

Town of Pomfret Selectboard
DRAFT Meeting Minutes
November 6, 2024

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

Public: Frank Rogers, Cynthia Hewitt, Art Lewin, Tom Frizzell, Scott Barger, Scott Pearce, Jake Astbury, Bill Emmons, Cathy Emmons

1. Ben called the meeting to order at 6:00 pm.
2. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard and/or another involved at a substantial disadvantage, and pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officials. Unanimous. The Selectboard entered executive session at 6:01 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and Meg seconded that Item 6I (Appointment of Public Officials) be deleted and that Town Hall Porch Repair be added immediately after the Road Crew Report. Unanimous.
4. Public Comment – None.
5. Road Crew Report – Frank Rogers started as road foreman on Monday; he reports that Art is “showing him the ropes” and that Ernest will finish grading the roads by the end of the week (Emily praised Ernest’s work on Allen Hill and Ben said he received unsolicited positive feedback from multiple residents on the recent grading work). The crew will remove and dispose of the old Wild Apple Road corrugated culvert this week. Scott Pearce explained that Active911 alerts will continue to be received by the town mobile phone that Frank now uses; Frank is familiar with the Active911 service.
6. Items for Discussion or Vote
 - a. Town Hall Porch Repair – Tom Frizzell attended to discuss possible further work on the Town Hall porch. The Selectboard indicated it was happy with the work and that Tom should submit his invoice for the same. The Selectboard likely will purchase a temporary aluminum ramp prior to installing a new permanent ramp.
 - b. Employment of Public Employees – Ben moved and Meg seconded approval of an incentive bonus for Art Lewin. Unanimous. Ben moved and Meg seconded that following satisfactory reference checks that Frank will perform, an offer be made to “Person B”^[1] for employment as a road crew member, on a full-time basis, with other terms and benefits as per the town’s personnel policy. Unanimous. Frank will follow up with Ben upon completing the reference checks, whereupon Ben will notify Person B of the employment offer. Unanimous.

^[1] **Editor’s Note:** On advice from the Vermont League of Cities & Towns, to protect Person B’s current employment the name of “Person B” is being withheld unless and until the offered employment has been accepted.

- c. SFY 2025 Grant in Aid Agreement – Emily moved and Steve seconded approval of the Grants in Aid FY25 agreement #GA0863. This is a \$20,000 award with \$5,000 local match. Unanimous.
- d. 12-foot Grader Blade Purchase – The Selectboard determined there is only one qualified source for the proposed purchase and that the price offered is fair and reasonable; thus, the competitive quotation requirement of the town’s Purchasing Policy that otherwise would apply is waived. Ben moved and Meg seconded acceptance of the United Construction & Forestry quote for purchase of a 12-foot moldboard for the grader. Unanimous. Steve will call United and refer them to Frank. The existing 14-foot moldboard will be advertised for sale.
- e. FY 2026 Budget Discussion – Scott Barger, Scott Pearce and Jake Astbury presented the Pomfret-Teago Volunteer Fire Department’s FY 2026 budget, which shows a 1.1% decrease from FY 2025. The Department reported two successful fundraisers (the 30th Annual Pomfret Ox Pull Competition and the 11th Annual Pancake Breakfast). The Department is using a grant writer to help with a federal fire department grant opportunity and also exploring private funding sources. The present goal is to replace North Station’s Engine #1 (now 32 years old) in FY 2026. The Department has successfully fundraised to purchase a wildland truck, Polaris Ranger and trailer combination, which will be going into service before the spring wildland fire season. Based on currently available and anticipated reserve fund funding, the Department expects to have nearly enough cash available to purchase the new apparatus in FY 2026. The Department is researching insurance alternatives for competitive pricing, as well as working on a Tasco Security annual alarm contract. John Peters will check with the CVC regarding back up solar power for the repeater. Emily suggested the Department explore grant underwriting via the Department of Homeland Security for PPE and other support. The Listers have asked for level funding relative to FY 2025, but with an additional \$10,000 appropriation to the Reappraisal Reserve. Scott Pearce will present the FAST Squad budget on November 20; the highway budget will be discussed then as well.
- f. Assignment of 2024 Annual Report Deliverables Drafting – Emily will draft the FY 2024 Selectboard Report; Ben will forward the Town Highway Equipment List to Frank for update. Ben will update the Town Officer List and prepare an initial draft of the 2025 Annual Town Meeting Warning.
- g. Town Health Benefits Provider Research – John will research the in-network provider list for MVP Health Care. Discussion to be continued on November 20.
- h. Town Office Parking Lot Paving – Steve will contact Caleb at Pike again for a quote so this project can move forward early next year. Discussion to be continued on November 20.
- i. Generator Service Contract – John will contact Yankee again for a proposed 2025 maintenance contract. Discussion to be continued on November 20.
- j. Signing Warrants between Meetings – Ben will consult with Ellen re: time sensitive payments.
- k. Warrants – Emily moved and Meg seconded approval for payment of the following warrants:

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|-------|----|-----------|---------|
| 25034 | \$ | 2,240.07 | A/P |
| 25038 | | 6,624.98 | Payroll |
| 25041 | | 30,329.49 | A/P |

Unanimous.

- l. Approval of October 16, 2024 Minutes – John moved and Steve seconded approval of the October 16, 2024, meeting minutes as presented. Unanimous.
- 7. Meeting Wrap Up
 - a. Correspondence – Doug Tuthill’s officer number has been issued; he has received a ticket book and a Constable badge.
 - b. Review of Assignments – Ben to speak with Ellen re: warrants, sign and return the approved grader quote, and send the town highway equipment list to Frank. John will speak with CVC re: repeater solar panel. Emily will prepare draft of the Selectboard Report.
 - c. Agenda for Next Meeting – FY 2026 budget (FAST Squad and Highway Department), appointment of public officials; town office parking lot paving; generator service contract, town health benefits provider.
- 8. 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 appointment of public officials. Unanimous. The Selectboard entered executive session at 8:56 pm.
 - b. The Selectboard exited executive session at 9:42 pm, with no decisions having been made therein.
- 9. Adjournment – Emily moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:43 pm.