

Town of Pomfret Selectboard
Meeting Minutes
September 6, 2023

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

Public: Nancy Matthews (Auditor), Jeff Barger, James Barger, Betsy Rhodes (Library Trustee), Kelly Barger, Cathy Emmons, Bill Emmons, Karen Osnoe (zoning administrator)

1. John called the meeting to order at 7:01 pm.
2. Agenda Review – Ben moved and Meg seconded moving items 5D and 5E to immediately after 5A. Unanimous.
3. Public Comment – Jeff Barger, James Berger and Kelly Barger inquired about reopening of Old River Road, which has been closed for repair since the July 2023 flood. Betsy Rhodes asked about the repaving of Stage Road and the related repair of the Library Street wye.
4. Road Foreman's Report – None.
5. Items for Discussion or Vote
 - a. Revised Purchasing Policy – Nancy Matthews reviewed the latest draft Purchasing Policy, including changes in the most recent VLCT form. After discussion, the Selectboard tentatively decided on the following purchasing categories (subject to certain exceptions):
 - Incidental (up to \$2,500) – No approval required, provided the purchase is within the budget
 - Minor (\$2,500 to \$15,000) – Selectboard approval required, competitive quotes suggested but not required
 - Large (\$15,000 to \$50,000) – Selectboard approval required, competitive quotes required
 - Major (above \$50,000) – Sealed bidding process requiredFurther discussion of language, i.e., code of conduct, conflict of interest, federal guidelines, etc., to be continued at the September 20 meeting. Ben volunteered to help Nancy edit certain sections.
 - b. Final South Pomfret Scoping Study – Recommendations have been received from Vtrans. Emily moved and John seconded approval of the final report with two deletions pertaining to the Library Street right-of-way. Unanimous. Ben will relay the final changes to VHB and post the as-approved report to the Town website.
 - c. Furnace Maintenance Contract – The Town operates six separate heating systems with no furnace service contract in place. It was decided to pursue fuel vendors also providing service to all systems.
 - d. Highway Access Permit Application (Sessions Meadow Road) – A site visit was scheduled for September 20 at 6 pm. In the meantime, Mr. Reynolds will be asked to resubmit his application on the correct form.
 - e. Request to Cater Permit (Joe Ranger Road) – Ben moved and John seconded approval of this application. Unanimous. Due to the size of the event and remoteness of the location, the sponsor will also be asked to obtain a large event permit so that emergency services are aware of the gathering. John will follow up.

- f. Town Clerk Computer Replacement – Ben moved and John seconded approval of the purchase of a new laptop computer for the Town Clerk. Unanimous.
 - g. Delinquent Dog Licensing Update – The Sheriff was given contact information for delinquent licensees who have now been contacted multiple times. Cynthia made additional calls to more recent delinquent licensees. Those who still have not obtained licenses will also be referred to the Sheriff for in-person follow up.
 - h. Zoning Board of Adjustment Size – The current five-member board has had recent difficulty attaining a quorum on a few occasions due to scheduling conflicts and recusals. Ben suggested that the board’s size be increased to seven members, which would increase by one the number of workable absences. Emily moved and John seconded enlarging the Zoning Board of Adjustment to seven members, effective upon the appointment of two new members. Unanimous. Ben will prepare a call for volunteers for John to post on the listserv.
 - i. Town Administrator Role – The Selectboard discussed the possibility of hiring a manager to whom certain municipal tasks could be delegated such as grant writing, collaboration between Town departments, drafting reports, records maintenance, etc. This person might also be made available to assist the Clerk, Treasurer, Listers, Auditors, etc. with their duties. Emily suggested scheduling meetings with current Town employees for input on this. Ben offered that a draft job description could be prepared based on the feedback received. A special meeting may be warranted to discuss further.
 - j. Notice of Appearance in Peacefield, LLC JO – John moved and Emily seconded that Stitzel Page & Fletcher, P.C. be authorized to enter an appearance for the Town of Pomfret in Peacefield, LLC JO, No. 23-ENV-00093. Unanimous.
 - k. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

24012	\$ 9,304.86	Payroll
24014	8,456.12	Tax Refunds
24017	9,774.89	Payroll
24018	11,370.08	A/P

 Unanimous.
 - l. Approval of Minutes – Ben moved and John seconded approval of the August 16, 2023, minutes as presented. Unanimous.
6. Meeting wrap up
- a. Correspondence
 - i. John received an inquiry re: the historic nature of the Wild Apple Road stone culvert that is scheduled for replacement. Final approval for this project has not yet been received, though Vtrans in June recommended it for approval.
 - ii. Detailed historic energy usage for the Town Hall is not available; as a result, Meg indicated the Town is able to apply for a grant to complete only a Level 1 energy assessment.
 - b. Review of Assignments – John to follow up re: furnace contracts, Jim re: executive session, Hartford re: reopening Old River Road; Ben to prepare listserv email re: ZBA volunteers, Becky re: Joe Ranger Road approval and large event permit, Becky re: new computer purchase, revise Purchasing Policy, Joe McLean re: Dinsmoor

- Road hearings and Peacefield, LLC JO notice of appearance; Meg to follow up with Jim re: Old River Road.
- c. Agenda for Next Meeting
 - i. September 12 – Dinsmoor Road hearings
 - ii. September 20 – Revised Purchasing Policy, ZBA appointments, large event permits (Bartlett Brook Road, Joe Ranger Road); possible executive session re: personnel matters
 7. Adjournment – Emily moved and Ben seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:42 pm.