

**TOWN OF POMFRET
BOARD OF SELECTMEN MINUTES
TUESDAY, JANUARY 2, 2018 AT 7:00 PM
POMFRET COMMUNITY/SENIOR CENTER**

In Attendance: First Selectman Maureen Nicholson, Selectmen Patrick McCarthy, Pamela Lewerenz. Also present – Pat Boyd, Peter Mann, Carolyn Gerrity, Norm Perron, Derek May, John Lewerenz.

Regular Meeting – Open Meeting – M. Nicholson opened meeting at 7:00 PM.

1. **Approve Minutes of December 18, 2017 and December 20, 2017** – P. McCarthy moved to approve minutes of December 18th. P. Lewerenz seconded. All in favor. P. Lewerenz moved to approve minutes of December 20th. M. Nicholson seconded. Both in favor, P. McCarthy abstained as not present.
2. **Items to Add to Agenda** – M. Nicholson moved to add Approval of Revisions to Fiscal Year-End Financial Policy and Capital Inventory Policy to New Business, #6. P. McCarthy seconded. All in favor.
3. **Citizen's Comments and Correspondence** – M. Nicholson stated that she had a letter from Peter Mann stating his interest in an appointment to the Economic Planning & Development Commission. She also had correspondence from the State of CT DOT regarding the bridge work planned for this summer. The closure and detour around Bark Meadow Bridge, on Route 44, is anticipated to be in place for 10 days in August. It will be completed before school opens. M. Nicholson also presented a letter from Nick Gardner, Chair of the EPDC, requesting that Steve Broderick be hired to put together the RFP for Forest Management at the Murdock property. M. Nicholson has contacted Broderick, who has retired. She is in the process of finding another company able to put this RFP together.

II. New Business

1. **Fire Marshal – Introduction and Presentation** – M. Nicholson introduced Norm Perron, Fire Marshal, to the group. Norm has been serving Pomfret since June and was deputy Fire Marshal before that. Mr. Perron also serves in Putnam. N. Perron gave a brief presentation regarding the requirements of the job including fire investigations and inspections.
2. **Emergency Manager – Introduction and Presentation** – M. Nicholson introduced Derek May, Emergency Manager, to the group. Derek has been serving the town in this capacity as a volunteer for many years. Mr. May provided a brief presentation regarding his responsibilities including work with the Fire and Highway Departments and Constables as needed due to emergencies. He also works with the First Selectman in activating Emergency Operations and opening Shelters. M. Nicholson presented Derek with a Certification of Appreciation as received from the State Department of Emergency Management and Homeland Security.
3. **Review and Possible Approval – MOU between Town and Pomfret Community Housing Corp.** – This document will be reviewed by the Board and taken up at the next meeting for possible approval.

4. **Review and Possible Approve – Grant Management Agreement between the Town and Community Opportunities Group, as relates to Seely-Brown Village project** – This document will be reviewed by the Board and taken up at the next meeting for possible approval.
5. **Re-Appointment – Building Official** – M. Nicholson moved to re-appoint Joe Pajak as Building Official for another 4 years. P. Lewerenz seconded. All in favor.
6. **Review/Possible Approval of Revisions to the Fiscal Year-End Financial Policy and the Capital Inventory Policy** – M. Nicholson stated that the auditors suggested a few revisions to dates outlined in the Financial Policy. It has been reviewed and revised by the Treasurer. M. Nicholson moved to approve this policy as revised with an effective date of 1/2/18. P. McCarthy seconded. All in favor. The Treasurer has requested that references to items being staged in the vault and invoice retention of small items be deleted from the Capital Inventory Policy. M. Nicholson moved to approve with an effective date of 1/2/18. P. McCarthy seconded. All in favor.

III. Other Business

1. **Road Issues** –None
2. **General Discussion** – The Town has earned \$5,000 in a Bright Ideas Grant from Eversource. Application for the money has been made with a planned use of installing solar lighting at municipal parking and on some of the municipal signs. Departments were notified today to submit their budget requests for 2018/2019 and a schedule is being put together.
3. **Project Updates** – The MOU, Easement, and Maintenance Agreement is close to being signed by the State for the Sewer Project. The town has worked cooperatively with the State in the past for some maintaining of the Air Line Trail and this agreement would be in similar fashion. KWP is currently working on a site plan for the EOC. A letter has been sent to the contractor in an effort to resolve the sidewalk ramp and asphalt discrepancies as identified by the engineer. Snow clearing along the sidewalk worked out well during the recent storm. The low guide wires are in the process of being fixed.
4. **Tax Refunds/Abatements: As Attached** – M. Nicholson moved to approve as presented. P. Lewerenz seconded. All in favor.

IV. Current Business

1. **Citizen's Comments** – C. Gerrity asked if some of the solar lighting could be considered at the electric charging station as that area is quite dark. The use of the station seems to have increased.

V. Adjournment – M. Nicholson moved to adjourn. P. McCarthy seconded. All in favor and meeting duly adjourned at 7:40 PM.

Respectfully submitted,

Bonnie Ryan, clerk

date approved_____