

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret 05053  
July 5, 2023, 7:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Revised Financial Policies b. Vermont Declaration of Inclusion c. Town Hall Mini Grant Application d. FY 2023 Financial Review and FY 2025 Financial Planning e. Warrants f. Approval of Minutes	7:30 pm
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>	

**Zoom Instructions**

- Computer or Smartphone <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, followed by Meeting ID 953 9507 9923 and Password 306922

**CREDIT or DEBIT CARD POLICY**  
**TOWN OF POMFRET, VT**  
**Approved 3/17/21**  
**DRAFT POLICY UPDATE DRAFT 6/22/23**

**PURPOSE.** Credit or debit cards provide a convenient method of obtaining goods and services for the Town outside those purchases which are regularly billed to the Town and paid by check. However, by their nature, credit or debit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit or debit cards when conducting Town business.

**CARD HOLDERS AND LIMITS.** The Selectboard will determine which officers and employees of the Town will be authorized to use a Town credit card and will determine appropriate limits for each purchase. Cards will be issued in the names of authorized officers and employees. Currently, the Clerk, Treasurer, and Road Foreman may have credit or debit cards, with maximum credit or debit limits of \$2500, though purchases in excess of \$1000 shall be explained, in addition to providing documentation. No Selectboard member may have a credit or debit card, as that that would be considered access to cash, and is a conflict of interest with Selectboard duties and responsibilities.

Before a credit or debit card is issued, it is required that the user sign the Credit or Debit Card Acknowledgement form after reading the Credit Card or Debit Card Policy and the Purchasing Policy to understand how to comply with their requirements.

**CREDIT OR DEBIT CARD USE.** Credit or debit cards issued under this policy may only be used by the named cardholder and ~~is~~ are limited to Town business. Credit or debit cards may not be used for personal purchases, accounts that offer a Town charge account, cash advances, or purchases that exceed the cardholder's authorized purchase limit. The card is also limited to purchases authorized for their particular responsibility for the town. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Authorized users and employees may be subject to cancellation of their town credit or debit card and/or disciplinary action for misuse of a Town credit or debit card, up to and including termination.

Credit or debit card purchases are subject to the Town's Purchasing Policy and spending limits. For each purchase, there must be an invoice submitted to the Treasurer in the name of the town (not the name of an individual or business) or a receipt with all items dedicated for town use. The credit or debit card should not be used for purchases eligible for efficiency rebates ~~or~~ grant reimbursements, or purchases from a different vendor for products or equipment under contract.

**SECURITY.** Authorized credit or debit card users are responsible for the card's protection and custody. Any unauthorized activity or loss of a card shall be reported immediately to the Treasurer, who is responsible to report this promptly to the issuing bank. The Treasurer shall report any such incidents to the Selectboard, as well as their resolution. The Treasurer shall cancel credit or debit cards when officials leave the town's employ. Any notifications or changes to the

credit or debit cards by the Town must be communicated to the credit or debit card issuing bank on a timely basis by the Treasurer after consultation with the Selectboard.

**DOCUMENTATION.** As soon as possible after the purchase, authorized credit or debit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the budget line item, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice billed to the Town of Pomfret and a customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and the order confirmation. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor. Receipts and other documentation are then matched, by the Treasurer, to the monthly credit or debit card bank statement and are to be retained on file. The failure to provide receipts to the Treasurer, on a timely basis, or failure to comply with the requirements of this policy is grounds for credit or debit card termination.

Each month the Treasurer shall provide a copy of the statement, and list of associated GL accounts charged, to the SB for review. The total credit or debit card expense will be hand-written on the associated Accounts Payable warrant, to increase the total dollar amount of the warrant to include the debit card amount, thus having the expense approved by the SB on a regular warrant. Language from the VLTC 2019 version of this policy.

**SEPARATION.** The Treasurer shall cancel cards when officials leave the town’s employ.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Pomfret, Vermont, this 17th day of March 2021 and is effective as of this date until amended or repealed.

\_\_\_\_\_ Chairperson

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**CREDIT OR DEBIT CARD POLICY ACKNOWLEDGEMENT BY AUTHORIZED USER**

**TOWN OF POMFRET, VT**

I have read the Credit or Debit Card & Purchasing Policies and will comply with their requirements.

Signed by Credit or Debit Card Holder \_\_\_\_\_ Date

\_\_\_\_\_

# Read the Declaration of Inclusion

The Town of \_\_\_\_\_ condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community.

As a town, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

The Town of \_\_\_\_\_ has and will continue to be a place where individuals can live freely and express their opinions.

By the \_\_\_\_\_ Selectboard on \_\_\_\_\_ 20\_\_.

Town of Pomfret Selectboard  
Draft Meeting Minutes  
June 21, 2023

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

Public: Jamie Ziobro, Jim Potter (Road Foreman), Cathy Emmons, Margarete Pierce, Andrew Pierce, Jim Robinson, Marie Robinson, Cy Benoit (Tree Warden), Dylan Keith, John Morley, Glenn Morley, Sheriff Ryan Palmer, Betsy Rhodes (Library), Karen Osnoe (ZBA & Delinquent Tax Collector), Sam Musson, Doug Abbott, Kerry Postler-Hermann, Mike Doten, Amy Robb, John Moore (Planning Commission), Ogden Hunnewell, Gerry Fields

1. John called the meeting to order at 7:07 pm.
2. Agenda Review – Move Fall Foliage Traffic Management to after Road Foreman Report; add Request to Cater Permit after Abracadabra Festival Permit Applications; delete Highway Access (Dinsmoor Road); delete Town Hall Mini Grant Application. Unanimous.
3. Public Comment – None.
4. Road Foreman’s Report – Jim received aggregate materials quotes from Blaktop, Inc. and Pike Industries bids from Black Top and Pike. Ben moved and Steve seconded that the Pike quote be accepted. Unanimous. Jim noted that roadside mowing was ongoing and asked that any residents with sensitive roadside areas to contact the Road Crew in advance so they can be alert to them. The Webster Hill Road work is ongoing and expected to continue for another two weeks. Emily will post another road closure notice on the listserv. Caleb (Pike Industries) and Jim met regarding the Stage Road repaving and Library Street apron project. The new truck paint has been completed; they will need a couple of days to finish outfitting.
5. Items for Discussion or Vote
  - a. Fall Foliage Traffic Management – Ben reported that the Woodstock Select Board met the night before and expressed sympathy with Pomfret’s plight and a willingness to support the decision Pomfret ultimately makes regarding traffic management on Cloudland Road, including coordination of a possible closure of the road in both towns. Pomfret residents in the affected area indicated strong support for closing all of Cloudland Road (including the segment to Galaxy Hill Road) and Barber Hill Road, which received spillover tourism traffic last year. Cloudland Farm intends to direct their patrons to drive around via Galaxy Hill Road to reduce localized traffic issues. Sheriff Ryan Palmer was present and discussed options for temporary traffic flow changes and enforcement. Area residents also reported on their efforts to remove advertisement of private properties as tourist destinations from social media, travel websites and locally produced tourism materials. The residents also are working on a road closure plan for the Selectboard to consider at a future meeting.
  - b. Highway Access Permits
    - i. J. Nutter, private driveway (1582 High Pastures Road) – Ben moved and Meg seconded approval of the driveway access application with the following condition(s): remove trees to attain at least a 155-foot sight distance in both

directions from a vantage point on the driveway 10 feet back from the traveled way. Unanimous.

- ii. J. Nutter, agricultural access (2067 High Pastures Road) – Ben moved and Emily seconded approval of the agricultural access application with the following condition(s): (1) install an 18-inch culvert at the intersection with High Pastures Road, (2) abandon the existing access to the parcel, and (3) periodically mow roadside vegetation in order maintain a 155-foot sight distance in both directions from a vantage point on the driveway 10 feet back from the traveled way. Unanimous.
- c. Request for Fence in ROW (2000 High Pastures) – The proposed split rail fence replaces an older split rail fence in the same location within the town’s right-of-way, a portion of which was previously removed. Ben moved and Meg seconded approval of the proposed fence, in the same location as the older fence. Unanimous. John will prepare and send a standard disclaimer letter to the owners explaining that the town is not responsible for damage caused within the right-of-way as a result of road maintenance or snow removal.
- d. Highway Ordinance Amendment – Ben moved and Emily seconded approval of amendments, edited as discussed. Unanimous. Ben will prepare the required legal notice for publication in the June 29 *Vermont Standard*.
- e. FY 2024 Cost of Living Adjustment – Following the same methodology adopted by the Selectboard last year,<sup>[\*]</sup> the cost of living increase for the coming fiscal year is 6.1%. Ben moved and John seconded that hourly employees receive a 6.1% cost of living adjustment, effective July 1. Unanimous.
- f. Financial Controls Questionnaire – Ben moved and John seconded that the financial controls questionnaire be approved as submitted by the Treasurer, and that John be authorized to sign the same on the Selectboard’s behalf. Unanimous.
- g. Abracadabra Festival Permit Applications – Ben moved and Meg seconded approval of the three Festival Permit applications submitted by Abracadabra Coffee. Unanimous.
- h. New England Smoked Seafood Request to Cater Permit Application – Ben moved and Meg seconded approval of the Request to Cater Permit application submitted by New England Smoked Seafood. Unanimous.
- i. Warrants – Ben moved and John seconded approval for payment of the following warrants:

23127	\$ 8,281.27	Payroll
23128	7,620.52	Payroll
23129	7,622.00	Payroll
23130	39,934.76	A/P (incl. June debit card statement)

Unanimous.

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\* **Editor’s Note:** From the Selectboard’s June 15, 2022 meeting minutes:

The board decided to use an analogous methodology to figure our COLAs as the state uses for VMERS (see 24 V.S.A. 5067). That is, the 12-month percent change in the Northeast Region CPI-U as of the December prior to the COLA effective date. The Northeast Region CPI-U is reported here: [https://www.bls.gov/regions/mid-atlantic/news-release/consumerpriceindex\\_northeast.htm](https://www.bls.gov/regions/mid-atlantic/news-release/consumerpriceindex_northeast.htm).

- j. Approval of Minutes – Ben moved and Meg seconded approval of the June 7, 2023 Selectboard Meeting Minutes as presented. Unanimous.
- 6. Meeting Wrap Up
  - a. Correspondence – None.
  - b. Assignments – Meg to gather more information/statistics for the Town Hall mini-grant submission. Emily to send listserv emails re: Webster Hill Road closure and roadside mowing. Emily and John to look for the ROW disclaimer letter. Ben to revise sheriff's contract as discussed in open meeting, submit the approved liquor permits in Becky's absence, email the approved access permit applicants.
  - c. Agenda for Next Meeting – Vermont Declaration of Inclusion, revised financial policies.
- 7. Executive Session
  - a. Ben moved and John seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (F) to discuss contracts and confidential attorney-client communications. Unanimous. The Selectboard entered executive session at 9:24 pm.
  - b. The Selectboard exited executive session at 10:20 pm, with no decisions having been made therein.
- 8. Items for Discussion or Vote
  - a. Law Enforcement Services Contract (Windsor County Sheriff) – Ben and Emily seconded that the Law Enforcement Services Contract be approved with changes discussed with Sheriff Palmer during the public session. Unanimous. Ben will revise the contract as discussed and send to Sheriff Palmer for countersignature.
  - b. Zoning Violations – Ben will relay the substance of the Selectboard's discussion in executive session to Stitzel Page.
- 9. Adjournment – Ben moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:21.