

Town of Pomfret Selectboard
Meeting Minutes
October 4, 2023

Present: John Peters, Benjamin Brickner, Meg Emmons (from 8:50 pm), Emily Grube

Public: Ryck Morales (U.S. Small Business Administration), Jim Potter (Road Foreman), Nancy Matthews (Auditor), Doug Tuthill (Constable), Cathy Emmons, Chris Markwell, Bailey Markwell, Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 7:02 pm.
2. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the appointment, employment or evaluation of public officers or employees. Unanimous (Chamberlin and Emmons absent). The Selectboard entered executive session at 7:05 pm.
 - b. The Selectboard exited executive session at 7:37 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and John seconded that a Stitzel, Page & Fletcher authorization be added before Warrants and Item 6C (Request to Cater Permit (2324 Stage Road)) be deleted. Unanimous (Chamberlin and Emmons absent).
4. Public Comment
 - a. Ryck Morales, Public Affairs Specialist in the Office of Disaster Recovery and Resilience of the Small Business Administration, outlined support services available to home owners for property damage resulting from the July floods. The deadline to apply is October 12.
 - b. Doug Tuthill asked the Selectboard to clarify the role of Constable as it relates to the role of the Sheriff, arguing that in certain situations, handling issues with a local Constable may be more productive and cost effective. John suggested this be added to a future agenda.
 - c. Cathy Emmons reported that the temporary traffic pattern changes on Cloudland Road and Barber Hill Road have improved safety and quality of life for area residents. Jim noted that a “road closed” sign and reflective barrel had to be replaced.
5. Road Foreman’s Report – The new generator has been installed at the town garage; electrical work to be finished this week. Jim is attempting to purchase a 500-gallon fuel tank to be buried at the garage. If the town owns the tank, we are not tied to a particular fuel vendor. Gregg Freeman submitted an emergency request for a Right-of-Way Crossing permit on Broad Brook Road to install a new drain pipe to replace a collapsed pipe in the same location. As a result of the collapse, Mr. Freeman’s basement is wet. Jim performed a site visit and sees no issue. Ben moved and John seconded approval of the permit, with a condition that Mr. Freeman give Jim at least 5 days’ notice before commencing work. Unanimous (Chamberlin and Emmons absent). The road work will be announced on the Pomfret and Barnard listserves. Jeff White on Kenyon Hill Road is removing a barn that is close to right-of-way. Once that is finished Jim will repair the roadside and install new material. Caleb from Pike hopes to complete the Stage Road paving this season. If the work slips to 2024 the 2023 pricing will be honored. Chris

Bump will join Jim and Kyle (Division for Historic Preservation) on a site visit of the Wild Apple Road culvert. Jim has ordered 20 new road signs and posts to replace those that have been damaged or gone missing. Deanna Jones contacted Jim regarding mowing at the Caper Street intersection with Pomfret Road.

6. Items for Discussion or Vote

- a. Salt and ClearLane Purchasing – Jim will confirm the state’s pricing to determine whether the Selectboard can accept the Cargill proposals without first soliciting sealed bids.
- b. Abracadabra Limited Event Permit – Ben moved and John seconded approval of the Limited Event permit application for October 8. Unanimous (Chamberlin and Emmons absent).
- c. Revised Purchasing Policy – Final changes were discussed including spending thresholds and the list of authorized purchasing agents. Ben moved and Emily seconded approval of the policy as revised. Unanimous (Chamberlin and Emmons absent). Nancy would like to proceed next with the Reserve Fund Policy. She will distribute a draft for review at a future meeting.
- d. Appointment of ZBA Members – Ben received interest from two residents. A second solicitation will be sent via the listserv with appointments to be made at the October 18 meeting.
- e. Town Administrator Job Description – Becky received and shared town administrator job descriptions used in several other Vermont towns. The Selectboard will review and prepare a draft description for discussion purposes.
- f. Preliminary FY 2025 Budget Planning – Neil Lamson or Kristen Esty will be asked to prepare the updated budget worksheets to be used to develop the FY 2025 budget. Individual departments will be asked to submit their budget requests by mid-November.
- g. Stitzel, Page & Fletcher Authorization – Ben moved and John seconded that Stitzel, Page, & Fletcher be authorized to accept service on the Town’s behalf in the matter of White vs. Mann (No. 23-CV-03473). Unanimous (Chamberlin absent).
- h. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24028	\$ 10,494.18	Payroll
24029	55,899.29	A/P

Unanimous (Chamberlin absent).
- i. Approval of Minutes – Ben moved and Emily seconded approval of the September 20, 2023, meeting minutes as presented. Unanimous (Chamberlin absent).

7. Meeting Wrap Up

- a. Correspondence – None.
- b. Review of Assignments – Ben to contact Ellen about insurance for road sign loss, Joe re: White vs. Mann service, post the ZBA openings on the listserv. Cyndy to post the Broad Brook Road work on the Pomfret and Barnard listserves.
- c. Agenda for Next Meeting – Revised Reserve Fund Policy, ZBA appointments, Trustee of Public Funds appointment, salt/ClearLane purchase, continued Town Administrator discussion.

8. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous (Chamberlin absent). The meeting was adjourned at 9:22 pm.