalties for violations will be more appropriate going forward. Ben moved and John seconded that Karen levy a \$200 late fee. Vote was 3 to 1; Steve abstained as a related person is a client.

- b. Delinquent Taxes – On June 7, 2022, Governor Scott signed S.226 (Act 182) that among other things prohibits tax sales while a homeowners Vermont Homeowner (VHAP) application is pending.
  - a. Parcel 0163 – VHAP application pending. Per Act 182, tax sale to proceed if the applicant is deemed ineligible or the VHAP application is closed due to inaction by the applicant.
  - b. Parcel 0188 – Delinquency too short and amount owed too small to warrant a tax sale. Delinquent Tax Collector to pursue a payment plan instead. Tax sale to proceed if no payment plan is agreed.
  - c. Parcel 0190-AL – Tax sale to proceed.
  - d. Parcel 0702 – Tax sale to proceed.
  - e. Parcel 0704-B – Taxpayer is paying pursuant to a payment plan. Tax sale to proceed if taxpayer fails to adhere to the existing payment plan.
  - f. Parcel 0705 – Delinquency too short and amount owed too small to warrant a tax sale. Delinquent Tax Collector to pursue a payment plan instead. Tax sale to proceed if no payment plan is agreed.
  - g. Parcel 1802 – Taxpayer is paying pursuant to a payment plan. Tax sale to proceed if taxpayer fails to adhere to the existing payment plan.
  - h. Parcel 2009 – Delinquency too short and amount owed too small to warrant a tax sale. Delinquent Tax Collector to pursue a payment plan instead. Tax sale to proceed if no payment plan is agreed.
  - i. Parcel 2302-B – VHAP application pending. Per Act 182, tax sale to proceed if the applicant is deemed ineligible or the VHAP application is closed due to inaction by the applicant.
  - j. Parcel 4213-AL -- Delinquency too short and amount owed too small to warrant a tax sale. Delinquent Tax Collector to pursue a payment plan instead. Tax sale to proceed if no payment plan is agreed.
  - k. Parcels 4801, 4801-B, 4801-C and 4801-D – Tax sale to proceed.

Ben moved and Steve seconded that Karen proceed as described above, including with six tax sales (Parcels 0190-AL, 0702, 4801, 4801-B, 4801-C and 4801-D). Vote was 3 to 1; Emily abstained as one delinquent taxpayer is a neighbor. Karen to send another letter to inform them of proceeding tax sales.
- c. Employee Handbook – Options are to return to Stitzel Page for clarification of their comments or to Teresa (HR Acquired consulting firm) to review the comments and advise the board accordingly. Ben moved we forward handbook to Teresa for her advice. Steve seconded. Unanimous
- d. Tree Policy – Alan Graham will make final edits per select board commentary. Board will approve at the 08/03/22 Meeting.
- e. Hiring Salary for Hourly Employees – Emily will confirm with Ellen. Based on prior cost of living adjustments, Ben believes the current starting hourly pay rate following the 5.9% COLA approved by the board last June is \$18.95/hour.
- f. VMERS – Ellen will continue trying to arrange a meeting with the Vermont Retirement Office to better understand the VMERS group options available to town employees.
- g. ARPA – Town garage ventilation and two new laptops for town officials to be submitted for payment with ARPA funds; discussion of other projects to continue at

- later meetings. Ben relayed a comment from Chad (the town's CPA) that the cost to digitize land records is better paid from the state-mandated reserve fund (as opposed to with ARPA funds) because the state-mandated fund can be used only for very specific expenses, while ARPA funds may be used more broadly. Emily to follow up with Ellen on the status of the digitization payments.
- h. Cell Tower at Teago Fire Station – Pam Pickett reemphasized her opposition to erection of a cell tower at Teago, as per her letter to the Board(attached); and asked select board to oppose the project. Pam's major concerns are aesthetics and health impacts due to proximity to her home. Emily agrees the health concerns need to be addressed. Ben noted that approval of telecommunications facilities in Vermont is primarily a state process. While the town and members of the public may raise concerns and submit comments, local land use regulations do not apply.
  - i. Picnic Area Deed – To be discussed when updates are available.
  - j. Warrants –
 

23003	\$ 10,477.30	Payroll
23004	130,195.49	A/P

 Emily moved and Steve seconded, unanimous
  - k. Approval of July 20 Minutes – Ben moved and Steve seconded approval of the minutes with one minor change. Unanimous.
  - l. RFP for Local Hazard Mitigation Plan – Ben moved and Steve seconded we prepare the RFP for next meeting. Unanimous. Ben will prepare using the form provided by Vermont Emergency Management as a starting point.
6. Meeting Wrap Up
- a. Correspondence – Request to make an Entry of Appearance in the Silver Birch Properties matter now pending in the Superior Court, Environmental Division; Leadership conference attendance.
  - b. Review of Assignments
    - Jim – Consider dental insurance; move Caper Street speed sign
    - Ben – Prepare Local Hazard Mitigation Plan RFP; send employee handbook comments to Teresa; find someone to attend the annual leadership conference; revert to Joe McLean about the Entry of Appearance
    - Emily – Sign and return Pike contract; prepare RFP for Structures Grant; discuss Dental Insurance with Jim; discuss Caper Street signage with Jim; discuss with Ellen billing of new laptops to ARPA and land records digitization to reserve fund
    - Steve – Order new truck
  - c. Agenda items for next meeting – to be discussed over email before the next meeting.
7. Executive Session – Ben moved and John seconded that the board enter Executive Session per 1 V.S.A. 313(a)(1) to discuss contracts and confidential attorney-client communications. Unanimous. The board entered executive session at 8:53 pm.
  8. Executive Session was adjourned at 9:45 pm, and no decisions were made therein.
  9. Entry of Appearance – Ben moved and John seconded that Joe McLean be authorized to make an Entry of Appearance on behalf of the town in the Silver Birch Properties matter now pending in the Superior Court. Vote was 3 to 1; Steve abstained as a related person is a client. Ben will revert to Joe on this.
  10. Ben moved and John seconded that the meeting be adjourned at 9:50 pm. Unanimous