

Town of Pomfret Selectboard  
Meeting Minutes  
October 18, 2023

Present: John Peters, Benjamin Brickner, Steve Chamberlin, Meg Emmons (from 7:10 pm),  
Emily Grube

Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Cathy Emmons, Bill Emmons, Greg  
Greene, Gordon Modarai, Kyle Hansen, David Beilman, Thea Calitri-Martin, Maryann  
Murphy

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – John moved and Ben seconded the following: Add email discussion immediately before Warrants; add Appointments to immediately after the Executive Session; add Constable to appointments list. Unanimous (Meg absent).
3. Public Comment – Cathy Emmons would like to continue using the “no parking” signs on Cloudland Road; she also asked about reimbursing the town for road signs requested by the Cloudland Road residents (the reimbursement amount is \$1,044.35, as shown on WorkSafe invoice #32216).
4. Road Foreman’s Report – Ogden’s will service the grader. Jim needs to purchase Jersey barriers at a cost of about \$4,000. The town garage generator is set up to switch all interior power on. Keith Chase may be able to source an oil tank for the town to purchase. Emily will check with Irving Oil regarding employee discount, Jim believes a buyer’s number is required.
5. Items for Discussion or Vote
  - a. Salt/ClearLane purchases – The Selectboard conducted a good faith review of available sources and determined that Cargill is the only qualified source for white salt and ClearLane. Having also determined that Cargill’s proposed pricing is fair and reasonable, John moved and Emily seconded that the town purchase from Cargill 500 tons of white salt at \$86.50/ton and 900 tons of ClearLane at \$98.00/ton. Unanimous.
  - b. Cutouts and Fences in Highway Right-of-Way – Jim has received mixed feedback regarding the length, depth and frequency of cutouts used to channel rainwater off the back roads. It was noted that Pomfret’s roads sustained minor damage in the July flooring event relative to neighboring towns, and that cutouts likely played a role. Cathy Emmons commented about the berm on the downhill side of some cutouts, which can make it difficult to pull aside to allow opposing traffic to pass in narrow sections. Jim will experiment with different cutout lengths, depths and frequencies on roads now being regraded to see if these concerns can be addressed while still protecting the roads.

Jim also noted the growing number of fences being placed in the highway right-of-way, which can interfere with road repair and maintenance. John noted that by law landowners may not place anything in the right-of-way (other than U.S. mailboxes) without permission of the Selectboard, but that the town typically requires this only when there is an actual road maintenance conflict. Jim will provide the Selectboard

with a list of problematic right-of-way obstructions and the Selectboard will send letters asking owners to remedy the conflicts.

- c. Webster Hill Traffic – Several residents discussed increased traffic and speeding on Webster Hill Road. Emily explained that a section of Broad Brook Road in Royalton was closed following the July flooding event, requiring some commuters to detour through Pomfret via Webster Hill Road and Allen Hill Road. Speed limits and signage on Class 3 roads was discussed. Residents may post cautionary signs on their property (outside the right-of-way) urging drivers to slow down. John will post on the Royalton, Sharon, Barnard, and Pomfret listservs asking drivers to share the road and mind their speed. Per Royalton, Broad Brook Road may reopen as a one-way road this winter, but a full repair is not expected to be complete until summer 2024.
- d. Appointments
  - i. Zoning Board of Adjustment – Three residents expressing interest in serving on the Zoning Board of Adjustment: Kyle Hansen, Gordon Modarai, and Jack White. Mr. Hansen is a graduate student at the Vermont Law and Graduate School. Mr. Modarai is a retired Navy Master Advocate (comparable to a city attorney). Mr. White is a retired law professor.
  - ii. Trustees of Public Funds – No candidate has been identified. Marge Wakefield will be consulted.
  - iii. Town Hall Revitalization Committee – Meg would like to add Dana Kaye to the committee. Emily also suggested adding John Moore who participated in a more limited renovation of the Town Hall several years ago.
  - iv. Constable – Doug Tuthill has been serving the town in this capacity but was not formally re-appointed last March.

The Selectboard will discuss the foregoing in Executive Session and any appointments will be made immediately thereafter.

- e. Town Administrator Discussion – Ben will synthesize a preliminary job description from the materials Becky shared and a recent VLCT compensation study. The Selectboard can then edit the document to fine tune the needs of the town.
- f. Emails – Steve asked that all Selectboard members be kept apprised of potential meetings, etc., especially those with sensitive timing.
- g. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24031	\$8,933.62	Payroll
24032 (rev.)	\$52,318.38	AP and Debit Card

Unanimous.

- h. Approval of Minutes – Ben moved and John seconded approval of the October 4, 2023, meeting minutes. Unanimous.

## 6. Meeting Wrap Up

- a. Correspondence – Meg received an assessment agreement for the Town Hall project that needs to be executed and returned.
- b. Review of Assignments – Ben will create a job description for a town administrator, prepare a listserv message for John to send; John will send the listserv message; Emily will re-post regarding the Webster Hill Road closure.

- c. Agenda for Next Meeting – Reserve Fund Policy; Errors and Omissions Certificate; Town Administrator Job Description; preliminary budget discussions
- 7. Executive Session
  - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (a)(3) to discuss confidential attorney-client communications and the appointment of public officers. Unanimous. The Selectboard entered executive session at 9:41 pm.
  - b. The Selectboard exited executive session at 10:21 pm, with no decisions having been made therein.
- 8. Items for Discussion or Vote
  - a. Settlement Agreement (23-ENV-00092) – Ben will relay the Selectboard’s input to Stitzel Page.
  - b. Appointments
    - i. Zoning Board of Adjustment – Kyle Hansen (to complete the term expiring March 31, 2024); Jeffry White (to complete the term expiring March 31, 2026).
    - ii. Trustees of Public Funds – No appointment was made.
    - iii. Town Hall Revitalization Committee – Dana Kaye and John Moore (no fixed term).
    - iv. Constable – Doug Tuthill (retroactive to April 1, 2023, and expiring March 31, 2024).
- 9. Adjournment – Ben moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:22 pm.

*The next regular meeting of the Selectboard will be held Wednesday, November 1 at 7:00 pm.*