

Town of Pomfret Selectboard
Approved Meeting Minutes
May 17, 2023

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

Public: Jim Potter (Road Foreman), Ellen DesMeules (Treasurer), Karen Osnoe (Delinquent Tax Collector), Marie Cross, Bill Emmons (Planning Commission)

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – Ben indicated that items 5D and 5L are not ready for discussion and can be postponed to June 7. Marie Cross will join by Zoom to discuss Item 5J (ArtisTree access permit), which will be moved to just after Road Foreman’s report; add Generator Service Contract approval immediately before Item 5M (Warrants).
3. Public Comment – None.
4. Road Foreman’s Report – Jim spent a day with Rita Seto viewing proposed projects on Sugar House Road and Sugarbush Road – Rita approved the ditching and culvert projects for both. Jim will need to purchase road fabric for the Sugarbush Road project – he estimates 8 rolls (300 ft/per roll). Emily suggested the LaBounty Reserve funds could be used for this. Jim has inspected the Noradunghian driveway and feels Jon Harrington did an excellent job with the use of swales. Ian McKenzie, engineer for Hillary White has approached Jim with questions about use of concrete culvert headers and cement driveway; Jim reiterated that all parties involved will need to endorse any plans, which should then be submitted to the Selectboard for approval. Maryann Murphy has installed orange stakes in the Webster Hill Road right-of-way that are causing traffic problems; Jim believes this is to discourage cars from driving on her lawn. He will speak with her about alternative placement. Jim will call tree services about having the dangling pine branch over Pomfret Road near Rudge Road safely removed. Sue Sundstrom has asked the Selectboard to perform another site visit at her proposed new driveway on Old Kings Highway. This is scheduled for June 7 at 6:30 pm.
5. Items for Discussion or Vote
 - a. ArtisTree Highway Access Permit – Marie Cross attended to discuss this item. ArtisTree would like temporary access for event traffic to exit onto Stage Road, for their 12 scheduled concerts this summer. ArtisTree has obtained a Jurisdictional Opinion from Act 250 and discussed with the Zoning Administrator to determine that no Act 250 or local zoning permit is needed for the event series. The Selectboard will perform a site visit on June 7 at 6:00 pm.
 - b. Paving RFP – Pike has submitted a proposal. Steve moved and Emily seconded that the proposal be accepted. Unanimous. Jim will contact Pike regarding possible changes in scope depending on whether the town receives paving grant funding from the state again this year. ARPA funds may also be available.
 - c. Vermont 100 Endurance Race – Ben moved and Emily seconded approval of the public highway use permit application with the following conditions: (1) informational signage be provided for local motorists, (2) traffic control be provided for holding areas, and (3) holding areas not be placed on any part of a highway traveled way. Unanimous.

- d. Bicycle and Pedestrian Program Grant – The deadline for submission is June 9. Meg and Ben will work on an application for the board to review on June 7. The scope will be based on the preferred alternative described in the draft South Pomfret Scoping Study that is now under review by Vtrans. The work may need to be done in stages; it was agreed the first stage should focus on improvements to the Stage Road, Library Street, and Pomfret Road intersections. ARPA funds can be used for this project as well. Meg determined a letter of support from Two Rivers is also needed, with a shorter deadline.
- e. Delinquent Tax Matters – Karen will send the draft lien letters to the board in the next few days, for approval on June 7. A payment plan has been arranged for Parcel 2302-B. While some payments have been received in respect of other parcels, no other payment plans have been agreed upon. Each parcel has received two letters from Karen. She will send one more with a June 7 deadline for a signed payment plan. The VHAP application deadline has passed and no local abatements were requested. Karen will commence warrants and title searches. The tax sale process will proceed for each remaining parcel unless and until a satisfactory payment plan is agreed upon.
- f. Zoning Matters – ArtisTree has requested to build a 10x10 shed behind the barn, in addition to the garage on Pomfret Road. Since both are in the special flood hazard area a ZBA hearing is required. The ZBA also has a deliberative session regarding the Zube zoning matter on Friday. Highway access on Allen Hill Road – this particular driveway has been in use for 30+ years. The Selectboard will take no action on this.
- g. Large Event Permit – Emily moved and Meg seconded approval of the catering permit on Totman Hill Road. Unanimous. Ben will edit the permit application form to include a CC to the Fire Department and FAST Squad. After discussion, the board felt it was appropriate to require large event permits for events on both commercial and private property, as events of both types create similar traffic, safety and other issues of concern to the town.
- h. Special Town Meeting – If turnout is unexpectedly low, a board member may offer a motion to postpone consideration of the warned articles to a later meeting. At a minimum this would create an opportunity to discuss whether it is appropriate for a gathering of the size assembled to decide the format of future town meetings. In any event, the board feels the meeting was adequately publicized in the newspaper, via listserv, on posters around town, and on the sandwich board at the Town Hall.
- i. Generator Contract – John will contact Brookfield to remove from the service agreement the generator that will be retired later this year. The two new generators will not need to be added immediately. Ben moved and Emily seconded approval of service plan contract as amended. Unanimous.
- j. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

23115	\$ 8,922.28	Payroll
23116	913,649.25	A/P (incl. April 2023 debit card expenses)

 Unanimous.
 Ben reported that based on the reserve fund summary Ellen circulated, there is a considerable amount of cash held in low interest bearing accounts. Ben will explore whether alternatives exist that enjoy a higher yield without higher risk.

- k. Approval of Minutes -- Ben moved and Meg seconded approval of the May 3, 2023 meeting minutes as presented. Unanimous.
- 6. Meeting Wrap Up
 - a. Correspondence – None.
 - b. Review of Assignments – John to speak with Pike and Brookfield; Ben to work with Meg on Bike/Pedestrian Grant, revise Large Event Permit application form; Meg to work with Ben on Bike/Pedestrian Grant, follow up with Woodstock re: foliage traffic.
 - c. Agenda for Next Meeting – Tax liens and payment plans, draft LHMP review, Bike and Pedestrian Grant, Sundstrom Highway Access Permit, ArtisTree Highway Access Permit, possible Planning Commission appointment
- 7. Adjournment – Meg moved and everyone else seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:31 pm.