

Town of Pomfret Selectboard
Approved Meeting Minutes
March 15, 2023

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

Public: Gennie Lawrence, Nancy Matthews (Auditor), Ellen DesMeules (Treasurer), Becky Fielder (Town Clerk), Karen Osnoe (Delinquent Tax Collector, ZA), Jack Pearsons, Cynthia Hewitt (Selectboard Assistant)

1. Call to Order – Emily called the meeting to order at 7:01 pm.
2. Public Comment – Gennie Lawrence described a driveway access/private byway issue at her residence on Stage Road.
3. Agenda Review – Add South Pomfret Scoping Study municipal project manager appointment.
4. Road Foreman’s Report & Highway Items
 - a. Town Highway Annual Financial Plan (TA 60) – This has been completed and Ben will submit to Vtrans along with the completed Certification of Compliance (Codes and Standards) and Town Official Contact List.
 - b. Municipal Highway Grant Applications – We will apply for both a paving grant and a structures grant this year. Jim feels Stage Road should be prioritized for repaving. Emily noted two culverts on Pomfret Road may be replaced soon and suggested repaving of that segment should wait until after that work is completed. Jim also feels the Wild Apple Road culvert project should be prioritized for replacement. Jim will be meet with Tyler Billingsley of East Engineering on Monday to review the culverts. Jim also will check with Pike about current pricing for paving work.
 - c. Ben moved and John seconded that Ellen be authorized to submit the Municipal Roads General Permit annual report. Unanimous (Steve absent).
5. Items for Discussion or Vote
 - a. Selectboard Reorganization
 - i. Rules of Procedure – Ben explained that the rules of procedure were revised in two substantive ways (1) reversing the order of “agenda review” and “public comment” standing agenda items and (2) requiring public commenters to state their names and street addresses, but that change (2) was unintentional and should be reversed so that public commenters need only state their names and towns of residence.
 - ii. Selectboard Officers – Ben moved and Meg seconded that John Peters be elected Chair. Unanimous (Steve absent). John moved and Emily seconded that Benjamin Brickner be elected Vice-Chair. Unanimous (Steve absent).
 - b. Municipal Energy Resilience Grant – Postponed to 04/05/2023 meeting.
 - c. Special Town Meeting – Tentatively to be held Saturday, May 20, 7 pm, at the Prosper Valley School Gymnasium. The purpose will be to determine the format of future town meetings. Ben will prepare a draft warning for review at the 04/05/2023 meeting.

- d. Zoning Matters
 - i. Broad Book Road – Karen has received no response regarding the Broad Brook notice of violation. As a result, the determination of violation is final and non-appealable. Karen will have the notice of violation entered into the land records. Ben will contact Stitzel Page regarding the town’s enforcement options.
 - ii. Caper Street – Karen is working with the Caper Street owner to effect a lot line adjustment that is expected to cure the setback violation.
 - iii. Artistree – Karen will prepare a letter to Artistree detailing their zoning and permitting issues and provide a draft to the Selectboard for review.
- e. Delinquent Property Tax Collection Policy – Postponed to 04/05/2023 meeting.
- f. Delinquent Property Tax Accounts
 - i. Parcels 4801 and 4801-B – The landowner recently paid half the total delinquent amount. The Selectboard would like the remainder paid at \$1,250/month in order to pay the remaining delinquent balance in full within 18 months. Karen will prepare a payment agreement and send to the landowner for signature.
 - ii. Parcels 4801-C and 4801-D – The landowner originally proposed monthly \$500 payments. The Selectboard would like that amount increased to \$1,000/month in order to pay the delinquent balance in full within 18 months, which the landowner has indicated will be acceptable. Karen will prepare a payment agreement and send to the landowner for signature.
 - iii. Parcel 2302-B – The landowner proposed biweekly \$250 payments by EFT. The Selectboard would like that amount increased to \$260 in order to pay the delinquent balance in full within 18 months. Karen will prepare a payment agreement and send to the landowner for signature.
 - iv. Parcel 4608 – This account has now been paid in full and will be removed from the tax sale list.
 - v. Parcel 0702 – Ellen received call stating they had not received any bills, and that they will send a check now to pay half the delinquent amount. Karen will prepare a payment agreement for remainder and send to the landowner for signature.
 - vi. Parcel 0190-AL – Karen recently received contact information for the landowner. Stitzel Page will send them a tax sale notice.
- g. Woodstock Resort Corporation Liquor Licenses (Saskadena Six Ski Area) – No changes from the permits approved by the Selectboard last year. Ben moved and Emily seconded approval of First Class and Third Class license applications. Unanimous (Steve absent). Becky will submit both via the online portal.
- h. South Pomfret Scoping Study – Ben moved and John seconded that Jon Harrington be approved to continue as Municipal Project Manager at \$75/hour, for up to 12 hours. Unanimous (Steve absent). Jon’s pomfretvt.us email account will be relicensed for this purpose.
- i. Debit Card Expense Approval Procedure – Ben moved and Meg seconded that (1) the Treasurer be asked to include the debit card accounts statements to date on a warrant for approval at the April 5 meeting and (2) the Financial Management Committee be asked to revise the town’s Income, Expense and Cash Policy to include the Selectboard’s procedure for approving expenses incurred via the town’s new debit card account. Unanimous (Steve absent).

- j. Other Business
 - i. Highways Materials Expenditures – The Selectboard discussed highway materials expenses and the amount remaining in the FY 2023 budget. Ellen will review on Friday and update the Selectboard accordingly.
 - ii. Traffic Matters – John will contact the County Sheriff regarding recent reports of an unlicensed vehicle speeding on Pomfret Road.
 - k. Warrants – Ben moved and Meg seconded payment of the following warrants:

23093	\$ 12,985.38	Payroll
23095	43,695.47	A/P
23096	64.56	Tax refund

 Unanimous (Steve absent).
 - l. Approval of Minutes – Ben moved and Emily seconded approval of the 02/25/2023 and 03/01/2023 minutes. Unanimous (Steve absent).
6. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – Emily speak with Jim re: Sand Supplies, Municipal Energy Resilience Grant; Ben will draft a warning for the special town meeting, speak with Stitzel Page re: zoning violations; John will contact County Sheriff; Cynthia will send reappointment notice letters.
 - c. Agenda for Next Meeting -- Municipal Energy Resilience Grant, Delinquent Tax Collection policy, Sundstrom driveway access and right-of-way crossing permit applications.
7. Executive Session
- a. Ben moved and John seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(3) to discuss public officer evaluations and appointments. Unanimous (Steve absent). The Selectboard entered executive session at 9:08 pm.
 - b. The Selectboard exited executive session at 9:51 pm, with no decisions having been made therein.
8. Appointments – Ben moved and Meg seconded the following appointments, each for a one-year term expiring March 31, 2024 unless otherwise noted:
- a. Citizen Trustee of Labounty Fund – Marge Wakefield
 - b. Collector of Delinquent Taxes – Karen Osnoe
 - c. e911 Coordinator – Becky Fielder
 - d. ECFiber – Alan Graham, Kristen Esty (1st alternate), Betsy Rhodes (2nd alternate)
 - e. GUVSWD – Vern Clifford, Doug Tuthill (alternate)
 - f. Planning Commission – Cy Benoit, Bill Emmons (3-year terms expiring 2026)
 - g. Town Service Officer – Sheila Murray
 - h. Tree Warden – Cy Benoit
 - i. TRORC Board of Directors – Bill Emmons
 - j. Zoning Board of Adjustment – Seth Westbrook (3-year term expiring 2026)
9. Adjournment – Ben moved and Emily seconded that the meeting be adjourned. Unanimous (Steve absent). The meeting was adjourned at 9:53 pm.