

Town of Pomfret Selectboard
Meeting Minutes
November 15, 2023

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

Public: Andy Mann, Nancy Matthews (Auditor), Bill Emmons (Planning Commission), Alan Graham, Becky Fielder (Town Clerk)

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and Meg seconded adding WCSO invoice for foliage season patrols, roles and responsibilities, policies and procedures to immediately before Warrants. Unanimous.
3. Public Comment – None.
4. Road Foreman’s Report – Green Mountain Power will install generator wiring on Friday. Jim is working with Chris Bump re: grant funding. The Road Crew has completed Broad Brook Road repairs. The large trees/stumps to be removed at the garage. New snow fence has arrived and will be installed this week. Jim would like to schedule an executive session for follow up of personnel issues.
5. Items for Discussion or Vote
 - a. Generator Service Contract – The new generator does not require a service contract for a year. John will request an updated contract excluding the new generator for review at a future meeting.
 - b. Reserve Fund Policy – Meg moved and Ben seconded approval of the revised policy as presented. Unanimous.
 - c. Rainy Day Reserve Funds Policy – Ben moved and Meg seconded approved of the policy with revisions as discussed. Unanimous. Ben moved and Meg seconded that the Selectboard direct the Treasurer to transfer from the Highway Rainy Reserve Day Fund to the Highway Fund an amount equal to the deficit in the Highway Fund at the end of Fiscal Year 2023 (approximately \$3,304.88). Unanimous.
 - d. Use of Tabulator for 2024 Town Meeting – Ben moved and Steve seconded that the Town utilize the new vote tabulator for town meeting elections in 2024 and future years (the tabulator will already be used for non-local elections at no cost to the Town). Unanimous.
 - e. Renaming Windy Lane – Ben moved and Meg seconded renaming the segment of Windy Lane (TH #25) from the intersection of Hidden Ridge Road (TH #62) to the intersection of the unnamed brook draining the pond on the Connolly parcel (SPAN 489-154-10519) as “Maple Ridge Drive”. Unanimous. Becky, as the Town’s e911 Coordinator, will notify the e911 Board of the decision.
 - f. FY 2025 Budget Discussion – The town budget was discussed by line item with adjustments to reflect anticipated insurance premium changes, recording fees, property, zoning activity, etc. Discussion to be continued.
 - g. Town Administrator Discussion – Ben circulated a draft job description for discussion purposes. The next step is discussing the need for an administrator with other Town officials, appointees and employees. Ben will contact VLCT to determine if a retreat type meeting for this purpose is permissible under the Open Meeting Law.

- h. Windsor County Sheriff’s Department Invoice – John will follow up with Sheriff Palmer regarding allocation of patrol shifts between the Town and homeowners’ association invoices.
- i. Roles and Responsibilities; Policies and Procedures – Postponed until next regular meeting.
- j. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24039	\$2,023.32	Tax Refunds
24041	\$1,015,774.21	AP
24042	\$9,300.70	Payroll
24043	\$23,759.69	AP

Unanimous.
- 6. Approval of Minutes – Ben moved and John seconded approval of the November 1, 2023, meeting minutes. Unanimous.
- 7. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:58 pm.
 - b. The Selectboard exited executive session at 10:46 pm, with no decisions having been made therein.
- 8. Items for Discussion or Vote
 - a. Dinsmoor Road Request for Clarification/Reconsideration – The Selectboard will seek advice of counsel before responding to the request for clarification re: the Memorandum of Decision with respect to the Application for Town Highway Access Road Permit dated July 17, 2023, by Andrew A. and Kathy J. Mann.
- 9. Meeting Wrap Up
 - a. Correspondence – None.
 - b. Review of Assignments – Ben to contact VLCT re: town administrator retreat, Becky re: Datamann contract, Ellen re: Highway Rainy Day Reserve Fund transfer, finalize adopted financial policies; John to contact Sheriff Palmer re: allocation of patrol shifts and monthly ticket revenue; Meg to email various officials and departments re: budget line item input.
 - c. Agenda for Next Meetings
 - i. November 22, 2023 Special Meeting – FY 2025 Budget (Highway Department at 6:00 pm; Fire Department at 7:30 pm), Loader RFP
 - ii. November 29, 2023 Special Meeting – FY 2025 Budget
 - iii. December 6, 2023 Regular Meeting – Capital Program and Budget Policy and Procedure, Roles and Responsibilities, Policies and Procedures, Executive Session re: Personnel Matters Follow-up
- 10. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 11:00 pm.