

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for February 17, 2016 Regular Selectboard Meeting
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00-7:15pm
3. Review of Agenda	Chair	7:15-7:20pm
4. Recurring items, including items for possible vote: a) Review, discussion, and approval of minutes b) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll c) Road Foreman's Report i. General Update d) Update From Fire Truck Proposal Evaluation Committee	Chair Treasurer Road Foreman Chair	7:20-7:25pm 7:25-7:35pm 7:35-7:45pm 7:45-8:00pm
5. Business items for possible vote: a) Town Meeting i. Confirm Pre-Town Meeting Selectboard Forum Date and Time ii. Documents for Town Meeting iii. Review Open Positions b) VTrans Grant Documents – Submission Process	Chair Chair	8:00-8:30pm 8:30-8:40pm
6. Business Items for discussion a) Selectboard correspondence b) Next meeting's agenda	Chair	8:40-8:45pm 8:45-8:50pm
7. Executive Session a) Review Applications for Road Crew Worker	Chair	8:50-8:55pm
8. Closing public comments and adjournment	Chair	8:55-9:00pm

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 6, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member) Art Lewin, Sr. (Road Foreman) Ellen DesMeules (Treasurer), Laura Kent (Auditor), Melanie Williams, Scott Woodward, Sherman Kent and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:10pm.
2. Executive Session:
 - (a) Phil Dechert moved, and Eric Chase seconded, that the board enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
 - (b) Phil Dechert moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
3. Public Comment: None.
4. Review of Agenda: Michael Reese requested that the traffic notice of ordinance amendment be added to the agenda, and its addition was approved by consensus. The public raised the topic of missed deadlines, and its addition was approved by consensus.
5. Approval of Minutes: Phil Dechert moved, and Eric Chase seconded, to approve the draft minutes of the 12/2/15, 12/8/15, 12/16/15, and 12/21/15 Selectboard meetings. The Board unanimously approved the motion
6. Treasurer's Report:
 - (a) Warrants for Payment Phil Dechert moved, and Michael Reese seconded, that the Board approve the following warrants. The Board unanimously approved the motion:
 - i. 15049 accounts payable in the amount of \$2,840.09
 - ii. 15048 payroll in the amount of \$8,190.71
 - iii. 15046 accounts payable in the amount of \$52,109.25
 - iv. 15044 payroll in the amount of \$1,120.00
 - v. 15043 payroll in the amount of \$10,335.42

(b) General Discussion

- i. There was discussion on time sheets, the completion of the December financial reports, payroll, and working with the auditors, as well as other miscellaneous items.

7. Road Foreman's Report:

- (a) General Update: There have been two ice storms, one snowstorm since the last Selectboard meeting. Road crews are plowing, and roads are rough; there are washboards everywhere. Some ice in places needs rectifying.
- (b) 150 tons of salt brought in to refill shed. Still hauling sand in.
- (c) Talked to Bridgewater mutual agreement for Wayside Road: they will take care of in exchange for two loads of sand. There was discussion of other mutual agreements with neighboring towns.
- (d) Five Applicants have applied for road crew worker position.
- (e) Complaints on Hemlock tree leaning over Pomfret road, south of Rudge Road; town employees are watching the tree and it is healthy and doesn't appear to be moving; there is no problem yet.
- (f) There was additional discussion concerning the trees on King's Highway, sand dropping, and overtime for road crew employees.

8. Missed Deadlines: There was a discussion prompted by the public on missed deadlines, including Public Safety Capital Equipment Plan, the budget, and other items. These items were discussed.

9. Assistant to Selectboard: Welcome and discussion of tasks, etc.: Assistant was welcomed by board, general public. There was a review of the list of ongoing work items for the assistant. Compensation for use of cellular phone, laptop was considered.

10. Fire Truck Addendum: The Technical specifications of the addendum were discussed, including the tilt table. Phil Dechert moved, and Michael Reese seconded, to distribute the addendum to vendors and post on Pomfret website. The Board unanimously approved the motion.

11. Evaluation Process for Fire Truck Bids: The evaluation process was discussed, in particular the use of guides and the development of a Matrix/document for the evaluation process and the utility of forming a committee. No action was taken.

12. Options for Delinquent Tax Collection: The issues of compensation for Delinquent tax collector, whether the position be appointed by the Selectboard rather than elected, and flexibility on penalties were discussed. The assistant to the Selectboard was tasked with following up with The Vermont League of Cities and Towns on this issue.

13. Selectboard Report: The Selectboard Report was reviewed and discussed, and edits were suggested. Michael Reese moved, and Eric Chase seconded to approve the edits to the report. The Board unanimously approved the motion.
14. Budget: The town budget was discussed. A Special Budget meeting was scheduled for Monday, January 11 at 7pm. The Assistant to the Selectboard was tasked with drafting an Agenda and the Warning for the meeting.
15. Selectboard correspondence: The Board received:
(a) VTrans Annual Mileage Certificate
16. Next Meeting's Agenda: Possible Items include the VTrans Annual Mileage Certificate.
17. Closing public comments & adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:23pm.

Date: 01/10/2016

Respectfully Submitted,

Michael Reese

Approved at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 11, 2016 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member) Art Lewin, Sr. (Road Foreman) Ellen DesMeules (Treasurer), Becky Fielder (Town Clerk), Jonathan Williams (Assistant to Selectboard), Laura Kent (Auditor), Melanie Williams, Scott Woodward, Sherman Kent, and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:03pm.
2. Public Comment: None.
3. Review of Budget: There was review and discussion of the budget at length. The next Special Selectboard Meeting to discuss the budget was scheduled for Monday, January 18, 2016.
4. Closing public comments & adjournment: There were no closing public comments. Michael Reese moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:27pm.

Date: 01/12/2016

Respectfully Submitted,

Michael Reese

Approved at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 18, 2016 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Scott Woodward, Emily Grube, Melanie Williams, Sherman Kent, and Laura Kent

1. Call to Order: The Chair called the meeting to order at 7:05pm.
2. Public Comment: None.
3. Review of Draft Town Warning: There was review and discussion of the Draft Town Warning. No action was taken.
4. Date and Time for Opening Fire Truck Bids: There was discussion on when the fire truck bids will be opened, and if the prices submitted will be opened at the same time. It was decided that the bids shall be opened at the next regular Selectboard meeting, January 20, 2016 at 7:30pm.
5. Review Town Budget: There was review and discussion of the budget and its various components at length. Phil Dechert moved, and Michael Reese seconded, to approve the 1-11-16 Draft 2016 Pomfret Capital Plan for Highway Equipment. The Board unanimously approved the motion.
6. Closing public comments & adjournment: There was public comment regarding the administrative assistant. Phil Dechert moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:24pm.

Date: 01/22/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 20, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Kevin Rice (Fire Chief), Melanie Williams, Laura Kent (Auditor), Sherman Kent, Scott Woodward, Emily Grube, Steve Chamberlin, Marjorie Wakefield (Trustee of Public Funds), John Peters, and Gregg Tuttle

1. Call to Order: The Chair called the meeting to order at 7:14pm.
2. Executive Session:
 - (a) Phil Dechert moved, and Michael Reese seconded, that the board enter into executive session for the purposes of discussing the employment of a new employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin Sr. the Road Foreman and Jonathan Williams the Assistant to the Selectboard were present for the executive session.
 - (b) At 7:34 PM, Phil Dechert moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
3. Public Comment: None.
4. Review of Agenda: The opening of the Fire Truck bids, discussed at the last meeting was moved to the January 26th Selectboard meeting at 4:30 PM, as it was not placed on the January 20, 2016 Regular Selectboard Meeting Agenda.
5. Treasurer's Report: There was no treasurer's report as the treasurer was ill.
 - (a) Warrants for Payment: Michael Reese moved and Phil Dechert seconded to approve the following warrants. The Board unanimously approved the motion.
 - a.i. Payroll warrant number 15052 in the amount of \$7,725.94
 - a.ii. Payroll warrant number: 15051 in the amount of \$3,039.60.
 - a.iii. Warrant number 15050 in the amount of \$7,425.75.
6. Road Foreman's Report:
 - (a) General Update:
 - a.i. Pushing back the edges of roads and sanding roads. Some drifts.
 - a.ii. Issue with loader, found out due to design flaw. Was taken care of (New throttle, new brake pedal).
 - a.iii. Old Kings Highway will be closed to thru traffic on Friday January 22, 2016 from 8:00am-4:00pm for tree work. Please seek alternate routes.
 - a.iv. Issues with people plowing their driveways across a town road and leaving the plowed material in the road. **Reminder: PLOWING SNOW**

ACROSS A TOWN HIGHWAY IS A VIOLATION OF STATE LAW.

7. Request to Use Legal Trail for Logging (LT-2 off Wild Apple Road; Request by Steve Chamberlin): Phil Dechert moved, and Michael Reese seconded, to authorize and issue a permit for logging use for 1 year with conditions for restoration if any potential damage, with subsequent inspection following use. The Board unanimously approved the motion.
8. VTrans Annual Mileage Certificate: There was a presentation by Phil Dechert on the VTrans Annual Mileage Certificate. Phil Dechert moved, and Michael Reese seconded, to approve the 2016 VTrans Annual Mileage Certificate and to authorize the chair to sign it. The Board unanimously approved the motion.
9. Budget and Town Report:
 - (a) The Draft Town Meeting Warning was reviewed and discussed at length. Phil Dechert moved, and Eric Chase seconded, to approve the warning as amended with the amount of taxes and monies to be raised to be voted on at a later date. The Board unanimously approved the motion.
 - (b) The Town Budget was reviewed and discussed. Fire Department budget issues and record keeping issues were discussed with Kevin Rice, the Fire Chief.
10. Selectboard Correspondence: None.
11. Next Meeting's Agenda: A special meeting for the review and discussion of the town budget as well as the opening of the fire truck bids was scheduled for Tuesday, January 26 at 4:30pm at the Pomfret town office.
12. Closing public comments & adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:39pm.

Date: 01/22/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of _____ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on _____, 20____.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo



State of Vermont
Maintenance and Operations Bureau
Highway Division – District 4

221 Beswick Drive [phone] 802-295-8888
White River Junction, VT 05001 [fax] 802-295-8882
www.aot.state.vt.us [ttd] 800-253-0191

Agency of Transportation

January 29, 2016

Selectboard
Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

RE: **Town Highway Grant Programs and Annual Financial Plan SFY2017**

Dear Board Members:

In preparation for the FY 2017 Town Highway Grant program, enclosed you will find application forms for the two grant programs as well as a TA-60 Annual Financial Plan form. Also, please update the enclosed list of Town Officers so that we can update our records and be sure to provide us with a current copy of your Town's Annual Report. For the Towns whose adopted codes and standards meet or exceed the January 23, 2013 template, please sign and return the enclosed "Certification of Compliance". I will be contacting you in the coming weeks to schedule our annual meeting.

The grant amounts for each program are limited to \$175,000 State share for any one project. However, funding is limited and the money will be distributed as equitably as possible based on funding previously received by the Town and the critical nature of the project. Please note that the grant application form has changed. To apply for a town highway grant (structures, class 2 roadway, emergency), please complete an application for each grant you wish to apply for. The grant applications must be submitted to the District 4 office by **April 15, 2016**.

The Annual Financial Plan must be filled out and returned to this office within 60 days of the approval of the municipal budget in accordance with Title 19 VSA Section 306(e). VTrans will not approve any grant application without a completed TA-60. Towns are required to submit their Annual Financial Plans on the form enclosed. I am happy to help you complete the form during our annual meeting.

We have also enclosed information concerning the Better Back Roads grant program and line striping for Class 2 Town Highways.

As always, if you have any questions, please call me at 802-296-5567.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Bump", written over a large, stylized circular flourish.

Chris Bump
District Project Manager

Enclosures
C: Files



State of Vermont
Highway Division
One National Life Drive
Montpelier, Vermont 05633
www.vtrans.vermont.gov

Agency of Transportation

[phone] 802-498-5595
[fax] 802-654-0793
[ttd] 800-253-0191

January 4, 2016

TO: TOWN SELECTBOARDS, VILLAGE TRUSTEES, AND MUNICIPAL MANAGERS

Please forward this letter to the appropriate road maintenance person in your municipality, as it contains information pertaining to center line pavement markings on Class 1 and Class 2 highways.

The Vermont Agency of Transportation (VTrans) is required by 19 V.S.A Section 311 to mark all paved Class 1 and Class 2 highways with painted center lines. VTrans contractors and staff will endeavor to mark all paved Class 1 and Class 2 highways with painted center lines this season. The painting season runs from April 1st to October 31st, so please try to plan accordingly.

Please be advised that centerlines on Class 1 and Class 2 highways are the only markings VTrans will be marking this year. This may represent a change from previous practice.

To schedule this work as efficiently as possible, VTrans needs to know which roads in your municipality are scheduled for repair and/or retreatment as early as possible. This will improve scheduling of equipment and help avoid unnecessary painting of roads prior to scheduled resurfacing.

Please email your schedule for repair and retreatment of Class 1 and Class 2 highways to Mark Haughwout as soon as possible. All questions during the painting season should be directed to Mark.

Mark Haughwout: mark.haughwout@vermont.gov
802-498-5595

Please include the Town Highway number, length of work to be done, and the anticipated completion date for all planned work. Additionally, please plan to provide marking layout information and/or assistance for any road on which the centerline markings have been obliterated and the centerline markings are to be installed anywhere other than the center of the road.

Should you fail to inform us of your road repairs and/or retreatment schedules promptly, scheduling constraints may not allow us to return to stripe your road(s) after such work is completed. In this case, your municipality could be required to hire its own contractor to complete the pavement markings.

We appreciate your attention to this request and thank you in advance for your prompt cooperation.

Sincerely,


Mark Haughwout



ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

of _____ Fiscal Year _____ Begin _____ End _____

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$
Class 3	\$
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of _____ certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____
District Transportation Administrator



VERMONT

AGENCY OF TRANSPORTATION

FY Municipal Highway Grant Application

APPLYING FOR: Structures Class 2 Roadway Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

DUNS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# ____, (Name)_____ which is a class ____ town highway.

Bridge #_____, which crosses _____

Culvert # ____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude: Longitude: MM (If Available):

Problem:

Reason For Problem:

Proposed Scope of Work:

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

Municipality has complied with 19V.S.A. Section 309(d) regarding "complete streets."	YES	NO
Municipality has adopted Codes & Standards that meet or exceed the State approved template?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Municipality has a current Network Inventory? (less than 3 years old)	YES	NO
Municipality <u>MUST</u> complete the following environmental resource checklist:		
EXISTING STRUCTURES: (check all that apply)		
<input type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert	
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge	
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge	
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge	
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	Masonry Structure	
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work	
Other:		
PROJECT DESCRIPTION: (check all that apply)		
<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only	
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road or shoulder	
<input type="checkbox"/> The structure is being replaced on existing location / alignment	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream	
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure	
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening	
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required	
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned	
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO		

Below this line to be filled in by VTrans staff:

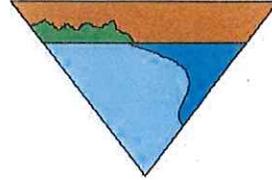
Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

Better Backroads
Clean Water You Can Afford



December 15, 2015

Help us get the word out.

VTrans would like folks to know that due to anticipated funding for the Better Backroads (Municipal Mitigation) Grant Program next year, we have expanded the types of projects that can be funded and that there will be higher caps on the grant amounts. The program will also fund work associated with paved roads. Here are the expanded types of project and maximum funding levels for each:

- **Category A for Road Erosion Inventory and Capital Budget Planning** – capped at \$8,000 state with \$2,000 local match for a maximum \$10,000 project.
- **Category B for Correction of a Road Related Erosion Problem and/or Stormwater Mitigation/Retrofit for both gravel and paved roads** – cap projects at \$20,000 state with a \$5,000 local match for a maximum \$25,000 project. Ex. Stone or grass lining ditch, installing turnouts, stone check dams, splash pools, rain gardens, swirl concentrator devices, dry wells, gravel wetlands, level spreaders.
- **Category C for Correction of a Stream Bank or Slope Related problem** – cap projects at \$40,000 state with a \$10,000 local match for a maximum \$50,000 project. Ex. Stream bank stabilization or restoration, stone lined slopes. Stream and river/road conflicts must have consultation with an ANR River Management Engineer or Army Corps Engineer prior to submittal of application.
- **Category D for Structure/culvert upgrades**– cap projects at \$40,000 state with a \$10,000 local match for a maximum \$50,000 project. Ex. Culvert and structure upgrades and replacements, culvert headcut and gulley stabilization.

Alan May
Better Backroads Coordinator
Municipal Assistance Bureau
Highway Division
1 National Life Drive
Montpelier, VT 05633
(802) 828-4585 (cell)
E-mail: alan.may@vermont.gov