

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the February 20, 2019 Pomfret Selectboard Regular Meeting

Present: Frank Perron (Selectboard Chair), Emily Grube (Selectboard Member), Scott Woodward (Selectboard Member), John Peters, Jr. (Selectboard Member), Steve Chamberlin (Selectboard Member), And a representative from the Vermont Standard.

1. Call To Order: Frank Perron called the Meeting to order at 7:00 pm
2. Public Comment: None.
3. Review of Agenda: Blank moved, and Blank seconded, to approve the agenda with the following changes: to add 6.f); Grand for South Pomfret Village, 6.g); selectboard assistant discussion, 6.c). Disposition of Royalton Academy (Lyon Trust) Lease Land, 174 +/- was moved up to below 5.b). The changes were approved unanimously.
4.
 - a). Minutes approval From 2/13/19 and 2/20/19
 - b). Warrants for Payment
 - c). Road Commissioner Update
5.
 - a). Elect Selectboard Chair, Vice Chair, and Clerk: John Peters Moved and Blank Seconded to Elect Emily Grube to Selectboard chair for a term of one year. Scott Woodward was also interested and a discussion was had that traditionally when the board was a three member board the chair was typically the outgoing member. Emily was elected Chair by a vote of 4-1
Blank Moved and Blank Seconded to elect Frank Perron as Vice Chair for one year. The motion was approved unanimously.
John Peters said he would be willing to take minutes and post to the web page until we could find a Selectboard Assistant. No vote for clerk was taken.
 - b). Adopt Selectboard Rules of Meeting Procedure: Discussion was had about limiting Public comment to 2 minutes per person and 10 minutes total. It proposed that in order to get an item on the agenda two other board members would need to also agree to place it on the agenda. This was removed from the proposed rules. Discussed need to have a prioritized list of items that needed to be on future agendas to help the board better organize and prioritize our regular meeting. It was discussed changing the meeting time from 7:00pm to 6:00pm. The board unanimously approved changing the time to 6:00pm during the winter months changing back to 7:00 during daylight savings time. The vote on the Rules of Procedure was moved to the next regular meeting.

6.b). Disposition of Royalton Academy (Lyon Trust) Lease Land, 174 +/-: John Wetmore was present to discuss the Sale of Mary Tooke's land, stating the need of to have the land released from the lease by the end of March or the sale would be in jeopardy. Frank said he would recuse himself at the vote as he owns some of the mentioned 174 acres of land. Discussion was had as to whether to release all the land at once or piece by piece. John thought we should release it all and be done with it. Emily moved to have the attorney working on the LaFlamme property look over prior to signing to release the land. Scott said the deed should mention the original trust Zebula Lion. Discussion to give Frank Authority to sign a Quitclaim Deed as long as there were no changes made by Mary Tooke's Attorney. Steve Chamberlin Seconded, and was passed unanimously.

c). Select official Newspaper: Emily Moved and Frank Seconded to have the Vermont Standard and the Valley News continue as our official Publications. Approved by a unanimous Decision

d). Authorize Chair and/or Alternate to sign Payroll Warrants and Account Payable Warrants: Frank Moved to have the Chair and Vice Chair To sign Warrants. Emily Seconded, it was approved unanimously.

e). Appointment of Tree Warden - 24 VSA ~871(b): Frank moved and Emily Seconded to appoint Cy Benoit as tree warden for the ensuing year. Approved by a unanimous vote.

f). Review List of Additional Appointments:

Karen Hewitt for Zoning Administrator, Trustee of Labounty Fund, and Collector of Delinquent Taxes

Allan Graham as EC Fiber Representative.

Vern Clifford for GUVSWD Representative.

Doug Tuthill as Alternate.

Becky Fielder as E-911 Coordinator.

Bill Emmons as Two Rivers Representative.

Phill Deckert as Alternate.

Scott Moved all the above Appointments and Frank Seconded. Approved by a Unanimous Vote.

Pound Keeper: None

Town Service Officer: Scott mentioned that we no longer need one by State Statue, Left Vacant.

Emergency Management Director: No current term limit described, Frank thought it should be a two year term. Frank mentioned the need to File the "LEMP" Local Emergency Management Plan to be eligible for certain grant opportunities.

ZBA: Emily Mentioned that the ZBA is in need of more members, currently 4 but should have 7. John Moved and Emily Seconded to appoint Ben Brickner until June when the regular term is up of reappointment.

6. a). Howe Hill Road Pavement: Frank Reported: Todd Eaton will be here on March 20th to talk about possibilities. Places of the road that need to have Stone base added, some areas just need reclaiming, Many alternatives to discuss. Rough estimate from Pike, Inc. last fall were in the \$400,000.00 range. \$40,000 for reclaiming, \$320,000 for Paving, and \$40,000 for materials for the base.

b). State Paving Grant Application: Due 16 April, Put onto next agenda.

c) Move up on Agenda

d). Selecting Closing date for LaFlamme Property: Will set in the future dependent on title search. Frank reported they are ready to Sign a P&S agreement, Should give a \$500.00 deposit. Emily Moved and John Seconded to have Frank sign a P&S and to give a \$500.00 deposit. John Seconded, Approved by Unanimous vote.

e). FAST Squad Agreement with Town: Frank Reported the board needs to look it over and approve. FAST has not approved but is in agreement with its current form. Emily Is going to Email Chief Rice about Fire Contract moving forward.

f). Grant for South Pomfret Village: Frank reported on possible grant for the South Pomfret Village; Teago, library, Artistree area. Possibilities include. Sidewalks, Crosswalks, Directed lighting. Consensus is to peruse.

g). Selectboard Assistant: Scott reported Karen Hewitt would be interested in position with some time constraints. Emily will talk to Karen about Executive Session next meeting to interview. Another person was interested but we have heard nothing back.

7. a). Review of Assignment: Frank, P&S, LaFlamme. Tooke Lease land.

b). Correspondence: John reported on the Highway repeater progress. Needs to get radio numbers and tower height for Wells Communications so they can get the Board a quote.

c). Agenda for next meeting: LEMP, Town Meeting minutes approval-sign, TA-60 approval, Rules of Procedure, Repeater update, FAST agreement, Closing date for LaFlamme property, Update attorney agreement letter for Purple Crayon.

8. No Executive Session. Scott and Frank had a broad conversation with Purple Crayon and Neighbor Charlene Kelley,

9. Adjournment: Frank moved to adjourn at 9:16 and John Seconded. Approved by unanimous vote.

03/18/19
02:13 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 03/22/19

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sweglarz

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1061	APALACHEE MARINE	530449	03/18/19	03/22/19	01	205.46 ton Hgwy Salt		
		150-7-20-75-650.000	Salt			17,238.39	0.00	0.00
1150	BCBSVT	086614672	03/18/19	03/22/19	01	town group ins payable		
		100-2-00-00-100.020	Health Ins Payable			4,749.63	0.00	0.00
1185	BROOK FIELD SERVICE	31758	03/18/19	03/22/19	01	Teago FD-gen battery		
		100-7-30-40-424.000	Buildings Maintenance			135.31	0.00	0.00
1272	CASELLA WASTE SERVICES	0472718	03/18/19	03/22/19	01	trash removal		
		150-7-40-83-410.000	Garage Utilities			50.53	0.00	0.00
1305	CITIZENS BANK MASTERCARD	03182019	03/18/19	03/22/19	01	misc town charges		
		100-7-10-30-610.000	Town Offices: Supplies			20.99	0.00	0.00
		100-7-10-30-641.038	Office 365 software			64.00	0.00	0.00
		150-7-30-80-330.030	Radios & Cellphones			108.93	0.00	0.00
		150-7-40-83-424.000	Garage Building & Grounds			2,290.88	0.00	0.00
	Invoice 03182019 Total					2,484.80	0.00	0.00
1320	CONSOLIDATED COMMUNICATIO	03032019CC	03/18/19	03/22/19	01	town phone billa		
		100-7-10-30-530.000	Town offices phone bill			75.36	0.00	0.00
		150-7-40-83-530.000	Garage Telephone			38.93	0.00	0.00
		100-7-30-40-530.001	Pomfret FD phone:3730			86.29	0.00	0.00
		100-7-30-40-530.003	Teago FD phone: 1125			70.69	0.00	0.00
	Invoice 03032019CC Total					271.27	0.00	0.00
1350	CRYSTAL ROCK LLC	17747255-030	03/18/19	03/22/19	01	garage drinking water		
		150-7-40-83-424.000	Garage Building & Grounds			15.79	0.00	0.00
1438	DESORCIE EMERGENCY PRODUC	15056	03/18/19	03/22/19	01	Teago Eng 2 -maint		
		100-7-30-40-610.030	Teago, Engine 2			1,412.00	0.00	0.00
1620	FASTENAL COMPANY	NHWES78274	03/18/19	03/22/19	01	shop exp		
		150-7-30-80-330.015	Shop, oil, small tools et			103.53	0.00	0.00
1680	FREIGHTLINER OF NH	LP286981	03/18/19	03/22/19	01	parts-truck 2		
		150-7-35-05-671.015	Truck 2, parts			669.30	0.00	0.00
1910	IRVING ENERGY	346156	03/18/19	03/22/19	01	284.8 gals ULS Diesel		
		150-7-30-80-330.000	Diesel			866.90	0.00	0.00
		423907	03/18/19	03/22/19	01	143.6 gals ULS heat oil		
		100-7-30-40-624.000	Heating oil, Teago FD			378.39	0.00	0.00
		538109	03/18/19	03/22/19	01	61.7 gal LP		
		100-7-20-33-623.000	Brick bldg propane			96.44	0.00	0.00
		619302	03/18/19	03/22/19	01	173.2 gal LP PFD		
		100-7-30-40-623.000	Propane Pomfret Fire Dept			270.71	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	620455		03/18/19	03/22/19	01 87.6 gal LP			
	100-7-10-30-623.000		Propane; town offices			136.92	0.00	0.00
	645790		03/18/19	03/22/19	01 393.7 gals ULS Diesel			
	150-7-30-80-330.000		Diesel			1,205.00	0.00	0.00
	745281		03/18/19	03/22/19	01 139.9 gals ULS heat oil			
	150-7-40-83-624.005		Garage Fuel Oil			368.64	0.00	0.00
Total For IRVING ENERGY						3,323.00	0.00	0.00
1920	IRS	PR-03/15/19	PR01:161	03/15/19	03/15/19 01	Payroll Transfer		
	100-2-00-00-100.045		Due to IRS			461.75	0.00	0.00
2080	LOWELL MCLEODS INC.	S 51652		03/18/19	03/22/19 01	parts -truck 2		
	150-7-35-05-671.015		Truck 2, parts			1,381.07	0.00	0.00
2112	MARIE CROSS	322		03/18/19	03/22/19 01	graphic design-town rept		
	100-7-20-35-540.000		Town Report print & mail			994.50	0.00	0.00
2290	NORTRAX CO.	1923103		03/18/19	03/22/19 01	loader parts		
	150-7-35-05-678.015		Loader, parts			94.60	0.00	0.00
	1929400		03/18/19	03/22/19	01 parts, loader-plow edge			
	150-7-35-05-678.015		Loader, parts			622.06	0.00	0.00
	150-7-30-80-330.025		Blades, Shoes, Rake Teeth			58.14	0.00	0.00
Invoice 1929400 Total						680.20	0.00	0.00
Total For NORTRAX CO.						774.80	0.00	0.00
2370	PETE'S TIRE BARNS, INC.	257728		03/18/19	03/22/19 01	Pomf Engine 1		
	100-7-30-40-610.025		PFD engine			2,518.00	0.00	0.00
2380	PIKE INDUSTRIES, INC.	1016235		03/18/19	03/22/19 01	156.32 ton manuf sand		
	150-7-20-75-650.006		Manufactured sand			2,868.49	0.00	0.00
	1016235-B		03/18/19	03/22/19	01 43.23 ton 3/4" cr stone			
	150-7-20-75-650.010		Crushed Stone			577.12	0.00	0.00
	1016402		03/18/19	03/22/19	01 87 ton 3/4" crush stone			
	150-7-20-75-650.010		Crushed Stone			1,161.45	0.00	0.00
	1016493		03/18/19	03/22/19	01 66.51 ton 3/4" crush ston			
	150-7-20-75-650.010		Crushed Stone			887.91	0.00	0.00
	1016493-B		03/18/19	03/22/19	01 178.19 ton 1 1/2" cr st			
	150-7-20-75-650.010		Crushed Stone			2,307.56	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	1016619		03/18/19	03/22/19	01	66.98 ton 3/4" crush sto		
	150-7-20-75-650.010		Crushed Stone			894.18	0.00	0.00
	1016619-B		03/18/19	03/22/19	01	155.78 ton 1 1/2" cr ston		
	150-7-20-75-650.010		Crushed Stone			2,017.35	0.00	0.00
Total For PIKE INDUSTRIES, INC.						10,714.06	0.00	0.00
2551	ROYAL GROUP	MARCH BILL	03/18/19	03/22/19	01	alarm monitoring		
	150-7-40-83-424.000		Garage Building & Grounds			69.75	0.00	0.00
2701	TAD RICHARDSON	0001712	03/18/19	03/22/19	01	computer svc		
	100-7-10-30-641.040		Computer services			37.50	0.00	0.00
3000	VLCT	03182019A	03/18/19	03/22/19	01	2 SB Handbooks		
	100-7-20-35-565.000		Ed Conferences/Mileage			90.00	0.00	0.00
	NEW SB		03/18/19	03/22/19	01	2 copies-SB handbook		
	100-7-20-35-565.000		Ed Conferences/Mileage			90.00	0.00	0.00
Total For VLCT						180.00	0.00	0.00
3200	WCMUSD	03132019	03/18/19	03/22/19	01	Educa funding local sch		
	100-6-10-00-300.025		School Tax Pd-local Schoo			890,000.00	0.00	0.00
9003	ALICE LAMSON	888610	03/18/19	03/22/19	01	4 doz doughnuts		
	100-7-10-30-610.000		Town Offices: Supplies			40.00	0.00	0.00
Report Grand Total						937,624.98	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
150	35,896.50	0.00
100	901,728.48	0.00
	937,624.98	0.00

TOWN OF POMFRET Accounts Payable
Check Warrant Report # 18088 Current Prior Next FY Invoices
For checks For Check Acct 01(General Fund) 03/22/19 To 03/22/19

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
9003	ALICE LAMSON	888610 4 doz doughnuts	40.00	0.00	40.00	3372	03/22/19
1061	APALACHEE MARINE	530449 205.46 ton Hgwy Salt	17238.39	0.00	17238.39	3373	03/22/19
1150	BCBSVT	086614672 town group ins payable	4749.63	0.00	4749.63	3374	03/22/19
1185	BROOK FIELD SERVICE	31758 Teago FD-gen battery	135.31	0.00	135.31	3375	03/22/19
1272	CASELLA WASTE SERVICES	0472718 trash removal	50.53	0.00	50.53	3376	03/22/19
1305	CITIZENS BANK MASTERCARD	03182019 misc town charges	2484.80	0.00	2484.80	3377	03/22/19
1320	CONSOLIDATED COMMUNICATIONS	03032019CC town phone billa	271.27	0.00	271.27	3378	03/22/19
1350	CRYSTAL ROCK LLC	17747255-030 garage drinking water	15.79	0.00	15.79	3379	03/22/19
1438	DESORCIE EMERGENCY PRODUCTS LL 15056	Teago Eng 2 -maint	1412.00	0.00	1412.00	3380	03/22/19
1620	FASTENAL COMPANY	NHWES78274 shop exp	103.53	0.00	103.53	3381	03/22/19
1680	FREIGHTLINER OF NH	LP286981 parts-truck 2	669.30	0.00	669.30	3382	03/22/19
1920	IRS	PR-03/15/19 Payroll Transfer	461.75	0.00	461.75	3383	03/22/19
1910	IRVING ENERGY	346156 284.8 gals ULS Diesel	866.90	0.00	866.90	3384	03/22/19
1910	IRVING ENERGY	423907 143.6 gals ULS heat oil	378.39	0.00	378.39	3384	03/22/19
1910	IRVING ENERGY	538109 61.7 gal LP	96.44	0.00	96.44	3384	03/22/19
1910	IRVING ENERGY	619302 173.2 gal LP PFD	270.71	0.00	270.71	3384	03/22/19
1910	IRVING ENERGY	620455 87.6 gal LP	136.92	0.00	136.92	3384	03/22/19
1910	IRVING ENERGY	645790 393.7 gals ULS Diesel	1205.00	0.00	1205.00	3384	03/22/19
1910	IRVING ENERGY	745281 139.9 gals ULS heat oil	368.64	0.00	368.64	3384	03/22/19

					Check Total	3323.00	
2080	LOWELL MCLEODS INC.	S 51652 parts -truck 2	1381.07	0.00	1381.07	3385	03/22/19
2112	MARIE CROSS	322 graphic design-town rept	994.50	0.00	994.50	3386	03/22/19
2290	NORTRAX CO.	1923103 loader parts	94.60	0.00	94.60	3387	03/22/19
2290	NORTRAX CO.	1929400 parts,loader-plow edge	680.20	0.00	680.20	3387	03/22/19

					Check Total	774.80	
2370	PETE'S TIRE BARNS, INC.	257728 Pomf Engine 1	2518.00	0.00	2518.00	3388	03/22/19
2380	PIKE INDUSTRIES, INC.	1016235 156.32 ton manuf sand	2868.49	0.00	2868.49	3389	03/22/19
2380	PIKE INDUSTRIES, INC.	1016235-B 43.23 ton 3/4" cr stone	577.12	0.00	577.12	3389	03/22/19
2380	PIKE INDUSTRIES, INC.	1016402 87 ton 3/4" crush stone	1161.45	0.00	1161.45	3389	03/22/19
2380	PIKE INDUSTRIES, INC.	1016493 66.51 ton 3/4" crush sto	887.91	0.00	887.91	3389	03/22/19
2380	PIKE INDUSTRIES, INC.	1016493-B 178.19 ton 1 1/2" cr st	2307.56	0.00	2307.56	3389	03/22/19

Check Warrant Report # 18088 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 03/22/19 To 03/22/19

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
2380	PIKE INDUSTRIES, INC.	1016619	66.98 ton 3/4" crush sto	894.18	0.00	894.18	3389 03/22/19
2380	PIKE INDUSTRIES, INC.	1016619-B	155.78 ton 1 1/2" cr sto	2017.35	0.00	2017.35	3389 03/22/19
					Check Total	10714.06	
2551	ROYAL GROUP	MARCH BILL	alarm monitoring	69.75	0.00	69.75	3390 03/22/19
2701	TAD RICHARDSON	0001712	computer svc	37.50	0.00	37.50	3391 03/22/19
3000	VLCT	03182019A	2 SB Handbooks	90.00	0.00	90.00	3392 03/22/19
3000	VLCT	NEW SB	2 copies-SB handbook	90.00	0.00	90.00	3392 03/22/19
					Check Total	180.00	
3200	WCMUSD	03132019	Educa funding local sch	890000.00	0.00	890000.00	3393 03/22/19

03/18/2019

TOWN OF POMFRET Accounts Payable

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02:25 pm

Check Warrant Report # 18088 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 03/22/19 To 03/22/19

sweglarz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			937,624.98	0.00	937,624.98		

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***937,624.98 Let this be your order for the payments of these amounts.

Emily Grube, Chairman

Steve Chamberlin

Frank Perron

John Peters, Jr.

Scott Woodward

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

POMFRET SELECTBOARD RULES OF PROCEDURE

A. PURPOSE

The Selectboard of Pomfret is required to conduct its meetings in accordance with Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard must be open to the public at all times, except when meeting in executive session under 1 V.S.A. § 313.

B. APPLICATION

This policy applies to the Selectboard of Pomfret, referred to below as “the Board.” These rules apply to all regular, special, and emergency meetings. These rules must be readopted annually.

C. ORGANIZATION

1. The Board consists of five members. At the first meeting after Town Meeting, the Board must hold an organizational meeting and elect, by majority vote, a Chair and Vice Chair. The Board may hold other organizational meetings at other times throughout the year, as needed.
2. A majority of the members of the Board constitute a quorum. If a quorum of the members of the Board is not available to meet, then no meeting may take place.
3. The Chair presides at all meetings, hearings, and other proceedings, and decides all points of order or procedure. The Chair may administer oaths and may request the attendance of witnesses and the production of material germane to any issue under consideration. The Chair shall have the discretion to seek legal advice on matters relevant to the Board. The Chair may delegate the responsibility to seek legal advice to one or more members of the Board.
4. The Chair will preserve order in the meeting and will regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
5. The Vice Chair shall assume the duties of the Chair whenever the Chair is absent, or at the Chair’s request.
6. No single Board member has authority to represent the Board or the Town or to take binding action on behalf of the Selectboard unless, by majority vote, the Selectboard delegated such authority on a specific matter at a duly noticed meeting and it is recorded in the minutes. Decisions made not in compliance with the joint authority statute, 1 V.S.A. § 172, represent inaction. When such a situation arises, the Board will reverse the decision and, if necessary, take up a new vote.
7. If situations arise outside of a duly noticed Selectboard meeting where a Selectboard member believes that Selectboard action is warranted, he or she shall consult with at least two other Selectboard members for concurrence to proceed on that action and have the matter ratified at the next duly noticed meeting.

D. MEETING COORDINATION

1. Regular meetings will take place on the first and third Wednesday of the month starting at 7 p.m, (DST) and at 6PM During Standard Time (winter months) starting at 6pm at the Pomfret Town Offices located at 5218 Pomfret Rd.
2. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. The Board may hold emergency meetings only when necessary to respond to circumstances that require immediate attention.
3. A member of the Board may attend a regular, special, or emergency meeting by electronic or other means without being physically present at the meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the Board attend a meeting without being physically present at a designated meeting location, the following requirements will be met:
 - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the Board will publicly announce the meeting and post notice of the meeting in or near the municipal clerk's office and posted near the North and South Pomfret Post Offices.
 - b. The public announcement and posted notice of the meeting will designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the Board, or at least one staff or designee of the Board, will be physically present at each designated meeting location.

E. MEETING AGENDAS

1. Each regular or special meeting of the Board will have an agenda, with time allotted for each item of business to be considered by the Board.
2. Members of the Board who wish to have items added to the meeting agenda will contact the Selectboard Assistant to request inclusion on the agenda. Members of the public wishing to request an item be placed on the agenda will contact a member of the Board with their request.
3. The Selectboard Chair will lead the development of the regular agenda. The Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee, will prepare the final regular agenda for distribution.
4. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, will be posted on the home page of the Town's website, on the Pomfret Listserv, in the Town Offices, and posted near the North and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.
5. The agenda packet, including document attachments, will be posted as a separate document on the Town website. Except for payroll, warrant orders drawn on Town accounts will be included in the agenda packet.
6. All business will be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made after the first public

comment period at the meeting. No additions to or deletions from the agenda will be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the Board. majority

7. Draft minutes will be prepared by the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee and he/she will clearly label them as “draft” minutes and will post the draft minutes on the Town website within five (5) calendar days of the meeting.

8. After the draft minutes have been approved by the Selectboard, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee, will prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as “approved” and will post them on the Town website.

9. Selectboard meetings will be audio recorded, except in cases where technical problems prevent doing so. The audio recording for a given meeting will be posted on the Town website not later than five (5) calendar days after the meeting.

F. MEETING PROCEDURES

1. Motions made by members of the Board require a second. The Chair of the Board may make motions and may vote on all questions before the Board. A motion will pass only if it receives the votes of a majority of the Board’s five members.

2. When discussing agenda items for a possible vote, the Board member leading the discussion will attempt to frame a question(s) for the Board to answer.

3. There is no limit to the number of times a member of the Board may speak to a question. A member may speak or make a motion without being recognized by the Chair. Motions to close or limit debate will not be entertained.

4. The Chair has the authority to call the question and cease discussion or debate on a matter.

5. Any member of the Board may request a roll call vote.

6. All Board members present are expected to vote unless they have recused themselves or choose to abstain.

7. A member who recuses him or herself shall not sit with the Board during discussion of the matter and shall be considered “absent.”

8. Unless one or more members of the Board objects, the Chair may determine that agreement on simple matters (e.g., matters that do not implicate spending, policy decisions, or statutory obligations) has been reached by consensus. Matters reached by consensus will be reflected in the meeting minutes.

9. Meetings may be recessed to a time and place certain. These rules will be made available at all meetings, and procedures for public comment will be reviewed at the beginning of all meetings.

G. PUBLIC PARTICIPATION

1. All meetings of the Board are meetings in the public, not of the public. Board meetings are limited public forums.
2. Members of the public will be afforded reasonable opportunity to express opinions about matters considered by the Board, so long as order is maintained in accordance with these rules.
3. At the beginning of each Selectboard meeting there will be up to 10 minutes allotted for public comment on issues not contained in the agenda. Each speaker will be limited to two (2) minutes per comment.
4. By majority vote, the Board may increase the time allotted for public comment.
5. Speakers must identify themselves with name and address the first time they speak during a meeting.
6. Comments by the public must be addressed to the Chair or to the Board as a whole, and not to any individual member of the Board or public.
7. At the end of Board discussion of each agenda item, but before Board action is taken, the Chair may allow up to two (2) minutes per person for public comment germane to the motion.
8. Before making comment, a member of the public wishing to speak on the motion must first be recognized by the Chair before speaking.
9. If a member of the public has already spoken on the motion, he or she will not be recognized again until others have first been given the opportunity to comment.
10. Order and decorum will be observed. Neither members of the Board, nor the members of the public, will delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking.
11. Members of the Board and members of the public are prohibited from making personally attacking, impertinent, threatening, or profane remarks; it is the topic of discussion not the individual that is the subject of debate.
12. Public comment will not be used to make allegations of misconduct, conflicts of interest, open meeting violations, or public records violations. If a member of the public has such a concern, the complainant must submit a written complaint to the Chair requesting that the issue be addressed at a future meeting. Open Meeting complaints must follow the statutory timeline of seven days for the Board to respond.
13. If a conflict of interest is raised during a Board meeting, the Board will cease discussion of the topic at hand and will make an on-the-spot determination of whether, according to the Town's Conflict of Interest Policy, a conflict of interest exists and whether the conflict is acceptable or must be mitigated.
14. Members of the Board and members of the public will obey the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure;
 - b. Declare a recess or table the issue;

- c. Adjourn the meeting until a time and date certain;
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED:

_____	_____
Frank Perron, Jr.	Date
_____	_____
Emily Grube	Date
_____	_____
John Peters, Jr.	Date
_____	_____
	Date
_____	_____
Scott Woodward	Date

DRAFT

Town of Pomfret
 5218 Pomfret Road North
 Pomfret, VT 05053
 Regular Selectboard Meeting Agenda and
 Executive session for
 March 20, 2019 at 6pm

Agenda Item	Presenting Individual	Time frame
1. Call to Order	Chair	6:00pm
2. Public Comment	Chair	6:00-6:05pm
3. Executive Session Purple Crayon Appeal	Chair	6:05-7:05pm
4. Review of Agenda	Chair	7:05- 7:10pm
5. Recurring Items, Including Items for Possible Vote: a) Minutes Approval: 3/6/19 b) Warrants for Payment c) Road Commissioner update d) Catering Permits	Chair	7:10-7:25pm
6. Business Items for Possible Vote: a) Adopt SelectBoard Rules of Meeting Procedure b) Road Access Permit Zola Property c) Mary Took Property Update Quitclaim Deed d) Approve and Sign Town Meeting Minutes e) Selectboard Assistant – Minute Taker f) Transportation Items <ul style="list-style-type: none"> • TA 60 Approval • Paving Grant Application g) Office 365 Contract/Digital Media Coordinator	Joint	7:25-8:30pm
7. Business Items for Discussion: a) Discuss LEMP (Local Emergency Management Plan) b) FAST Squad Operational Agreement c) Health Insurance for Employees d) Office 365 Contract/Digital Media Coordinator e) LaFlamme Property Update f) Repeater update g) Municipal Building Access/ADA Compliance h) Water Quality Study	Chair	8:30-9:15pm
8. Meeting Wrap-up: a) Selectboard Correspondence b) Review of Assignments c) Agenda Items for Next Meeting		9:15-9:30

9. Adjournment	Chair	9:30pm
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