

Town of Pomfret Selectboard
Meeting Minutes
February 21, 2024

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

Public: Jim Potter (Road Foreman), Karen Osnoe (Delinquent Tax Collector), Bruce Tuthill (Cemetery Commission), John Moore (Planning Commission), William Emmons (Planning Commission), Ellen DesMeules (Treasurer), Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and Meg seconded deleting 5H and adding spring road posting and ARPA funds review. Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Deliveries of three-quarter and inch-and-half stone will wrap up this week in preparation for mud season. EC Fiber underground cable installation is complete. Lucky's would like the opportunity to submit an RFP for replacing tandem Truck 3 with a Peterbilt; they will be encouraged to do so. Jim is working on easements for the Wild Apple Road Culvert project. Jim would like to post the spring road warnings next week. Jim suggested we get the sand RFP posted ahead of a price increase expected to take effect this summer. A stone mason has approached Jim re: rebuilding of the Hebert's stone wall, likely in 2025; Jim explained they will need to submit a Driveway Access Permit for the right-of-way. Jim has spoken with Caleb from Pike about paving Stage Road, with the addition of Library Street and the segment of Pomfret Road adjacent to Teago. Jim will check with Caleb re: adding town office driveway if possible. Jim is also considering whether to contract with the line-stripping company when paving is complete.
5. Items for Discussion or Vote
 - a. Spring Road Posting – Ben moved and John seconded authorizing Jim to post the roads for Mud Season at his discretion. Unanimous.
 - b. Highway Access Permit (Dinsmoor Road) – The Selectboard feels that the work done by Northwoods satisfies the applicable requirements of the Selectboard's highway access decision of October 13, 2023 (as clarified on November 29, 2023). The Town will pay Northwoods' invoice and seek reimbursement from Dr. White as she has offered to do so.
 - c. Wild Apple Road Culvert Replacement Construction RFP – Emily moved and Meg seconded approval of the Wild Apple Culvert Replacement Project RFP as submitted by East Engineering, with an adjustment to the Pre-bid Conference so that it does not coincide with Town Meeting Day. Bids will be due by Noon on March 20. Unanimous.
 - d. FY 2025 Highway Grant Applications – John will work on a Structures Grant Application for the replacement of two culverts between Johnson Road and Hewitt Corner. The culvert between Hidden Ridge Road and Webster Hill Road also needs to be replaced. A paving grant will be sought for the Stage Road project.

- e. Local Hazard Mitigation Plan (LHMP) Approval – Emily moved and Ben seconded approval of the Local Hazard Mitigation Plan as prepared by TRORC. Unanimous. Ben will send the adoption certificate to Sarah Wraight.
 - f. Delinquent Tax Matters – Karen Osnoe will prepare letters for the five parcels that have multi-year property tax delinquencies. Four of those parcels (4801, 4801-B, 4801-C and 4801-D) are already subject to payment plans that require timely payment of current taxes, which didn't occur in the 2023-24 tax year. Karen will remind these owners of the need to stay current. The remaining parcel (0188) is now delinquent two years. Karen will ask this owner to enter into a payment plan. Karen also will prepare personal property liens to be filed against parcels that are only delinquent for the 2023-24 tax year. These will be reviewed and approved at the March 6 meeting.
 - g. Lawn Maintenance (2024-26) RFP – Abbott Library has made their own arrangements and no longer wishes to be included in a joint RFP. Cemetery Commissioner Bruce Tuthill is also working separately to obtain lawn maintenance services. John will follow up with Bruce's contact to see if they are willing to maintain the Municipal Complex as well. If the Library and Cemetery Commission procure services separately, an RFP may not be necessary.
 - h. Sustainable Energy for Schools and Municipalities Proposal – John will submit an application for these funds before the March 1 deadline.
 - i. ARPA Update – Ellen will be asked to provide a NEMRC report listing all transactions in the ARPA fund. This information will be reconciled with the list of approved transactions Neil and Meg have prepared, to ensure the remaining ARPA funds are fully committed by December 31.
 - j. Annual Town Meeting Informational Hearing Agenda – The Annual Town Meeting Informational Hearing agenda was approved with the "Agenda Review" and "Public Comment" items removed. Unanimous. Ben will post to the website and Cyndy will send a reminder to the listserv tomorrow.
 - k. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

24070	\$ 9,321.46	Payroll
24071	53,702.71	A/P

 Unanimous.
 - l. Approval of February 7, 2024 Minutes – Ben moved and Meg seconded approval February 7, 2024 meeting minutes with the meeting date corrected. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – The MERP Energy Audit today went well.
 - b. Review of Assignments – Meg will speak with Ellen re: the ARPA fund transactions report and payment of the fire warden stipend. John will speak with Jim re: employee uniforms, submit the Sustainable Energy grant application, speak with Bruce re: his lawnmower guy, speak with Ellen re: paying the Northwoods invoice and sending a bill to Dr. White, prepare the structures and paving grants. Ben will post the annual town meeting informational hearing agenda to the website, speak with Ellen re: delinquent tax payments, Karen re: Chippers, send the LHMP certificate of adoption to Two Rivers.
 - c. Agenda for Next Meeting – Selectboard reorganization, appointment of public officers, ARPA fund review, Hazard Mitigation Grant Program grants, mitigation

project funding, delinquent tax personal property liens, sand RFP, TH 24/Hewitt Hill Road Relocation, Annual Town Financial Plan (TA-60), Town Road and Bridge Standards Certification of Compliance, Prouty road use permit application, possible executive session re: appointment of public officers.

7. Executive Session

- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) and (a)(1)(F) to discuss (1) the appointment of public officers and (2) confidential attorney-client communications 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 9:24 pm.
- b. The Selectboard exited executive session at 11:00 pm, with no decisions having been made therein.

8. Adjournment – Ben moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 11:01 pm.