**Town of Pomfret, Vermont**

**Draft Selectboard Minutes for 3-20-2019**

**1. Call to Order:**

The meeting was called to order at 6:09 by Emily Grube, in attendance were, Frank Perron, John Peters, Emily Grube, Steve Chamberlin, and Scott Woodard by phone. In the audience were Karen Hewitt, Norm Buchanan, John Moore; From the ZBA were Allan Blackmer, Mike Reese, Shawn Picket, and Ben Brickner

**2. Public Comment moved to after Executive Session.**

Norm: update on purple crayon tax filing, charitable exemption, The Purple Crayon applied to the state for tax exemption. Our lawyer has questions on cast house being exempt Mike: clear set of rules to follow, $10,000 reduction in town tax not including school. Up to Selectboard to negotiate in-lew of taxe payment(s)

**3. Executive session purple crayon**:

Emily moved and John seconded, roll call vote to enter into Executive Session per **1 V.S.A. § 313** (A)(1)(E) pending or probable civil litigation or a prosecution, to which the public body is or may be a party; Passed unanimously. The ZBA and Karen Hewitt our zoning administrator were also present for the executive session. Vote to exit executive session at 7:10 roll call vote by all 5

**4. Review of agenda**:

Remove 7d

Holden study added 6h

Remove 7c

**5. Recurring items including items for possible vote:**

**a)** Minutes approval: 3/6/19 The approval of the 3/6/19 minutes was moved to the next regular meeting to add some missing information. Emily Moved and John seconded, Roll call vote all 4 yes frank has gone home.

**b)** Warrants for Payment: check 18088 937,624.98, and payroll 18087, 12254.55 Motioned by John seconded by Steve to approve both warrants, roll call Vote 4 yes

**c)** Road commissioner update:

Road crew is taking care of mud spots, the permitting is in for cloudland bridge, Horizon Engineering has made up an RFP but not up to RFP standard. Frank will make the RFP this week and get it out. Emily Motioned and John Second to have Frank make up an RFP and get it out this week, due back by April 17th at noon, bids to be opened at the April 17th meeting. Roll call vote yes by all. Emily: 75000 in bridge reserve fund to help till we get reimbursed.

Art: two down trucks, check engine light, brakes, wheel bearing, gone till next week, one with broken spring till tomorrow, out raking the roads, have filled the worst spots to date, need to take care of dana rd. The grader is up and running, blown head gasket, no other damage

Culvert marking looking for a reasonable marker,

The road crew spoke with Todd Eaton from V-Trans about the Howe Hill project, he thinks we are in the right direction, possible ½ each of two years, depending on cost, or possible Grant opportunity.

Give frank approval to submit paving grant was discussed for next meeting.

**d)** Catering Permits:

Neddo family vineyards, benefit for teen hope for the Prouty, April 11th 5-8

American Crafted Spirits at Artistree celebrating women in music, 3/29/19 7:30-9:30

Emily moved we approve both permits, Steve seconded, roll call 4 yes

**6. Business Items for Possible Vote:**

**a)** adopt SelectBoard Rules of Meeting Procedure:

Emily: readopt last years rules of procedure, talked with frank and he was ok with that.

Scott had concerns that substance was left out by adopting the old rules.

John motioned to adopted last year’s rules of procedure and update the time that we voted on from last meeting Steve Seconded Roll Call Vote 3 yes, Scott abstained

**b)** Road access permit Zola property: Access permit is for a primitive camp on the Bunker Hill side of Old kings Highway just after where the town stops plowing. There is a current farm access but needs a permit for a residential drive, needs to be marked, Emily will set up a site visit when frank is feeling better, application on file

**c)** Mary Took Property Update Quitclaim Deed: lawyer looked the deed over, Scott thinks it’s good to go, Robert Manby give his blessing as good to go, John made a motion to have Emily sign the Quitclaim deed for the Mary Took property, Steve Seconded, roll call vote 4 yes

**d)** Approve and sign town meeting minutes: John made a motion to sign the 2019 town meeting minutes as submitted. Emily seconded. Roll call vote 4 yes

**e)** Selectboard meeting assistant: Emily and Steve met with Cynthia Hewitt, Emily and Steve thought she would be a good fit, if she took minutes posted, made agenda, could do more if she desired. Scott: will she be short term and still look for someone like Johnathan or will she be permanent. Emily: thought she could be a permanent fixture, may need some help with somethings municipal. Scott not sure we put enough effort into finding a replacement for Johnathan Emily: We have six months’ probation, see how it goes. How much to pay, should start then base on performance. Steve made a motion to hire Cinthia Hewitt at $17 per hour, Emily seconded, Scott abstained from vote, Steve, John, Emily voted yes. Emily will email and offer job.

**f)** Transportation items:

TA 60 move over

Paving Grant move over

**g)** Digital Media Coordinator, Scott: who is the proper custodian records, where should the records be. Loss of email records, Files everywhere. Bigger discussion about records storage. Emily the town clerk should be responsible for setting up the emails. Two hard with multiple people setting up the accounts. No decision.

**h)** Holden engineering: State has signed off on report, we need to authorize a contract extension in order to get a reimbursement. John made a motion to extend contract to September 1 2019 Steve Seconded. The current one expired 7-16-18. Roll call vote 4 yes

**7. Business Items for Discussion**

**a)** LEMP Emily and Steve and Kevin and Tori from Two Rivers are working on it

**b)** FAST Agreement, let go

**c)** Laflamme Property, let go no frank

**f)** Repeater update, we should make sure we have an easement at the tower before we move forward. John will get a second quote.

**g)** John talked about the need to update the town buildings to ADA compliance, Paving office, handicap to the town hall, bathrooms. Some of that info, can be found in the Scoping Study.

**H)** Water Quality Study, Frank absent will put on next agenda.

**8. Review of Assignments:**

Emily will contact lorado about access on old Kings highway

Agenda items for next meeting.

Will put Franks items from this meeting on the next agenda.

Steve moved to close, Emily seconded 4 yes votes