

Town of Pomfret Selectboard
Meeting Minutes
May 1, 2024

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

Public: Jim Potter, Cynthia Hewitt, Michael Mezzacapo, Ashley Wojnarowski, Betsy Rhodes, Pam Pickett, Kelly Barger, Jeff Barger, Bill Emmons, Bailey Markwell, Nancy Matthews

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – Emily moved and Steve seconded deleting Item 6D (ROW Crossing Permit Application (478 Hidden Ridge Road)) and Item 6I (T.H. 24 (Hewitt Hill Road) Relocation Report). Neither is ready and both will be included on the May 1, 2024 agenda. Unanimous.
3. Public Comment – Michael Mezzacapo and Ashley Wojnarowski inquired about the fallen chain link fence on the wing wall of the large culvert near their home at 8133 Pomfret Road. The Road Foreman will remove the old fence; replacement of same to be determined. Betsy Rhodes thanked the town for allowing the library to “piggy back” on the Stage Road and Library Street repaving project. She also inquired about the Bicycle and Pedestrian Program grant.
4. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officers. Unanimous. The Selectboard entered executive session at 7:13 pm.
 - b. The Selectboard exited executive session at 8:07 pm, with no decisions having been made therein.
5. Ben called the meeting back to order at 8:08 pm.
6. Road Foreman’s Report – Road grading continues. Jim asked that the Maple Ridge Drive homeowner be informed that he will be asked to repair any damage caused to the road or right-of-way occurring during the construction of his home. Pike has arrived one month early for the Stage Road and Library Street repaving project. Repaving is expected to continue through Friday. Pike is unable to pave adjacent to Teago Store due to the custom curbing and ADA accessibility issues. This area will be repaved at a later date. Jim is working with a Labounty Road land owner regarding a driveway access matter. Jim is also working with ANR regarding maintenance and repair of Legal Trail 2 and Legal Trail 3.
7. Items for Discussion or Vote
 - a. Road Crew Position Description and Advertisement – John presented the updated job description and newspaper ad. The job description will be posted on the town website and Jim will request that it be posted on the state’s Local Roads list serve. Cynthia will submit the ad for publication in the May 9, 2024 edition of *The Vermont Standard*, the May 9, 2024 edition of *The White River*

Valley Herald (Randolph, Vermont), and the May 7, 8 and 9, 2024 editions of *The Valley News*. Steve moved and Emily seconded the foregoing.
Unanimous.

- b. River Road status and Update – John and Ben met with representatives from the Town of Hartford last week. It is expected that River Road will reopen to vehicular traffic in the next week or two. Longer term discussions will continue about whether to downgrade the road to Class 4 or Legal Trail status. Any such change will entail abutter notice, a public hearing and opportunity to comment in both towns.
- c. ROW Crossing Permit Application (740 Sessions Meadow) – Jim met with the landowner to view the site. He sees no problem running the electric line under the road in the proposed location. Emily moved and Steve seconded approval of the permit application with no additional conditions. Unanimous. Ben will notify the applicant of the approval.
- d. Cemetery Lawn Maintenance Contract – Cemetery Commissioner Bruce Tuthill found a sole proprietor to perform upkeep of the cemeteries but he may not have workers’ compensation insurance coverage. Ben will inquire of PACIF if such coverage is required of contractors who perform work for the town but who have no employees or subcontractors. In any case, given that mowing season is upon us, it was felt that the Cemetery Commission should proceed with the one interested vendor. John will inform Bruce accordingly.
- e. Fraud Prevention Policy and Procedure – Nancy Matthews provided an updated version of the Fraud Prevention Policy and Procedure. Ben will edit the document per the Selectboard’s discussion and will circulate the final form for adoption at the May 15, 2024 meeting.
- f. Financial Policies and Goals Introduction – Nancy Matthews provided an updated version of the Financial Policies and Goals Introduction. Ben will edit the document per the Selectboard’s discussion and will circulate the final form for adoption at the May 15, 2024 meeting. Ben also will confirm with Marge Wakefield, Trustee of Public Funds, as to the status of the town’s Investment Policy. Nancy requested that the Documents page on the town website be revised to display the town’s financial policies alphabetically in a separate category, with the Introduction listed first. Ben will make these changes.
- g. Bicycle and Pedestrian Program Grant – Meg reported that VTrans, via federal funding, has reopened this grant program; deadline for application is June 14. A 20% local match is required. Proceeds would fund some recommendations from the South Pomfret Scoping Study. John moved and Steve seconded that Meg be authorized to update last year’s application and resubmit the same. Unanimous.
- h. Appointment of Public Officers – None.
- i. Warrants – Emily moved and Meg seconded approval for payment of the following warrants:
 - 24090 \$ 2,519.63 Payroll

24094	8,488.99	Payroll
24095	13,976.63	AP

Unanimous.

- j. Approval of Minutes – John moved and Meg seconded approval of the April 17, 2024 meeting minutes as presented. Unanimous.
8. Meeting Wrap Up
- a. Correspondence – Neil’s ARPA accounting was slightly different from Ellen’s. Meg will work with them to reconcile. John is in contact with VLCT and TRORC regarding Act 250 mapping questions. Bill Emmons is also working on this with TRORC.
 - b. Review of Assignments – Ben to revise financial documents and contact Marge re Investment Policy. Meg to complete and submit the Bicycle and Pedestrian Program grant application and reconcile ARPA spending. Ben to post job listing on the Town Web Site; Jim to post with the state; Cynthia to arrange ads in Valley News, Standard & Herald.
 - c. Agenda for Next Meeting – ROW Crossing Permit Application (478 Hidden Ridge Road), T.H. 24 (Hewitt Hill Road) Relocation Report, financial policies adoption, delinquent dog licensing.
9. Adjournment – John moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:53 pm.