

Town of Pomfret Selectboard
Meeting Minutes
April 3, 2024

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

Public: Scott Barger, Nancy Matthews, Tyler Billingsley, Lucien Ducharme, Matt Belden, Jim Potter, Cynthia Hewitt, "iPhone"

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – None.
3. Public Comment – None.
4. Road Foreman's Report – Jim traveled to Nortrax to inspect the new loader; he found it to be as ordered and it will be delivered next week. Ben moved and John seconded authorizing Steve to sign the delivery paperwork. Jim will also alert Ellen to set up the insurance coverage. Heather Durkel has applied for an agricultural access permit for her flower business on Pomfret Road. A site visit will occur on April 17 at 6:30 pm. Also on that date, site visits will occur at 5:45 pm at the intersection of Maple Ridge Drive and Hidden Ridge Road, and at 6:00 pm at intersection of Hewitt Hill Road and Hidden Ridge Road.
5. Items for Discussion or Vote
 - a. Sand RFP Bids Opening – only one proposal was received, from D & D Excavating, Inc. Emily moved and Steve seconded acceptance of the D&D proposal. Unanimous.
 - b. Wild Apple Road Culvert RFP Bid Opening – Applications were received from six firms:
 - i. Blue Mountain Trucking & Excavating
 - ii. Green Mountain Land Works
 - iii. Boulder Excavating
 - iv. Daniels
 - v. Avery Excavating
 - vi. Northwoods ExcavatingBen will scan all documents and circulate to Tyler Billingsley (East Engineering) and the Selectboard for review. Tyler will prepare a summary comparing the six including references, costs, etc.
 - c. SFY25 Grants in Aid Letter of Intent – John moved and Emily seconded approval of the letter of intent. Unanimous.
 - d. Hydraulic Studies Contract (Wayside and Broad Brook) – Neil worked with Tyler Billingsley to prepare a contract for Hydraulic Studies at Broad Brook Road and Wayside Road for future culvert replacements. Steve moved and Emily seconded approval of the contract as presented. Unanimous.
 - e. Local Emergency Management Plan (LEMP) Update – Emily moved and John seconded approval of the LEMP update as presented. Unanimous. Ben and Kevin will sign the same and submit to VEM.

- f. Lawn Maintenance Proposals – John has received only one proposal. Meanwhile, Bruce Tuthill also has been unable to secure a lawn maintenance contract for the town cemeteries. John will keep trying. Discussion postponed to April 17 meeting.
 - g. Large Event Permit (High Pastures Road wedding) – Emily moved and Steve seconded approval of the permit for a wedding on June 22. Unanimous.
 - h. Capital Program and Budget Policy – Nancy Matthews presented a revised document. Steve moved and Meg seconded adoption as revised. Unanimous.
 - i. Appointment of Public Officers – Ben moved and Meg seconded the following appointment, for a one-year term expiring March 31, 2025:
 - i. TRORC Transportation Advisory Committee – Doug Tuthill Unanimous.
 - j. Delinquent Dog Licensing – Becky will send reminder letters to dog owners who previously registered dogs but did not do so this year. Cynthia will ask Becky for a list of known dog owners who have never registered for follow up by the Constable. Phone calls and delinquent letters will follow later in the month. Emily observed that this is important as a public health matter as a current rabies vaccination is required to register.
 - k. Warrants – Meg moved and John seconded approval for payment of the following warrants:

24084	\$ 14,738.61	Payroll
24085	42,396.58	A/P

 Unanimous.
 - l. Approval of Minutes – Emily moved and Steve seconded approval of the March 20, 2024 meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – Ben to scan and distribute Wild Apple culverts bids.
 - c. Agenda for Next Meeting – Teago liquor license renewal, Sessions Meadow ROW crossing permit, Pomfret Road driveway access permit, lawn maintenance proposals, Hewitt Hill Road relocation hearing, ZBA appointment.
7. Adjournment – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:29 pm.