

Town of Pomfret Selectboard
Approved Meeting Minutes
May 3, 2023

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

Public: Jim Potter (Road Foreman), Cathy Emmons, Greg Tuthill, Mike Doten, Marie Robinson, Emily Anderson, Betsy Rhodes (Library Trustee), Gerry Fields, Gennie Lawrence, Jamie Ziobro, Lydia Locke, Sam Musson, Bill Emmons (Planning Commission), Jack Pearson, Doug Abbott, Annie Mears (Auditor), John Morley

1. John called the meeting to order at 7:03 pm.
2. Agenda Review – Ben moved and Meg seconded deletion of agenda Item 8(a) (Eydt Estate Request to Remove Trees and Vegetation (after the executive session)) and 5(j) Bicycle and Pedestrian Program Grant. Unanimous.
3. Public Comment – None.
4. Road Foreman’s Report – There is a roof leak at the garage; Jim feels it is from a seam, not a hole. He will have it repaired. The crew is also cleaning up some of the rooms at the garage. Ben has created a new easement agreement document combining several forms provided by Stitzel Page. The board agreed a written easement was preferable (as opposed to handshake agreements), particularly where grant funding is used. Ben will send the draft easement agreement back to Stitzel Page for review and comment. Justin accompanied the repeater work crew to the tower; they installed two new batteries. The tower also needs some structural work done. Jim expects the new Ford 550 will be delivered in the next few weeks. There is no trade in for the old truck; he will investigate advertising it on Craigslist or the state’s Surplus Property database. John mentioned we also need to sell the old projector from the town office. Jim asked what should be done re: new tires for the loader; it is also using a gallon of oil every 40 hours. He will collect some specs and prices and report back.
5. Items for Discussion or Vote
 - a. Eydt Estate Request to Remove Tree and Vegetation – The subject property has been sold and the Eydt family has withdrawn its request to remove a tree and vegetation in the Pomfret Road right-of-way in connection with the Selectboard’s March 6, 2023 decision conditionally approving a residential driveway access at the same location. Ben moved and Meg seconded that the request be dismissed without prejudice. Unanimous.
 - b. Draft Local Hazard Mitigation Plan (LHMP) – Postponed indefinitely until a draft is ready for review.
 - c. Extension of Two Rivers LHMP Services Contract – John approved the extension request on the board’s behalf between meetings as it was time-sensitive. Ben moved and Emily seconded ratification of the same. Unanimous.
 - d. Delinquent Tax Liens – Postponed to May 17 when the Delinquent Tax Collector will be invited to attend.
 - e. Fall Foliage Traffic Management – Meg has received feedback from the Cloudland Road Residents. Several are in attendance (Cathy Emmons, Mike Doten, Marie Robinson, Gerry Fields) to begin discussion of the topic. They hope a more proactive

discussion will lead to a more effective solution to the problem. Meg and Cathy will work on a letter for the Selectboard to sign and distribute to local businesses that may be promoting fall foliage tourism. The letter will ask business to urge leaf peepers to be respectful of private property. Meg will also contact the Woodstock Town Manager to determine whether closing Cloudland Road would be feasible. The new Windsor County Sheriff will also be consulted.

- f. Library Street (TH 60) Right-of-Way – Betsy Rhodes searched the town records and discovered a December 1981 letter from Trans indicating that Library Street (TH 60) had been added to the town highway system with no further documentation required. Betsy also discovered the town’s February 1982 Certificate of Highway Mileage confirming the same. Ben notes that the tax map does not show Library Street as being a town right-of-way. In addition, the question of whether Library Street is a town highway was raised by VHB in connection with the ongoing South Pomfret Scoping Study. Betsy will contact Jon Harrington (municipal project manager of the scoping study) to understand the basis for VHB flagging this issue in the first place.
- g. Town Hall Renovation Feasibility Study – Hunter Ulf provided a Proposal for Professional Services for the Pomfret Town Hall Renovation Feasibility Study. Meg will solicit a second quote for the work as required by the town’s Purchasing Policy. Gennie Lawrence reiterated her interest in creating a focus group to understand potential future uses of the Town Hall. She will start by soliciting interest via the Listserv. Meg will work with Gennie on this. Gennie believes a usage study was conducted in 2015-16 and will try to find results of same.
- h. Town Office Accessible Entry Proposal – Hillside Builders, LLC provided a Job Cost Estimate to bring the town office entryway into compliance with the ADA. John will consult with Becky and Ellen to solicit a second quote for the work as required by the town’s Purchasing Policy.
- i. Vermont 100 Endurance Race Permit – Discussion postponed to May 17. In the meantime, John will contact the race organizers for a more precise route map. John also will ask Becky for a copy of the as-approved 2022 race permit so the Selectboard can consider including the same conditions when reviewing the 2023 permit application.
- j. Bicycle and Pedestrian Program Grant – Discussion postponed to May 17 to allow more time for the South Pomfret Scoping Study to be completed. The grant application deadline is June 9.
- k. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

23110	\$ 9,556.10	Payroll
23111	25,352.07	A/P (incl. April 2023 debit card expenses)
23113	4.61	A/P

Unanimous. Ben observed that legal expenses have been higher than normal in recent months; this is due to several ongoing matters happening at the same time. Selectboard members indicated the increased cost was acceptable to ensure these matters were handled correctly.
- l. Approval of Minutes – Ben moved and Meg seconded approval of April 19, 2023 minutes as presented. Unanimous.

6. Meeting Wrap Up
 - a. Correspondence – John completed the FCC license renewal online.
 - b. Review of Assignments – Ben to send draft easement agreement to Stitzel Page for review and comment; Emily to speak with Nancy Matthew re: purchasing and credit card policy revisions; John to follow up with Karen re: tax liens and delinquent tax payment plans, with Becky about the 2022 Vermont 100 Endurance Race Permit and a second quote for the town office door renovation; Jim to research selling used truck and other miscellaneous equipment; Meg to continue working on the Cloudland Road foliage issue, MERP grant submissions, with Gennie Lawrence on the town hall usage focus group, and to obtain a second quote for the town hall feasibility study.
 - c. Agenda for Next Meeting – Bicycle and Pedestrian Program Grant, open paving RFP proposals, tax liens, delinquent tax payment plans; RFP to pave town office parking lot.
7. Executive Session
 - a. Ben moved and Emily seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications. Unanimous. The Selectboard entered executive session at 9:44 pm.
 - b. The Selectboard exited executive session at 10:04 pm, with no decisions having been made therein.
8. Adjournment – Ben moved and Emily, Steve and Meg simultaneously seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:05 pm.