

Town of Pomfret Selectboard
Meeting Minutes
December 6, 2023

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

Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Nancy Matthews (Auditor)

1. John called the meeting to order at 6:32 pm.
2. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(B) to discuss employee agreements, the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 6:33 pm.
 - b. The Selectboard exited executive session at 7:10 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and John seconded adding the Wild Apple Road Culverts Replacement Easement Agreements and Town Garage Boiler Replacement, and deleting the Capital Program and Budget Policy and Procedure. Unanimous.
4. Public Comment – None.
5. Road Foreman’s Report – Jim will establish a rotating call schedule for the crew, as well as an alternate holiday coverage schedule. He heard from Ogden Hunnewell on Barber Hill Road who has set back a stone wall from the right-of-way as requested. Mr. Hunnewell would like to be added to the January 3, 2024 agenda to discuss a driveway access matter. Jim has gotten a good price on a replacement grader blade; Emily suggests this can be funded by ARPA. Jim will advertise the current blade for sale. To reduce uniform costs, Jim suggests offering a clothing budget to the crew with a washer/dryer installation at the garage. He will present a plan at the next meeting. Jim is preparing a cost estimate for the Sugarbush Farm Road ditching project that is expected to be funded in part by a Vtrans Better Roads Program grant.
6. Items for Discussion or Vote
 - a. Road Crew Communications Devices – Jim will present a plan to provide Town use-only cell phones to the crew at the December 20 meeting.
 - b. Wild Apple Culverts Replacement Easement Agreements – These agreements are based on forms provided by Stitzel Page and have been revised to describe the proposed work and affected properties. Ben will send the completed agreements to Jim and Tyler.
 - c. Town Garage Boiler Replacement – The Selectboard has received two quotes for this work. Jim will obtain a third quote from Ottauquechee Plumbing & Heating for the Selectboard to choose from at the December 20 meeting.
 - d. Better Roads Grant Application – Emily moved and Ben seconded approval of the grant application with the contact information changed to John but otherwise as presented. Unanimous. Jim expressed appreciation for Tyler Billingsley’s assistance in preparing the application.
 - e. Overhead Door Service Contract – Emily moved and Steve seconded approval of the service agreement for the town garage doors. Unanimous.

- f. RFP Wild Apple Culverts Replacement Contract – To be finalized and posted in January.
 - g. Generator Service Contract – John will follow up with the second bidder for information about a once annual servicing option. The Selectboard will make a decision at the December 20 meeting.
 - h. FY 2025 Budget Discussion – Neil updated the Highway Vehicle Capital Plan to reflect actual revenues and expenses since with plan was initially approved in 2021. As the new wheel loader is a significant anticipated expense in FY 2024, the amount of which will be known later this month, the Selectboard will wait until then to determine the appropriate Highway Vehicle Reserve funding amount for FY 2025. Ellen provided updated insurance premium information that Ben incorporated into the draft budget. The informational meeting required by Article 2 approved at the May 2023 special town meeting will occur as part of the December 20 regular Selectboard meeting. John will announce this via the list serve next week. The updated draft budget is being posted to the town website after each meeting (see <https://pomfretvt.us/index.php/boar/sel/budget/>). Ben reviewed the status of other Selectboard deliverables for the FY 2023 town report: the town highway equipment list, FY 2025 budget narrative, officer list, Selectboard report, and 2024 annual meeting warning. Emily volunteered to work on the Selectboard report. Ben will forward last year’s Word version to Emily.
 - i. Town Administrator Discussion – Emily suggested looking into the possibility of hiring a grant writer to help with projects on a contract basis. Two Rivers has performed this function before.
 - j. Warrants – Emily moved and John seconded approval for payment of the following warrant:

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 Unanimous.
 - k. Approval of Minutes – Ben moved and Meg seconded approval of the November 29, 2023, special meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – John to send list serve notice of budget informational meeting, follow up with generator service contract vendor; Ben to send final Wild Apple Road easement agreements to Jim and Tyler; Meg to speak with Scott re: Fire Department workers’ comp coverage, Neil re: Artistree assessment and remaining ARPA balance; Emily to prepare draft Selectboard report; Jim to obtain Ottawaquechee boiler replacement proposal.
 - c. Agenda for Next Meeting – Generator Service Contract, Road Crew Communications Devices, Review Wheel Loader Bids, FY 2025 Budget Informational Meeting, Capital Program and Budget Policy and Procedure, Town Garage Boiler Replacement, FY 2023 Annual Report Deliverables.
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- at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:36 pm.
- b. The Selectboard exited executive session at 10:30 pm, with no decisions having been made therein.
9. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:31 pm.