

**Town of Pomfret
 Selectboard Meeting Agenda
 Town Offices
 5218 Pomfret Road, No. Pomfret 05053
 December 21, 2022, 6:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:00 pm, Chair
2. Public Comment	
3. Agenda Review	
4. Road Foreman's Report & Highway Items a. FY 2024 Highway Budget b. Bartlett Brook Road Sign	
5. Items for Discussion or Vote a. FY 2024 Town Budget b. Apple Computer Equipment c. Warrants d. Approval of 12/07 and 12/14/2022 minutes	
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. 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#
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Town of Pomfret Selectboard
Draft Meeting Minutes
12/07/2022

Present: Emily Grube, John Peters, Benjamin Brickner, Steve Chamberlin, Jon Harrington
(until 7:30)

Public: Jim Potter (Road Foreman), Bill Emmons (Planning Commission), Doug Tuthill
(Constable), Karen Osnoe (ZA, Delinquent Tax Collector), Lindsay Hyde, Cathy Peters,
Betsy Rhodes, Scott Pearce, Greg Olmstead, Scott Barger, Jake Astbury, Jennifer
Falvey, Michael Piekny, Kevin Rice (Fire Chief), Neil Lamson (Lister), Greg Hartford,
Josh Trimpj, Tracie Hartford, Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 6:04 pm
2. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications. Unanimous. The Selectboard entered executive session at 6:05 pm.
 - b. The Selectboard exited executive session at 6:57 pm, no decisions having been made therein.
3. John called the meeting to back order at 7:00 pm
4. Public Comment – None
5. Review of Agenda – Remove Ordinance Enforcement and FY 2024 Municipal and Highway Budgets (except Fire Department budget); add South Pomfret Scoping Study Change in Personnel Request. Ben moved these changes; John seconded. Unanimous.
6. Road Foreman’s Report
 - a. Jim reports Pike has confirmed when the remaining bandrail will be installed and he suggested the town now pay the remaining balance to Pike.
 - b. Jim obtained two quotes for a new Pressure Washer. He recommends the Power Eagle unit for \$8,625 as this was the lesser quote, Power Eagle makes service calls in our area, and has better-quality equipment. Steve moved and John seconded Jim be authorized to purchase the Power Eagle power washer. Unanimous.
 - c. A Bartlett Brook Road resident has asked permission to relocate the street sign on Pomfret Road behind the drainage ditch and to remount the sign on a specialty granite post to be provided by the resident. Jim will check with Vtrans on safety and liability issues.
 - d. Jon asked Jim if there are any shovel ready highway projects in case we receive grant funding. Jim believes the double culvert work on Wild Apple Road should be the next priority once funding becomes available. Emily will prepare an RFP.
 - e. The new Ford F550 will go Viking on December 19 for body work. Jim says Viking is backed-up and the work may not be completed until spring. Steve moved and Emily seconded that John be authorized to sign the Viking body work contract. Unanimous (Jon Harrington absent).

7. Items for Discussion or Vote
 - a. Ryan Palmer, Windsor County Sheriff-elect – Mr. Palmer has a last minute conflict and will be invited to attend the next board meeting on December 14.
 - b. Zoning Violations – Karen has drafted a violation letter for review by the town attorney and will send to multiple ongoing zoning violators.
 - c. Delinquent Tax Account Status – Karen is working with the town’s attorney on multiple tax sales; the town recently received a \$10,000 payment in respect of a delinquent tax account, with an additional \$10,000 promised in the near future.
 - d. Local Hazard Mitigation Plan (LHMP) Review Committee – Two Rivers requested that a board member be appointed to the LHMP review committee; Emily volunteered. Ben moved and John seconded the appointment. Unanimous (Jon Harrington absent).
 - e. Town Hall Electrical Renovations – John has talked with two electrical contractors. He questioned whether payment would come from ARPA funds or the Building Reserve Account. He also will get some quotes for replacing stoves in the kitchen. Jim & crew will take the old stoves to the dump at some point. Emily suggested removing propane entirely, which would require replacing the existing propane water heater. John also brought up the idea of solar power; Neil will forward a quote from HB Energy Solutions, which was received in March 2022. Doug recommends having an engineer examine the roof to confirm it can handle the weight.
 - f. Dog Ordinance Complaint – Pomfret Road resident Jennifer Falvey commented on a letter she recently received from the board following the board’s receipt of complaints regarding her dogs.
 - g. Fire Department Budget – Scott Barger, Pomfret-Teago FD Treasurer, presented the department’s budget request for FY 2024. This will be added to the budget spreadsheet and further discussed at the next meeting. Budget deliberations will continue at a special meeting on Wednesday, December 14 at 6:30 pm.
 - h. Warrants – Ben moved and Steve seconded approval of A/P Warrant 23057 in the amount of \$24,448.52. Unanimous (Jon Harrington absent).
 - i. Ben moved and Emily seconded approval of 11/16 & 11/29 minutes without changes. Unanimous (Jon Harrington absent).
8. Meeting Wrap-Up
 - a. Correspondence – Frank Perron has asked that the board add a line item in the budget for a Forest Fire Warden stipend. John has determined that purchase of an Apple TV and compatible Apple laptop will cost ±\$1,300. Emily reports the state Municipal Roads General Permit will need to be renewed next month.
 - b. Assignments – Jim to speak with Vtrans re: moving Bartlett Brook road sign, and Ellen re: releasing the Pike payment. John to speak with Jim re: plowing the fire department, and to obtain quotes for electrical wiring in the Town Hall; Emily to reschedule with Ryan Palmer, to discuss with Jim removal of the stoves in the Town Hall, and Deb Jones regarding an engineering study. Ben to inform Two Rivers of Emily’s appointment to the LHMP Review Committee, post the Fire Department

- budget on the website, and follow up with the town attorney regarding executive session matters.
- c. Agenda for next meeting (12/14/2022) – Ryan Palmer, property tax lien; Apple computer equipment purchase; Town Hall renovations; FY 2024 Municipal and Highway budgets.
9. Executive Session
 - a. Ben moved and John seconded that the Selectboard reenter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications. Unanimous (Jon Harrington absent). The Selectboard reentered executive session at 9:35 pm.
 - b. The Selectboard exited executive session at 9:55 pm, no decisions having been made therein.
 10. Referral to Town Attorney – Ben moved and John seconded that all pending and future correspondence with Jennifer Falvey be forwarded to the town's attorney, that the town attorney be asked to determine whether and what type of response is warranted, and that all future communication with Ms. Falvey be made through the town's attorney. Unanimous (Jon Harrington absent).
 11. Adjournment – Ben moved and John (or maybe Steve) seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:56 pm.

Town of Pomfret Selectboard
Draft Special Meeting Minutes
December 14, 2022

Present: Emily Grube, John Peters, Benjamin Brickner, Steve Chamberlin, Jon Harrington (from 7:00 pm)

Public: Neil Lamson (Lister), John Moore (Planning Commission), Nancy Matthews (Auditor), Kristin Esty (Auditor), Kevin Rice (Fire Chief), Scott Barger, Scott Pearce, Jake Astbury, Greg Olmstead, Sharlene Kelly, Betsy Rhodes (Library), Carl Bulgini, Cathy Peters, Carrie Weschler, Ryan Palmer (Windsor County Sheriff-elect) (until 6:30 pm), Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 6:31 pm.
2. Public Comment – None.
3. Agenda Review – No changes.
4. Items for Discussion or Vote
 - a. Personal Property Tax Lien (Parcel 0705, Allen Hill Road) – Karen Osnoe circulated a Notice of Person Property Lien for approval. Ben moved and Emily seconded approval of the same. Unanimous. [*Note: this motion was reconsidered at the end of this meeting to allow Jon Harrington (absent until 7:00 pm) to participate.*]
 - b. Ryan Palmer, Windsor County Sheriff-elect – Mr. Palmer introduced himself and described his vision for future Windsor County Sheriff services. His term begins February 1, 2023. Mr. Palmer intends to increase staff and hopes to offer a wider range of community patrol and law enforcement services, albeit at a higher price point than today. Rather than one 4-hour patrol per week, Mr. Palmer foresees dedicated patrols totaling 12 or more hours per week, plus nearly 24-hour dispatch-based coverage utilizing “circulating” cruisers around the county. Response times of an hour or less would be the goal.

Ben asked if Mr. Ryan’s office would respond to local ordinance matters such as dog complaints. Mr. Palmer said he would like his office to become Pomfret’s “full-service police coverage”, including local ordinance issues of any kind. Emily mentioned the annual foliage traffic issue on Cloudland Road, explaining that this year Pomfret paid extra for additional coverage in that location at that time. Mr. Palmer anticipates this type of extraordinary service still would be considered “extra”, but that any additional charges would be reasonable and reflect costs.

Mr. Palmer stated he intends to honor Pomfret’s existing contract (which runs through June 30, 2023) and looks forward to working with the board to develop the best coverage for Pomfret residents.

- c. FY 2024 Town and Highway Budget – Neil has added the town, highway, and Fire Department budgets to the spread sheet. These were reviewed in a line by line fashion.

The Selectboard’s stipend was discussed. Ben noted the stipend hadn’t been adjusted since 2000, and that in today’s dollars it would be about \$1,800 per year. He expressed unease at the Selectboard approving its own pay raise, however, and offered that the increase could be delayed until after the next election or put to the voters directly. Emily suggested that the stipend be increased to \$1,500 per year directly in the budget. Assuming we have an in-person town meeting again next year, the voters will have an opportunity to change this if they wish to do so.

Jon suggested budgeting for a municipal administrator who could assist the board with grants, RFPs, etc. He has researched two positions in nearby towns. This needs further research, but an approximate line item cost was added for discussion purposes.

Frank Perron contacted the board regarding a new line item for a Fire Warden salary as required by statute (10 V.S.A. 2642); this was added for both the Fire Warden and Deputy Fire Warden (the latter per 10 V.S.A. 2641(d)).

Betsy Rhodes stated the Library may need to hire a lawncare service this year; previously this work had been done by volunteers. Steve noted that Artistree – which abuts the Library – utilizes Dependable Land and Lawn. Emily suggested that the Library contact them for their availability and a price quote so this item can be budgeted appropriately.

The Fire Department’s proposed budget reflects a significant year-over-year increase, through a combination of additional operating and reserve spending, that exceeds even the historically high inflation rate. The Fire Department will review and come back to the board regarding any adjustments or savings that may be had, to keep the increase in line with increases elsewhere in the town budget. Scott Pearce expressed the Fire Department’s desire to increase communications with the board, and transparency with the town, and to this end offered to make monthly or quarterly reports as needed.

The Board decided Jim’s presence was necessary for a thorough review of the Highway Budget, which will be discussed further at the 12/21/2022 meeting.

- d. Warrants – Ben moved and Steve seconded payment of the following warrants:

23058	\$ 7,833.77	A/P
23060	13,851.99	Payroll

Unanimous.

5. Meeting Wrap Up
 - a. Correspondence – None.
 - b. Review of Assignments – Ellen re NEMRC, Health Insurance, and Property and Liability Insurance costs; Municipal Standards Grant (Emily will handle); Jim re: Workers Compensation Complaint.
 - c. Agenda for Next Meeting – FY 2024 Budgeting, purchase of Apple computer equipment for remote meeting use.
6. Adjournment – John moved and Ben seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 11:01 pm.