

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
September 18, 2024, 6:30 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:30 pm
2. Possible Executive Session – <i>Employment of Public Employees</i>	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman’s Report	7:05 pm
6. Items for Discussion or Vote a. Selectboard Communications b. Employment of Public Employees c. Road Salt Purchasing d. Better Roads Grant Letter of Intent e. Town Office Parking Lot Paving f. FY 2026 Budget Scheduling g. Town Building Routine Maintenance h. ARPA Fund Expenses i. Front Porch Forum j. Warrants k. Approval of September 4, 2024 Minutes	7:30 pm
7. Possible Executive Session – <i>Contracts</i>	
8. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
9. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

Zoom Instructions

- Computer or Smartphone
<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922



LETTER OF INTENT TO PARTICIPATE IN THE SFY25 MUNICIPAL ROADS BETTER ROADS CATEGORY A GRANT- ROAD EROSION INVENTORY

We, the Legislative Body of the Municipality of _____ certify that the municipality will:

- Conduct a Compete Road Erosion Inventory Reassessment on all hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as required in the Municipal Roads General Permit dated effective January 26, 2023. <https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>
- Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <https://anrmaps.vermont.gov/websites/anra5/>
- The DEC-developed app is available free of charge for municipalities and those organizations working on their behalf. When using the DEC REI app, REI results can automatically populate the MRGP Implementation Table, a major requirement of the MRGP permit. Please visit <http://vtanr.maps.arcgis.com/home/item.html?id=fe11c5ffd0d04eeca968115d84dacf90> for details.
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as municipal staff time and other costs directly related to the REI as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete all inventory updates in the MRGP portal/app by October 31, 2027 and request reimbursement no later than 90 calendar days after the end date of the period of performance.

_____ Date: _____
(Duly Authorized Representatives)

Municipality: _____

Primary Contact Name (See note below): _____

Address: _____
Street Address *Town* *Zip*

Email: _____ Phone: _____

Town Clerk (2nd contact): _____ Email: _____

Unique Entity Identifier (SAM #): _____ Fiscal Year End Month (MM): _____

Note: Primary Contact is responsible for grant execution on Town's behalf. Secondary Contact must be Town Clerk.

This form must be submitted via email to indicate participation and will be accepted between August 1 and December 31, 2024. Grants will be awarded as received, if eligible, on a first-come, first-served basis, until available funds are exhausted.

Return signed Letter of Intent to: Better Roads, c/o VTrans Municipal Assistance Program, via email: betterroads@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

Town of Pomfret Selectboard
DRAFT Meeting Minutes
September 4, 2024

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

Public: Cynthia Hewitt, Jim Potter, Betsy Rhodes, Cathy Emmons, Kris Graham, Bill Emmons, Doug Tuthill

1. Ben called the meeting to order at 6:02 pm.
2. Executive Session
 - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) and (a)(3) to discuss confidential attorney-client communications and the employment of public employees. Unanimous. The Selectboard entered executive session at 6:03 pm.
 - b. The Selectboard exited executive session at 7:31 pm, with no decisions having been made therein.
3. Agenda Review – Emily moved and John seconded deletion of Items 6A (Employment of Public Employees), 6C (Road Salt Purchasing) and 6D (Town Office Parking Lot Paving). Unanimous.
4. Public Comment – None.
5. Road Foreman’s Report – None.
6. Items for Discussion or Vote
 - a. Employment of Public Employees – *Deleted*.
 - b. Appointment of Public Officers – Steve moved and John seconded that Dottie Deans be appointed a member of the Selectboard’s Vermont’s 250th Anniversary Committee, for a term ending March 31, 2028. Unanimous.
 - c. Road Salt Purchasing – *Deleted*.
 - d. Town Office Parking Lot Paving – *Deleted*.
 - e. Highway Access Permit (Pomfret Road; Artistree) – Ben moved and Emily seconded approval with the following conditions: (1) consistent with Pomfret Zoning Permit #ZP19-16, use of seasonal access is limited to between June 1 and August 31, (2) no culvert is required at this time, but a culvert may be required later in the Town's discretion if drainage conditions warrant, and (3) the conditions of Pomfret Zoning Permit #ZP19-16 and the related decision of the Zoning Board of Adjustment continue to apply. Unanimous.
 - f. Highway Access Permit (Dinsmoor Road; Mann) – Emily moved and John seconded that the town hire Gurney Brothers Construction to prepare construction plans to complete the work contemplated by Andy Mann’s permit and to present these plans to the parties for review and comment before work begins. Unanimous. Ben will ask Jim to direct Gurney accordingly.
 - g. Delinquent Dog Licensing – Constable Doug Tuthill updated the Selectboard on his efforts to elicit compliance with the town’s Dog Ordinance, which requires that all dogs be licensed pursuant to 20 V.S.A. § 3581. The purpose of this requirement is to identify the dogs of Pomfret, their owners and rabies vaccination status in the event a bite occurs. Doug feels enough time and effort has been expended on this and that fines should now be levied for continued non-compliance. Ben moved and Steve seconded that the town apply to the Judicial Bureau for an officer number so that the

town Constable may write enforceable tickets in this regard. Unanimous. Cynthia will prepare and transmit a letter to the Judicial Bureau.

- h. Town Buildings Routine Maintenance – Cory Swingle has volunteers to assist with upcoming town building maintenance efforts. Emily will ask John Moore to prepare a maintenance plan and to identify priorities. If the priority work exceeds what can be accomplished through volunteer effort, a contractor may be hired.
- i. Town Hall Front Porch Repair – Bids were received from Hasson Construction and Hillside Builders. Pricing was comparable for both. Since Hillside is available to perform the work this fall, John moved and Steve seconded that Hillside be awarded the work. Unanimous. Cynthia will notify both contractors and will ask Tom Frizzell of Hillside Builders to meet a Selectboard member at the Town Hall for a site visit.
- j. ARPA Fund Expenditures – Meg will confer with Ellen regarding recent accounting adjustments made in the ARPA fund and will report back to the Selectboard at the September 18 meeting. Any funds remaining must be committed by December 31.
- k. MERP Grant Expenditures – Meg will arrange a meeting of the Town Hall Revitalization Committee to approve Mr. Ulf’s recommendations and brainstorm use cases for a renovated Town Hall.
- l. Warrants – Steve moved and John seconded approval for payment of the following warrants:

25017	\$ 177.56	A/P
25020	8,736.12	Payroll
25021	37,408.92	A/P

Unanimous.

- m. Approval of August 21, 2024 Minutes – John moved and Emily seconded approval of the August 21, 2024 meeting minutes as presented. Unanimous.

7. Meeting Wrap Up

- a. Correspondence – Meg received a MERP memo with no follow-up; she will get back with them; Becky received a grant to defray costs associated with the general election.
- b. Review of Assignments – Ben will correspond with Artistree and Dinsmoor Road residents re: highway access permits; he will notify Dottie Deans of her committee appointment. Cynthia will correspond with the carpenters and request an officer number for Mr. Tuthill.
- c. Agenda for Next Meeting – ARPA funds, salt purchasing, town office parking lot paving, FY 2025 Better Roads Grant, employment of public employees, FY 2026 budgeting.

- 8. Adjournment – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:29 pm.