

## Town of Pomfret Selectboard Meeting Agenda

5238 Pomfret Road  
No Pomfret, VT. 05053  
April 1, 2020

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00 pm
2. Public Comment	Chair	7:00 pm
3. Agenda Review	Chair	7:10 pm
4. Recurring Items a. Approval of 3/04 & 18/2020 minutes b. Warrants for Approval c. Road Foreman's Report	Joint	7:00 PM
5. Items for Discussion or Vote a. Tree Removal Bids & Decision b. Sick pay highway crew, COVID 19 c. Painting town garage d. TA 60 e. Compensation Policy f. Davis & Valley Complaints re: tax penalties g. Appoint representative to Supervisory Union to fill resignation h. Tax shortfall Covid 19 extensions i. Appoint road commissioner	Joint	
6. Meeting Wrap-Up 7. Select Board Correspondence 8. Review of Assignments 9. Agenda Items for Next Meeting 10. Meeting Adjournment		

**Please see following page for instructions on attending the meeting via conference call**

Time: Apr 1, 2020 07:00 PM Eastern Time (US and Canada)  
Every 2 weeks on Wed, until Apr 15, 2020, 2 occurrence(s)  
Apr 1, 2020 07:00 PM  
Apr 15, 2020 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly:

[https://zoom.us/meeting/v5Aqfuggpz0q93Bp\\_A2emNHKqLUtVV1x3w/ics?icsToken=98tyKuusqTlpEt2TsF-Cc7cvA53qbuGxkygdiLNivU3gDg57SRLaA\\_Z0BONnQ8-B](https://zoom.us/meeting/v5Aqfuggpz0q93Bp_A2emNHKqLUtVV1x3w/ics?icsToken=98tyKuusqTlpEt2TsF-Cc7cvA53qbuGxkygdiLNivU3gDg57SRLaA_Z0BONnQ8-B)

Join Zoom Meeting

<https://zoom.us/j/247938960>

Meeting ID: 247 938 960

One tap mobile

+13126266799,,247938960# US (Chicago)

+19292056099,,247938960# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

## March 4 Select Board DRAFT Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward (arrived after 7 PM), John Peters, Chuck Gundersen

Public: Art Lewin (Road Crew), Ellen DesMeules (Treasurer), Kristen Estey, Andy Mann, Betsy Rhodes (Library), Jim Potter (Road Foreman) Alicia Wright, Norwood and Joanna Long

1. Meeting is called to order at 6:03 pm
2. Public comment: -- Betsy Rhodes has talked with Nancy Matthews at length regarding the confusion of Article 12. Nancy suggested the Finance committee take this up and develop a transparent way to handle the unassigned funds balance. Betsy felt town meeting was confusing beyond belief – we essentially had a two-part budget. Voters were asked to pass an article that wasn't in the budget and the budget wasn't adjusted accordingly. This seems to be handled differently each year. There seem to be changes every year as the board changes. The Finance committee is working on many policies re: budget etc. present to board eventually; will be up to them Andy Mann feels some progress has been made. It makes it obvious how this problem can be addressed simply by managing cash in a consistent manner. Had we left out article 11 it could have been done clearly and smoothly. Andy will send an email outlining his suggestions. John explained that Board had to adjust things and made a valid attempt to depict the budget which resulted in Article 11. Kristen Estey stated her interest as an Alternate EC fiber position
3. REVIEW OF AGENDA Elect chair, vice chair clerk will be done first. Add Runamuck race; Artistree; Addition of pomfretvt. us email account; add road posting and vacation time to Road Foreman report. Steve moved, John 2<sup>nd</sup> to accept these changes to the agenda. Schedule Executive Session with Joe McLean and Planning Commission to discuss Purple Crayon Letter.
4. Items for Discussion or Vote
  - a. Elect Chair – See d1
  - b. Road Foreman. Jim has a request from Trafalgar Square for permission to take deliveries from large trucks even though road is posted. Ellen stated that Becky made these arrangements in the past. Emily will talk to Becky Friday A list of road closures needs to be reported to the State via VTrans website -- all roads, effective 03/04-05/15/2020. John moved, Chuck seconded approval for deliveries to Trafalgar Square. Motion passed. They will also be notified of the closure of Howe Hill for the summer and that will necessitate their delivery trucks finding an alternate route. Jim reports that our vendor for hydraulic hoses and fittings is going out of business – he has found another vender and will discuss in depth in 2 weeks. Jim contacted Irving Oil for a quote on discontinuing the 275-gallon fuel tank and storing all diesel in the main tank. He was advised to wait until after fiscal year. Irving has stated there is no problem in doing this. Jim received an email from a student named Henry RE: Green Up Day – He would like to coordinate Green Up Day with the Town representatives – Sherman Hunt and Scott Woodward.

Payroll and Vacation Policies. Jim would like a policy re: Winter vacations. In the past some of the road crew have requested leave during hunting season. He would like to present a fair opportunity to all crew to be away in the winter. There is no problem with summer leave as there no need for substitute. During winter (i.e., 10/01-04/01) there is a need someone on call. It would be important to coordinate with other crew. John stated the need for provision that allows something for all to be able to take winter leave. It was suggested 15 days over 5 years would provide an Equal opportunity. Hiring a 4<sup>th</sup> member to the crew has been considered. Not enough \$\$ in 20-21 budget to hire 4<sup>th</sup> full time employee. The Selectboard designated Scott and John to draft a proposed compensation policy. They will report back at the 04/01/2020 meeting.

Steve asked Jim the status of crack sealing – we are first on the list to get the job finished when they start work in June. Pike Contract – Looks fine to Jim.

- c. S6 Liquor Licenses –John moved Steve 2<sup>nd</sup> Questions regarding hours for outside consumption to be addressed. Passed
  - d. Necessary actions after Town Meeting
    1. Appointment of Chair of Select Board —Chuck moved and Steve seconded Emily be reappointed; unanimous vote
    2. Appointment of Vice Chair of Selectboard – Steve moved and Chuck seconded John be appointed as Vice Chair; unanimous vote
    3. Election of Clerk of Selectboard – Tabled
    4. Appointment/Reappointment of Town Officials – Emily moved and Steve seconded all appointments be for one year; passed
      - Zoning Administrator - Karen Hewitt Osnoe
      - Trustee of Labounty Fund - Karen Hewitt Osnoe
      - Collector of Delinquent Taxes – Karen Hewitt Osnoe
      - GUVSWD – Doug Tuthill, Primary and Vern Clifford, Alternate
      - E911 Coordinator -Becky Fielder
      - Town Services Officer - Sheila Murray
      - Tree Warden - Cy Benoit
      - Two Rivers Ottauquechee Regional Commission (TRORC) Town Representatives - Bill Emmons, Primary, Phil Dechert, Alternate
      - EC Fiber - Alan Graham, Primary, Kristen Esty, and Betsy Rhodes, Alternates
- Emergency Management Director – Kevin Rice is an indefinite appointment; no term

The Zoning Board is losing two members, Loie Havill has resigned, Michael Reese's term is up. Ben Brickner will suggest replacements for Loie and Michael. They were originally set up to have 7 members;

The Energy Committee needs members; it is down to one – Norwood Long.

Other appointments need to be verified as to length of term; time served, etc.

These items were tabled until next meeting

5. Delegation of Signing Authority has been Frank and Emily; Emily moved and John seconded that Steve have alternate signing authority. Passed unanimously.
6. Designation of Official Town Newspaper – John moved and Chuck seconded the official paper be the Vermont Standard; Valley News the alternate. unanimous
7. Select Board Rules of procedure – approved last year; Scott suggested the following change – Add to D1 “The agenda will be circulated within the Selectboard and

members of the body will have an opportunity to comment before publication". John moved and Chuck seconded adoption of these rules with stated addition.

Unanimous

1. Review of Conflict of Interest Policy Since we have a board member this will be reviewed in the near future. Each member took an action item to read the policy.
2. Review Selectboard Committees:
  - Purchasing Policy Committee – finished their work – Scott moved to disband the committee; Chuck seconded. Passed unanimously
  - Energy Committee – to be discussed at next meeting
  - Capital Planning Committee – never set finite membership; 3 members now; was 3-5 initially. Emily moved to set the committee membership to 5 members; John seconded; Unanimous
  - Financial Management Committee – working on Final Policies; 3 people. No changes necessary
- e. HR Teresa Miele proposal – Emily is not sure there is money to do this. It was recommended we come up with a Payroll Compensation policy and then ask Teresa for her input. John and Scott will do this. They will report back to board in a month on 04/01/2020.
- f. No response has been received from FEMA Audit. Tabled discussion until such is in hand.
- g. Alarm quote – John has received two quotes for alarm systems in town hall from Royal Group and Tasco; Tasco was the better price. . Emily moved and Steve seconded that we submit for PACIF grant, which will reimburse 50% or up to \$5000. Unanimous.
- h. John moved and Chuck seconded that Runamuck permit for race on 04/04/2020 be granted. Unanimous
- i. Becky asked Emily if she should purchase an additional license for Chuck for a pomfret.vt.gov email address. Frank will still need his for his position as fire warden. The price will be 6\$/mo. Scott moved and Chuck 2nd that she buy a license for Chuck;
- j. Joe Mclean has suggested an Executive SSession with Atty McLean, the planning commission and Selectboard via teleconference to discuss Purple Crayon issue. Scott will determine if Joe is available on March 18<sup>th</sup> at 6pm. The Planning Commission will then be invited.
3. Emily moved and Steve seconded payment of the following Warrant. Unanimous  
19089 \$ 859,812.47 State school tax
4. Approval of 02/05/2020 Minutes -- After discussion of the CD issue, Scott requested that the secretary read back the motion for precise wording in any situation that is questionable, confusing, or complex. Approval of 02/19 & 2/25/2020 minutes tabled.
5. Meeting wrap up
- a. Selectboard Correspondence. Received Pike Contract – numbers are correct; Emily Moved and Scott seconded to instruct chairman to return the contract as stated; unanimous
- b. Review of assignments. Scott would like to finalize Jim's goals in an executive session. Emily will send the list and also ask Jim what is on his list for the Board. Emily will also

return Pike contract, posting notice with VTrans, speak with Becky re: Trafalgar Square, Runamuck, and Frank's email. John and Scott are to work up a Compensation Policy.

- c. Agenda Items for Next meeting:
  - Approval of 02/19, 02/25, and 03/04/2020 minutes
  - Executive Session re: Purple Crayon at 6 pm
  - Appoint 2 members to Capitol Planning Committee
  - Term appointments
6. Scott Moved and John seconded for Adjournment at 8:57pm

#### Pomfret Selectboard Meeting Draft Minutes March 18, 2020

Present: Emily Grube, Steve Chamberlin, Scott Woodward (via phone), Chuck Gunderson (via phone), Frank Perron

Public Hugh P. Hermann, M.D. (Health Officer), Kevin Rice (Emergency Management via phone), Ben Brickner (ZBA). Amber Erkiletian (via phone), Cynthia Hewitt (SB Asst)

#### Executive Session

1. Call to order at 6 PM
2. Public Comment none
3. Discussion with Town Attorney and Planning Commission re: Sound Provision, Scott Woodward moved, and Emily seconded, that the board make a finding that premature public knowledge would place the board at a substantial disadvantage, and that the board therefore enter into executive session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body." Unanimous
4. Adjournment 7:04 pm

#### Regular Meeting

1. Called to order at 7:05 pm
2. No Public Comment
3. Agenda Review: Becky would like to waive dog licenses and late fees; Ellen submitted a warrant to transfer unpaid tax balances to the tax collector; Cancel Silo Permit (Artistree is closed); no Road Foreman report Jim has a personal matter to attend; Remove FEMA financial audit, add TA 60. Postpone roles and responsibilities, etc., postpone Financial Management Committee. Reappoint Karen Hewitt Osnoe. Roll-call vote – unanimous.
4. Hugh P. Hermann, M.D., the town Medical Officer, joined the meeting this evening to speak about the COVID-19 virus. He reports there are currently 19 cases in Vermont, 11 natives and 7-8 visitors have tested positive. Have tested over 200. All negative. Symptoms: Up to 70% all will have a cold. Fever, sore throat, weakness are further developing warning signs – 10-20% will suffer a painful cough, and are sick enough to require medical care. Lungs is the primary site. The worst-case symptoms might bring in sepsis, involvement of other organs i.e., kidneys. The more at-risk and susceptible population is those over 70, those with chronic disease such as diabetes, MS, cancer, compromised immunity. There are at-risk people within our community. There are no

vaccines or specific treatments in place. Dr. Hermann reports Mt. Ascutney Hospital has a room set aside for nasal/mouth swabs for possible diagnosis. Only staying at home will mitigate the risk. He does not know of any serum tests available.

Kevin Rice, Town Emergency Manager, reiterated the State directives for social distancing and self-isolation. He had a conference call with EMTs in the state. Kevin affirms that he has contacted by phone the older-at-risk population. They tend to refuse any help, but will be encouraged to allow home delivered groceries, medications, and other necessary provisions, etc. Keeping people at home is only way to slow down the spread. He has 30+ volunteers standing by. Chuck Gundersen added that the Thompson Senior Center is in need of Meals-on-Wheels drivers as they are offering take-out meals only

Kevin also reported an LEMT Webinar on Monday, 03/23/2020. He will meet with Emily and Steve on Tuesday to discuss any changes etc., at 6:30 pm, at the fire station.

5. Recurring Items (025:30 on recording)

a. Approval of Minutes—Emily moved to accept the minutes of 02/19 & 25/2020; Steve seconded. Unanimous roll-call vote. . Scott will email edits to Cynthia for the 03/04/2020 draft.

b. Emily moved and Steve seconded the approval of payment for the following warrants:

19094	\$331,136.96	Accts payable
19093	1,668.48	Replacement checks
19092	2,308.75	Payroll
19090	8,590.09	Payroll

Roll-call vote unanimous. Scott will drop by in the morning for the necessary signatures.

19095	322,995.28	Unpaid balances to Delinquent Tax Coll. (Agenda add-on)
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Scott moved and Steve 2<sup>nd</sup>; unanimous roll-call.

6. Items for Discussion or Vote

a. Scott moved to approve Town Meeting Minutes; Steve seconded. Unanimous roll-call.

b. Emily moved and Chuck seconded add to agenda, unanimous reappointment of Karen Hewitt Osnoe as Zoning Administrator and Delinquent Tax Collector. Unanimous roll-call.

c. Energy Committee. (42:00 on recording) Scott has heard from three citizens who are interested in serving on the Energy Committee. Scott moved and Steve seconded that Ann Bower, Amos Esty, and Heidi Gennaro be appointed to the Energy Committee. Unanimous roll-call.

Emily moved and Scott seconded that appointments be staggered for continuity; thus, the following appointments will be confirmed by letter: Bower to a 3-year term, Esty to a 2-year term, and Genaro to a 1 year term. Roll-call; passed

d. Planning Commission Appointments. Emily moved and Chuck 2<sup>nd</sup> Bill Emmons and Sy Benoit to be reappointed to 3-year terms. Unanimous roll-call vote. Scott moved and Steve seconded that all appointments are for 3 years, staggered in groups of 2 for one year, 2-2-2; should a fourth member be added it could be 2-2-3.

Appointments will run from 04/01/2020 through 03/31/20XX. Nelson Lamson and Orson St. John's terms will end in 2021; John Moore and Ann Raynold's terms in 2022. All members will be notified by letter re: the length of their terms beginning 04/01/2020.

- e. ZBA Appointments. (56:00 on recording) Loie Havill resigned and Michael Reese's term ended. The ZBA was reduced from 7 to 5 members in 2010. Scott moved and Emily seconded that the ZBA appointments will be for 3-year terms, staggered 2-1-2. Unanimous roll-call. Scott volunteered to serve on the board. Emily stated that just doesn't work – conflict of interest. Alan Blackmer's term will end in 2021; Ben Brickner's and Shawn Pickett's in 2022. Emily moved and Chuck 2<sup>nd</sup> that Phil Dechert and Seth Westbrook be appointed to three-year terms beginning 04/01/2020 through 03/31/2023. Unanimous roll-call vote. Scott moved and Steve seconded that the Zoning Board expiration date be 03/31/20xx. Lengths of terms and dates of terms will be sent to all via letter re: change in appt. date (i.e. to 04/01 vs. June). Ben requested Scott share his spread sheet of appointments with him and with Becky. (is on Sharepoint)
  - f. Paving Grant. (16:20 on Tape 2). VTrans has awarded a paving grant in the amount of \$175,000 to begin on 05/01/2020. This is a gift for us because we need to start Howe Hill Project earlier than 07/01/2020.
  - g. (22:00 on Tape 2) Emily moved and Chuck seconded approval of a waiver for dog licensing to 05/31/2020 since vets are only accepting emergency appointments and all rabies clinics have been cancelled. Unanimous roll-call.
  - h. FEMA Audit: Scott reports there were no major issues, however, our Conflict of Interest Policy needs to be updated to include Federal Guidelines.
  - i. Zoning hearing. The board needs to discuss Atty. Mclean's recommendations prior to scheduling a zoning hearing. Such hearing must be scheduled after Covid-19 restrictions are lifted.
  - j. TA-60 Annual Financial Plan – Town Highways. Emily completed the report, based on previous reports, which she circulated to the board. The Board will work on it at next meeting. Jim and Emily are the point people for talking with VTrans. Emily would like board approval to sign VTrans reports, conduct VTrans business, etc. as Chair, in the absence of a road commissioner. Scott moved that we authorize Emily as Chair to conduct business with Vtrans; 2<sup>nd</sup> by Steve, unanimous roll-call vote. We should have further discussion of the road commissioner job description. Ellen has taken over the drug testing scheduling, etc.
7. Meeting wrap up
    - a. No correspondence
    - b. Review of Assignments
    - c. Agenda Items: TA60
    - d.
  8. (51:58 Tape 2) Steve moved and Scott seconded Adjournment at 9 PM.

**From:** Emily Grube <Emily.Grube@pomfretvt.us>

**Sent:** Friday, March 20, 2020 5:52 PM

**To:** Emily Grube <Emily.Grube@pomfretvt.us>

**Subject:** Fw: Late taxes

**From:** Kathy Davis <davisvt@gmail.com>

**Sent:** Friday, March 20, 2020 12:12 PM

**To:** Ellen DesMeules <Treasurer@pomfretvt.us>

**Cc:** Chuck Gundersen <chuck.gundersen@pomfretvt.us>; Emily Grube <Emily.Grube@pomfretvt.us>; John Peters Jr. <john.peters@pomfretvt.us>; Scott Woodward <Scott.Woodward@pomfretvt.us>; Steve Chamberlin <steve.chamberlin@pomfretvt.us>

**Subject:** Re: Late taxes

Hi Ellen,

Thank you for sending this. I understand you have no say in this matter.

I just sent a check from my bank and could not see another payment sent nor could I find records payments set to be mailed at a specific date. I will continue to look as I find the time. This is a difficult time for everyone and it simply saddens me to know that our town has evolved to be so removed from its citizens. Not the same town I moved to 34 years ago. Not the small town feel that Vermont is know for. If possible please take me off the lists from which you send looking for donations....you already got it.

On Fri, Mar 20, 2020 at 12:10 PM Kathy Davis <[davisvt@gmail.com](mailto:davisvt@gmail.com)> wrote:

Good afternoon,

First I'd like to acknowledge all the hard work each of you do for our town. I would imagine it's not easy. I will forward the email I just sent to Ellen .

Kathy Davis

On Fri, Mar 20, 2020 at 12:01 PM Kathy Davis <[davisvt@gmail.com](mailto:davisvt@gmail.com)> wrote:

Ellen please resend the attachments. They will not open.

Thank you,

Kathy Davis

On Fri, Mar 20, 2020 at 11:56 AM Ellen DesMeules <[Treasurer@pomfretvt.us](mailto:Treasurer@pomfretvt.us)> wrote:

Hi all, and Kathy, I wanted to send this email so you know that Kathy has concerns about the town's policy of collecting late fees and penalties on late payments, with no regard to whether the taxpayer has always paid on time, or the lateness of the payment. I sent the Davises the abatement book as they requested, as well as my form letter regarding late payments. Kathy may have comments to direct to you herself. Ellen

Ellen DesMeules

Pomfret Treasurer

M-W-F 8:30-2:30

[treasurer@pomfretvt.us](mailto:treasurer@pomfretvt.us)

TOWN OF POMFRET  
INTEREST DUE NOTICE AS OF 02/12/2020

VALLELY VICTORIA & THOMAS

274 BEACON STREET  
BOSTON, MA 02116

PARCEL NUMBER : 2603-

Tax Year	Pmt Due Date	Principal	Interest	Penalty	Total
2019-20	2 02/07/20	9,458.51	94.59	756.68	10,309.78

Total Amol..in& Due?" 10

,309 . 78

The above notice is for current year taxes only. If you owe prior years, you will receive a separate notice from the delinquent tax collector showing amounts due for taxes, interest, penalty and other expenses .

Town of Pomfret

Please Remit to :

TOWN OF POMFRET  
Treasurer, Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

Most places  
notify when  
taxes are  
due.

A sign doesn't help people who are

*This is reasonable  
The town should be  
ashamed of  
themselves*

5218 Pomfret Road North Pomfret, VT 05053 802-457-3861 Hours: M-W-F  
8:30-2

February 12, 2020

Dear Pomfret taxpayer,

You are receiving this letter because your February tax payment is or was late; the due date was February 7 by 2:30 pm.. I would like to be able to make exceptions, and be forgiving, but I do not have the authority to do so. Please understand that each year at Town Meeting, Pomfret voters decide the tax due dates and interest and penalties to be applied, and when. I do not have authority to deviate from their instructions. As with the old saw about death and taxes, the rules are the same for everyone, no excuses, no apologies, no discussion.

For those who have extenuating circumstances, tax abatements may be sought, which is a process defined by Vermont Statute, and conducted by a board of 13 Pomfret municipal officials and Justices of the Peace. If you wish to pursue an abatement, please contact me or the Town Clerk.

Thank you for your understanding.

Sincerely,

**Ellen DesMeules**

Treasurer

treasurer@pomfretvt.us

TOWN OF POMFRET  
INTEREST DUE NOTICE AS OF 02/12/2020

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TOWN OF POMFRET  
Treasurer, Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

*Most places  
notify when  
taxes are  
due.*

*A sign doesn't help people who are*

VALLELY VICTORIA & THOMAS

274 BEACON STREET  
BOSTON, MA 02116

PARCEL NUMBER : 2603-

*This is reasonable*  
*The town should be ashamed of themselves*

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Thank you for your understanding.

Sincerely,

**Ellen DesMeules**

Treasurer

treasurer@pomfretvt.us