

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for March 16, 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	7:00-7:05pm
3. Review of Agenda	Chair	7:05-7:10pm
4. Dog Ordinance Discussion	Chair	7:10-7:15pm
4. Organizational Meeting a) Elect a Vice-Chair b) Re-Adopt the Pomfret Rules of Procedure, and the Selectboard Meeting Procedures for Public Participation c) Consideration of Designating Selectboard Liaisons to Pomfret Town Departments d) Review of Selectboard Priorities	Chair	7:15-7:25pm
5. Recurring items, including items for possible vote: a) Review, discussion, and approval of minutes: 1/26, 1/28, 2/03, 2/17, 3/2 b) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll ii. Budget Status Report c) Road Foreman's Report i. General Update ii. Transportation Grants: (1) Discussion, Adoption, and Possible Approval of Structures grant documents (2) PACIF 50/50 Matching Grant for Safety Equipment (3) Better Backroads Project Identification	Chair Treasurer Road Foreman	7:25-7:30pm 7:30-7:40pm 7:40-7:55pm

<ul style="list-style-type: none"> iii. Request to Drive on Wild Apple Rd (class 4 section) iv. Paving and Culverts v. VLCT Risk Management Workshop for Hwy Supervisors d) Update From Fire Truck Evaluation Committee e) Liquor Catering Permits 	<p>Chair</p> <p>Chair</p>	<p>7:55-8:05pm</p> <p>8:05-8:10pm</p>
<p>6. Business items for possible vote:</p> <ul style="list-style-type: none"> a) Appointment of Town Representative to Community Advisory Board b) Request from VT Dept. of Forests, parks, and Recreation (re: radio frequencies) c) Appointment of Capital Plan Committee d) Warning 4/5/16 Pomfret Hazard Mitigation Plan Work Group Meeting e) Mileage Reimbursement Policy Discussion for Town Employees f) Town Plan Adoption g) Selectboard Follow-ups: <ul style="list-style-type: none"> i. Melanie contact Ona Chase re: interest in Constable & Pound Keeper positions ii. Frank & Michael tractor purchase RFP iii. Sheila, state loan & lease programs for tractors iv. Eric, speak w/Kevin Rice re: interest in EMD position v. Frank, re: State Fire Warden vi. Michael & Frank re: researching delinquent tax collector options vii. Michael re: health officer 	<p>Chair</p>	<p>8:10-8:55pm</p>
<p>7. Business Items for discussion</p> <ul style="list-style-type: none"> a) Selectboard correspondence: b) Next meeting's agenda 	<p>Chair</p>	<p>8:55-9:00pm</p>

8. Executive Session a) Review Applications for Road Crew Worker	Chair	9:00-9:15pm
8. Closing public comments, review of assignments, and adjournment	Chair	9:15-9:20pm

**TOWN OF POMFRET
DOG ORDINANCE
Originally Adopted May 22, 1984
Amended December 19, 2012
Amendment adopted October 1, 2014
Effective November 30, 2014**

SECTION 1 AUTHORITY This ordinance is adopted by the selectboard of the Town of Pomfret under authority of 20 V.S.A. § 3549, 24 V.S.A. §§ 2291 (10, 14 & 15), and 24 V.S.A. Chapter 59.

SECTION 2. PURPOSE. It is the purpose of this ordinance to regulate the keeping of dogs to protect public health and safety and to protect the residents' quiet enjoyment of their homes and properties.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following words and/or phrases shall apply:

- A. **"Dog"** means any member of the canine species; including wolf hybrid.
- B. **"Wolf hybrid"** means:
 - 1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
 - 2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
 - 3. An animal that exhibits primary physical and/or behavioral wolf characteristics
- C. **"Owner"** means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. **"Run at large"** means that a dog is not:
 - 1. Under restraint, meaning that the dog is controlled by a leash or is with a competent person and obedient to that person's commands;
 - 2. in a vehicle;
 - 3. on the owner's property;
 - 4. on the property of another person with that person's permission; or
 - 5. hunting with the owner.
- E. **"Vicious dog"** means a dog that attacks any person or causes any person to reasonably fear attack or bodily injury from such animal, unless the person is trespassing on the property of the owner of the dog. The term shall also mean any dog that, while running at large, attacks another domestic pet or domestic animal, as defined in 20 V.S.A. § 3541.

F. **“Municipal Officer”** means any constable, police officer, or the Selectboard, or any designee of the Selectboard and the use of any of those terms in this Ordinance shall be deemed to include all others, except where Selectboard is referenced as the adopting authority or appeal authority, where the use of that terms shall be exclusive.

SECTION 4 DISTURBANCES AND NUISANCES

The following are declared to be public nuisances punishable under this Ordinance, without intending limitation of availability of remedy of any party to pursue any action for private nuisance or damage to person or property:

- A. No dog owner shall permit his/her dog to run at large in the Town of Pomfret.
- B. No dog owner shall permit his/her dog to harass or attack people or to harass or attack domestic pets or domestic animals unless such people or animals are trespassing on the private property of the owner of the dog.
- C. No person shall permit his/her dog to disturb the quiet, comfort and repose of others by frequent, habitual or persistent barking or howling.
- D. The person in control of a dog that defecates in any public area or on the private property of another person shall immediately remove the fecal material and dispose of it in a sanitary manner.
- E. If a dog causes harm to another domestic animal without provocation, said dog may be ordered by any municipal officer to be impounded or immediately removed from the Town of Pomfret or destroyed depending on the seriousness of the violation. The owner of the dog may appeal such order by delivering written notice of such appeal to the office of the Town Clerk, as representative of the Selectboard within ten (10) days of the date of the order. The appeal shall be heard by the Selectboard at public hearing within fifteen (15) days of the date of delivery of the written notice of appeal. The owner shall be notified of the date of the hearing by written notice addressed to the last known address of the owner. The Selectboard shall issue a written decision on the appeal promptly, but in no event later than fifteen (15) days following the appeal hearing. A copy of the decision shall be sent to the owner.
- F. The dog is causing damage to the property of anyone other than its owner, by, for example and without limitation:
 - a. Turning over garbage containers; or
 - b. Doing damage to gardens, flowers, shrubs, vegetables or lawns; or
 - c. Injuring or worrying people, domestic pets, domestic animals, or other dogs.

SECTION 5. COLLAR AND LICENSE

- A. The owners of all dogs shall cause said dogs to be licensed according to the laws of this state (20 V.S.A. § 3581) and shall insure that his/her dog(s) wear a collar or harness with the current license attached. An animal that is visiting from out of state must wear a collar or harness with a current license from its home state attached.
- B. A dog that is found without a collar or harness and license may be immediately impounded under authority of 20 V.S.A. § 3806 and shall be managed under the provisions of that statute.

SECTION 6 HUMANE CARE OF DOGS

All dogs and other domestic pets and animals shall be furnished with clean and safe facilities sufficient to protect the animal and the public health. Any dog determined by the constable or county sheriff to be without such clean and safe facilities may be impounded and the owner charged with a violation of this ordinance.

SECTION 7 IMPOUNDMENT

- A. Anyone authorized to enforce the ordinance is authorized to impound a dog.
- B. Any dog which the constable or county sheriff has reasonable grounds to believe to be a vicious dog which presents an imminent danger to people or other animals may be immediately impounded.
- C. Any dog that is found to be without a collar and license may be impounded under authority of 20 V.S.A. § 3806 and shall be managed under the provisions of that statute.
- D. The Selectboard may enter into an agreement with an individual or business to provide care for impounded dogs.

SECTION 8. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.

- A. The constable or county sheriff who impounds a dog shall, within 24 hours, give notice to the owner thereof either personally, by telephone call or voicemail, or by written notice at the owner's dwelling or mailed to the last known address of the owner, stating the reason for the impoundment, the location of the animal and the steps that are necessary to have the animal returned to the owner.
- B. The constable or county sheriff who impounds a dog shall report the impoundment to the selectboard at the next public selectboard meeting.
- C. If an impounded dog has no license or other identification, the person who impounds it shall proceed under the provisions of 20 V.S.A. § 3806
- D. Impounded animals shall be released to the owner only after payment of all impoundment costs and after remedial action by the owner. Impoundment costs shall be set annually by the selectboard and may include but are not limited to boarding costs, veterinary costs and costs incurred by Town officials.

SECTION 9. ENFORCEMENT.

- A. This is a civil ordinance and shall be enforced by the constable or county sheriff in the Vermont Judicial Bureau in accordance with 24 V.S.A. § 1974a et seq.
- B. When the constable or county sheriff has reasonable grounds to believe that a person has violated a provision of this ordinance they may issue a municipal ticket which is prosecuted through the Vermont Judicial Bureau. They shall report the alleged violation and the issuance of municipal tickets to the Selectboard at the next public Selectboard meeting.

SECTION 10. INVESTIGATION OF VICIOUS DOGS

A. When a domestic pet has bitten a person while the domestic pet is off the premises of the owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the legislative body of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the legislative body in conducting its investigation.

B. The legislative body, within seven days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the domestic pet which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and the facts of the complaint.

C. If the domestic pet or wolf-hybrid is found to have bitten the victim without provocation, the municipal officials shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the domestic pet is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 VSA § 3550.

D. In cases where the dog is determined to be vicious through investigation by a municipal officer, the owner (in addition to being subject to any other sanction or penalty reference in or provided by this Ordinance) may be ordered to remove the animal from the Town of Pomfret or to destroy the animal depending on the seriousness of the violation. Such order shall be subject to appeal by the owner pursuant to the procedure in the immediately preceding paragraph. If the animal in question has bitten or broken the skin of a person or other domestic animal, this animal will be required to be confined for ten (10) days (and may be tested for rabies or any other disease) all at the owner's expense.

E. The procedures provided in the section shall only apply if the domestic pet is not a rabies suspect. If a member of the legislative body or a municipal official designated by the legislative body determines that the animal is a rabies suspect, the provisions of

Subchapter 5 of Title 20, Chapter 193 and the rules of the department of health shall apply.

SECTION 10. PENALTIES AND COSTS.

Except as provided Section 4(E) and Section 10 regarding a vicious dog as defined herein, where additional anctions may be imposed, fines and penalties in addition to costs of impoundment may be imposed as follows:

- A. First offense \$100.00 full penalty/\$50.00 waiver penalty
- B. Second offense \$150.00 full penalty/ \$100.00 waiver penalty
- C. Third and subsequent offenses \$200.00 full penalty/\$150.00 waiver penalty

SECTION 11. OTHER LAWS. This ordinance is in addition to all other Ordinances of the Town of Pomfret and all applicable laws of the State of Vermont.

SECTION 12 SEVERABILITY If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 13 EFFECTIVE DATE This ordinance shall become effective 60 days after its adoption by the Pomfret selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted as amended this First day of October, 2014

Pomfret Selectboard

s/ Phil Dechert

s/ Mark Warner

Adoption History

1. Agenda item at regular Selectboard meeting held on May 21, 2014 and June 4, 2014
2. Read and adopted at regular Selectboard meeting on July 2, 2014
3. Re-adopted at regular Selectboard meeting on October 1, 2014
3. Posted in public places on October 3, 2014.
4. Notice of adoption published in the Vermont Standard newspaper on October 9, 2014 with a notice of the right to petition.
5. Other actions [petitions, etc.]

State of Vermont
Department of Forests, Parks & Recreation
111 West Street [phone] 802-879-6565
Essex Junction, VT 05452-4695 [fax] 802-878-5192
www.fpr.vermont.gov [tdd] 802-253-0191

Agency of Natural Resources

[direct line] 802-777-3079
Dan.dillner@vermont.gov

January 22, 2016

To Whom It May Concern:

The Vermont Department of Forests, Parks and Recreation has recently obtained some new radios (mobile radios mounted in both Fire/Disaster Response vehicles, and as well as portables) for use on wildland fires and other incidents that involve State Forestry resources. In order to comply fully with FCC regulations, FPR must have written permission for all frequencies programmed into the radios.

We are asking permission to program your frequency into our radios. Our goal is to have the majority of State and local fire and emergency frequencies programmed by summer 2016. Please note that FPR does not intend to use your frequency unless requested to during an incident or training, but will monitor for improved situational awareness. Both the mobile and portable radios can be programmed with VHF (136-174 MHz) and UHF R1 (380-470 MHz) frequencies. Radio programming will be done by The Radio North Group in South Burlington.

Please either mail or email the radio permission form at your earliest convenience. We are hoping to have the forms returned by May 1, 2016. An electronic copy of the form is on our website:
http://fpr.vermont.gov/forest/fires/community_support.

Feel free to contact me with any questions. Thank you for your assistance.

Sincerely,



Dan Dillner
Protection Forester, Fire Response Coordinator-North

CC: VT Fire Chiefs, Fire Wardens, 911 Dispatch centers, USFS



For checks For Check Acct 01 (General Fund) 03/18/2016 To 03/18/2016

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
50	BLUE CROSS & BLUE SHIELD	14680000490 health ins	3331.22	0.00	3331.22	1447	03/18/16
72	CASELLA WASTE SERVICES	0240743 4 yd trash svc	42.38	0.00	42.38	1448	03/18/16
30	DEAD RIVER COMPANY	54743 153.1 gal heatng oil	263.68	0.00	263.68	1449	03/18/16
30	DEAD RIVER COMPANY	86340 71.2 gals ht oil	113.00	0.00	113.00	1449	03/18/16
50	DIMMICK WASTEWATER SERVICE	24651 town garage-waste	611.25	0.00	611.25	1450	03/18/16
95	FAIR POINT COMMUNICATIONS	03032016 monthly phone bills	416.34	0.00	416.34	1451	03/18/16
20	FASTENAL COMPANY	NHWES61530 misc small tools	6.28	0.00	6.28	1452	03/18/16
55	GREEN MOUNTAIN POWER	02262016 monthly elec bills	616.30	0.00	616.30	1453	03/18/16
10	IRVING ENERGY	440727 141.5 gal ULS Diesel	244.95	0.00	244.95	1454	03/18/16
10	IRVING ENERGY	739976 283.6 ULS Diesel	478.04	0.00	478.04	1454	03/18/16
80	PIKE INDUSTRIES, INC.	85442 124.78 ton cr stone	1503.60	0.00	1503.60	1455	03/18/16
80	PIKE INDUSTRIES, INC.	854541 6328/6342 crushed stone	4333.70	0.00	4333.70	1455	03/18/16
80	SABIL & SONS, INC.	26718 repairs-tk 3	81.20	0.00	81.20	1456	03/18/16
01	TAD RICHARDSON	0001176 cloud back-up/support	37.50	0.00	37.50	1457	03/18/16
05	TDS LEASING INC.	01055150 copier lease	94.25	0.00	94.25	1458	03/18/16
30	VERIZON	9761038973 highway cell phone	99.50	0.00	99.50	1459	03/18/16
80	VERMONT STANDARD	02012016 traffic ordinance notice	180.00	0.00	180.00	1460	03/18/16
00	VLCT	2016-17234 Mileage-ed conferences	180.00	0.00	180.00	1461	03/18/16
40	VLCT EMPLOYMENT RESOURCE AND B	20518-Q2 unemploynt ins	160.00	0.00	160.00	1462	03/18/16
60	WELCH'S TRUE VALUE HARDWARE	162093 small tools	20.35	0.00	20.35	1463	03/18/16

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			12,813.54	0.00	12,813.54		

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****12,813.54 Let this be your order for the payments of these amounts.

Michael Reese, Chair

Eric Chase

Sheila Hopkins

Frank Perron

Melanie Williams

TOWN OF POMFRET Accounts Payable
 Invoice Edit List-Current-Last-Next FY
 Invoices Up To 03/16/16

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1150	BLUE CROSS & BLUE SHIELD	14680000490	03/14/16	03/16/16	01 health ins	3,331.22	0.00	0.00
		100-7-10-30-520.000	Insurance					
1272	CASELLA WASTE SERVICES	0240743	03/14/16	03/16/16	01 4 yd trash svc	42.38	0.00	0.00
		150-7-40-83-410.000	Garage Utilities					
1430	DEAD RIVER COMPANY	54743	03/14/16	03/16/16	01 153.1 gal heatng oil	263.68	0.00	0.00
		100-7-10-65-624.000	Fuel Oil, Town Hall					
		86340	03/14/16	03/16/16	01 71.2 gals ht oil	113.00	0.00	0.00
		150-7-40-83-624.005	Garage Fuel Oil					
Total For DEAD RIVER COMPANY						376.68	0.00	0.00
1450	DIMMICK WASTEWATER SERVIC	24651	03/14/16	03/16/16	01 town garage-waste	611.25	0.00	0.00
		150-7-40-83-410.000	Garage Utilities					
1595	FAIR POINT COMMUNICATIONS	03032016	03/14/16	03/16/16	01 monthly phone bills	110.73	0.00	0.00
		100-7-10-30-530.000	Telephone-Internet			121.79	0.00	0.00
		100-7-30-40-530.001	Pomfret FD phone: 3730			108.59	0.00	0.00
		100-7-30-40-530.003	Teago FD phone: 1125			75.23	0.00	0.00
		150-7-40-83-530.000	Telephone					
Invoice 03032016 Total						416.34	0.00	0.00
1620	FASTENAL COMPANY	NHWES61530	03/14/16	03/16/16	01 misc small tools	6.28	0.00	0.00
		150-7-30-80-330.015	Shop, oil, small tools et					
1755	GREEN MOUNTAIN POWER	02262016	03/14/16	03/16/16	01 monthly elec bills	118.20	0.00	0.00
		100-7-10-30-622.000	Town Office Electricity			72.89	0.00	0.00
		100-7-10-65-622.000	Electricity, Town Hall			21.92	0.00	0.00
		100-7-20-33-622.000	Brick -Electricity			127.69	0.00	0.00
		100-7-30-40-622.000	Electricity--Pomfret FD			112.70	0.00	0.00
		100-7-30-40-622.005	Electricity--Teago FD			138.12	0.00	0.00
		150-7-40-83-622.000	Garage electricity			24.78	0.00	0.00
		100-7-30-46-622.000	Repeater electricity					
Invoice 02262016 Total						616.30	0.00	0.00
1910	IRVING ENERGY	440727	03/14/16	03/16/16	01 141.5 gal ULS Diesel	244.95	0.00	0.00
		150-7-30-80-330.000	Diesel					
		739976	03/14/16	03/16/16	01 283.6 ULS Diesel	478.04	0.00	0.00
		150-7-30-80-330.000	Diesel					
Total For IRVING ENERGY						722.99	0.00	0.00
2380	PIKE INDUSTRIES, INC.	85442	03/14/16	03/16/16	01 124.78 ton cr stone	1,503.60	0.00	0.00
		150-7-20-75-650.010	Crushed Stone					

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	854541		03/14/16	03/16/16	01 6328/6342	crushed stone		
	150-7-20-75-650.010		Crushed Stone			4,333.70	0.00	0.00
Total For PIKE INDUSTRIES, INC.						5,837.30	0.00	0.00
2580	SABIL & SONS, INC.	26718	03/14/16	03/16/16	01	repairs-tk 3		
	150-7-35-05-672.020		Truck 3, repairs			81.20	0.00	0.00
2701	TAD RICHARDSON	0001176	03/14/16	03/16/16	01	cloud back-up/support		
	100-7-10-30-641.040		Cloud backup & support			37.50	0.00	0.00
2705	TDS LEASING INC.	01055150	03/14/16	03/16/16	01	copier lease		
	100-7-10-30-740.000		Other New Equip/Copier le			94.25	0.00	0.00
2780	VERMONT STANDARD	02012016	03/14/16	03/16/16	01	traffic ordinance notice		
	100-7-20-35-540.005		Notices			180.00	0.00	0.00
2930	VERIZON	9761038973	03/14/16	03/16/16	01	highway cell phone		
	150-7-30-80-330.030		Radios & Cellphones			99.50	0.00	0.00
3000	VLCT	2016-17234	03/14/16	03/16/16	01	Mileage-ed conferences		
	100-7-20-35-565.000		Ed Conferences/Mileage			180.00	0.00	0.00
3040	VLCT EMPLOYMENT RESOURCE	20518-Q2	03/14/16	03/16/16	01	unemploymnt ins		
	150-7-15-85-520.025		Unemployment Insurance			160.00	0.00	0.00
3260	WELCH'S TRUE VALUE HARDWA	162093	03/14/16	03/16/16	01	small tools		
	150-7-30-80-330.015		Shop, oil, small tools et			20.35	0.00	0.00
Report Grand Total						12,813.54	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
100	4,905.94	0.00
150	7,907.60	0.00
	12,813.54	0.00

Michael Reese, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-4770 or (802) 457-3861

Michael.Reese@PomfretVT.us

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

From: Becky Fielder
Sent: Friday, March 11, 2016 2:48 PM
To: Michael Reese; Eric Chase; Frank Perron; Sheila Hopkins; Melanie Williams
Subject: catering permits

FYI –

Catering (liquor) permits have been issued to Belly Up, LLC (The Barnard Inn Restaurant) for events at ArtisTree on the following dates: 3/18, 4/1, 4/2, and 5/14.

-Becky

Becky Fielder, Town Clerk
Town Of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-3861
Fax: (802) 457-8081
Hours: MWF 8:30am - 2:30pm

clerk@pomfretvt.us
<http://pomfretvt.us>

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

From: Doyle, Pam
Sent: Wednesday, February 10, 2016 12:44 PM
To: 'clerk@pomfretvt.us'
Subject: Information Request from VT State Police - Royalton

Lt. William Jenkins from VT State Police Royalton will be reinstating a Community Advisory Board. This is to have meetings for all town representatives to voice problems, concerns or any other matter affecting or involving their community. Please provide us a name and contact information of a representative from your town. You can email the information to pam.doyle@vermont.gov.

Once this information is received we will be contacting the representative to set up a meeting. If you have any questions please feel free to inquire, thank you for your time.

Pam Doyle
Administrative Assistant
Royalton State Police Barracks
2011 VT Route 107
Bethel, VT 05032
Phone 802-234-9430
Fax 802-234-6520

3-11-13 Draft -

Selectboard Meeting Procedures for Public Participation

- ⌚ Public Comment at start of meeting
 - 2 min max per speaker
 - Limited to topics not on agenda
 - Members of the public may request items be added to future agenda
- ⌚ Agenda items during meeting
 - Chair may invite specific person(s) to the table to participate in SB discussion
 - Chair **may** allow public comment/questions at end of SB discussion - 2 min limit per speaker.
 - A member of the public may not speak a second time until others have been able to speak to the topic a first time
 - An agenda item may have multiple topics with public comment after each topic
- ⌚ Public Comment at end of meeting (if time)
 - 2 min max per speaker
 - Limited to topics not on agenda
 - Speakers may request items be added to future agenda

General

- ⌚ Speakers must be recognized by the Chair and identify themselves with name and address the first time they speak at meeting
- ⌚ All comments and questions shall be directed to the Chair. The Chair may recognize someone to answer a question.
- ⌚ Speakers shall be respectful to others at the meeting
- ⌚ Those requesting to be on agenda should submit relevant documents to the Chair by the Friday before the meeting.

Prepared by Phil Dechert

**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

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

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

DRAFT POMFRET SELECT BOARD RULES OF PROCEDURE

A. PURPOSE. The Select~~b~~-Board of the Town of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Select Board of the Town of Pomfret must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Select~~b~~-Board so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Select~~b~~-Board. 1 V.S.A. § 312(h).

B. APPLICATION. This policy sets forth rules of procedure for Select~~b~~-Board meetings and shall apply to all regular, special, and emergency meetings of the Town of Pomfret Select~~b~~-Board.

C. SCHEDULE & TIMES. Regular meetings of the Pomfret Select~~b~~-Board will be held on the first and third Wednesdays of each month, starting on the first Wednesday after Town Meeting. Unless canceled or rescheduled, these regular meetings will be held at the Town Offices from 7:00 pm to 9:00 pm. By a majority vote, the Select~~b~~-Board may extend the duration of any regular meeting to exceed the scheduled adjournment. This measure is meant to respect the time of the public, other Town officials and the Select~~b~~-Board members.

D. NOTICE. Agendas of Rregular meetings shall be ~~noticed~~posted at least 48 hours before the meeting. Special meetings shall be noticed at least 24 hours before the meeting. All notices shall be distributed through the town's public email list and the (Pomfret listserv), given to any local media requesting such notices, posted on the front page of the Town's website, posted in the Town Offices, and posted ~~in~~near the North and South Pomfret Post Offices. Emergency meetings shall only be called when necessary to respond to unforeseen circumstances requiring immediate attention. Notice of emergency meetings shall be distributed to the Town's public email list and posted on the front page of the Town's website. All Select~~b~~-Board meetings (regular, special and emergency) are open to the public and subject to the Open Meetings Law as required by 1 VSA §§ 310-314.

E. PROCEDURES.

1. The Chair of the Select Board, or in the Chair's absence, the Clerk, shall run Select~~b~~-Board meetings.

2. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h). The Board may overrule any decisions of the Chair.

3. A majority of the members of the Select**b**-Board shall constitute a quorum. If a quorum of the members of the Select**b**-Board is not present at a meeting, the only action that may be considered by the Select**b**-Board is a motion to recess or adjourn the meeting.

4. At the beginning of each Select**b**-Board meeting, there shall be 15 minutes afforded for open public comment on issues not contained in the agenda. By unanimousmajority vote, the Select**b**-Board may increase the time for open public comment and may adjust the agenda items and times accordingly.

5. Each Select**b**-Board meeting shall have an agenda, with specific time allotted for each item of business to be considered by the Select**b**-Board. In the case of regular meetings, those who wish to add items to the meeting agenda shall contact the Clerk to request inclusion on the regular agenda no later than five (5) days before the meeting. The Select**b**-Board Chair will lead the development of the regular agenda, will seek the input of other Select**b**-Board members, ~~and will approve the final content of the regular agenda.~~ The Clerk will prepare the final regular agenda for distribution.

6. All business shall be conducted in the same order as it appears on the regular agenda, except that by unanimous vote of the Select**b**-Board, the order of items to be considered and/or the time allotted may be modified. Agenda for special meetings may not be changed during the meeting. 1 V.S.A. § 312(c)(2).

7. Public comment on issues discussed by the Select**b**-Board, if not offered during the open public comment period, may be offered during the meeting with the permission of the Chair. Such comment, if permitted, shall be limited to 2 minutes, unless by unanimousmajority vote, the Select**b**-Board increases the individual time for public comment.

8. Minutes shall be takenapproved by the Select**b**-Board Clerk or in the Clerk's absence, another person designated by the Select Board. The Select**b**-Board Clerk shall clearly label the minutes as "draft" and will make the draft minutes available for inspection and purchase. 1 V.S.A. § 312(b)(2). The Clerk shall also post the minutes on the Town website and distribute them to persons who have requested copies. After the draft minutes have been approved by the Select**b**-Board, the Select**b**-Board Clerk shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as "approved". The Select**b**-Board clerk ~~shall sign the approved minutes and~~ shall arrange to post them on the town website within five (5) calendar days of approval.

9. The audio Select**b**-Board meetings will be recorded, except in cases where technical problems prevent doing so. The recording for a given meeting will be posted on the Town website not later than five (5) calendar days after the meeting.

8. Meetings may be recessed to a time and place certain.

9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

10. These rules may be amended by unanimousmajority vote of the Select~~b~~-Board, and must be readopted annually at the organizational meeting.

ADOPTED: _____

Signatures Date

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the March 2, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member) Art Lewin, Sr. (Road Foreman), Jonathan Williams (Assistant to the Selectboard), Scott Woodward, Emily Grube, Rick Russell, Joanna Long, Norwood Long, Sherman Kent, Laura Kent (auditor), and Andrew Mann

1. Call to Order: Michael Reese called the meeting to order at 7pm.
2. Public Comment: None.
3. Review of Agenda: Additional items were added to the road foreman's report including an update on the hydrology study for the Cloudland Road Culvert Project, and a briefing on the bid documents for the Pomfret Slope Project.
4. Organizational Meeting:
 - (a) Elect Selectboard Chair and Clerk: Melanie Williams moved, and Sheila Hopkins seconded, that Michael Reese serve as the Selectboard Chair. The Board unanimously approved the motion. There was discussion on the role of the Selectboard Clerk's duties and responsibilities. Michael Reese moved, and Eric Chase seconded, that Melanie Williams serve as the Selectboard Clerk. The Board unanimously approved the motion.
 - (b) Select Official Town Newspaper and Alternate: Michael Reese moved, and Sheila Hopkins seconded that the Official Town Newspaper be the Vermont Standard with the Valley News as the Alternate Town Newspaper. The Board unanimously approved the motion.
 - (c) Establish Selectboard Regular Meeting Schedule: Michael Reese moved, and Frank Perron seconded that the first and third Wednesdays of the month at 7pm serve as the regular Selectboard meeting schedule. The Board unanimously approved the motion.
 - (d) Authorize Chair or Alternate to Sign Payroll Warrants and Accounts Payable Warrants: Sheila Hopkins moved, and Melanie Williams seconded to authorize Michael Reese, with Frank Perron as the Alternate, to sign Payroll Warrants and Accounts Payable. The Board unanimously approved the motion.
 - (e) Re-Adopt the Meeting Rules of Conduct for Regular and Special Selectboard Meetings, and the Selectboard Meeting Procedures for Public Participation: The re-adoption of the Meeting Rules of Conduct for Regular and Special Selectboard Meetings, and the Selectboard Meeting Procedures for Public Participation was postponed to a subsequent meeting.
 - (f) Appointment of Tree Warden: Erick Chase moved, and Frank Perron

seconded for Art Lewin, Sr to be Tree Warden. The Board unanimously approved the motion.

5. Review, Discussion, and Approval of the Minutes: The Board postponed the approval of the minutes to a subsequent meeting.
6. Review List of Additional Appointments: Michael Reese noted that a lister and an auditor needed to be appointed. There was discussion regarding the vacant positions, and who should fill them. The board reviewed and discussed additional appointments listed on the inside back of the Annual Report. Questions were raised regarding the Emergency Services Directors' term limits, and the Assistant to the Selectboard was tasked with researching this item. There was discussion by the board on the delinquent tax collector position, and how to fill the position.
7. Treasurer's Report: None.
 - (a) Warrants for Payment: Michael Reese moved, and Sheila Hopkins seconded to approve warrants #15060, #15063, and #15065 as read. The Board unanimously approved the motion.
8. Road Foreman's Report:
 - (a) General Update: Rain, snow, and slush weather conditions. There is still a vacant road crew position. All Road crew trucks are back up and operating. Sanding and plowing continue. There was discussion on a culvert washout and a potential upgrade. There are candidates being interviewed for the vacant road crew position. Warning roadsides and guardrail placement are being worked on.
 - (b) The Road foreman noted that the posting of roads for springtime weight limits needs to be done. Michael Reese moved, and Eric Chase seconded to allow the Road Foreman to approve and post the spring weight limit road postings as reviewed and read aloud. The Board unanimously approved the motion.
 - (c) Paving: Johnson Road down to Bartlett road to be paved: 2 1/2/ miles, which is the same distance as last year's paving. No culverts need replacing along this stretch of road. The Road foreman will talk to the landowner to put some drainage in before paving, and ditching as well. Cost estimates were discussed: The road foreman mentioned that the town should get bids out by next month. Financing the paving was discussed.
 - (d) Roadside Mowing: There was discussion on replacing the town's existing tractor. Eric Chase had put together a spec and contracted vendors, however he believes purchasing a new vehicle is a better option. An RFP must go out. The State Municipal Equipment Loan Program was considered.
 - (e) Cloudland Road Culvert Grant Options: The Assistant to the Selectboard and the Road Foreman briefed the Selectboard on their meeting with VTrans concerning The Cloudland Road Culvert, and which grant programs could fund this project. The Assistant to the Selectboard was tasked with completing the VTrans Structures grant application documents for this project.
 - (f) Pomfret Slope Project: The Assistant to the Selectboard and the Road

Foreman briefed the Selectboard on their meeting with VTrans concerning this item. There was extensive discussion. A Special Meeting to receive and open the bids was scheduled for Monday March 28, at 6pm. Frank Perron moved, and Eric Chase seconded the motion to approved the Contract Documents as received and presented along with the requisite dates as informed by VTrans. The Board unanimously approved the motion.

9. Consider Designation of Selectboard Liaisons to Town Departments: The consideration of designating Selectboard liaisons to the Pomfret town departments was deferred to a later meeting.
10. Review of Selectboard Priorities: The review of Selectboard priorities was deferred to later meeting.
11. Selectboard Correspondence: None.
12. Next Meeting's Agenda: The March 16 Regular Selectboard Meeting Agenda Items shall include the re-adoption of the certification of compliance and standards as well as the approval of all of the Cloudland Road Structures grant application documents, as well as the review, discussion, and approval of past meeting minutes, the consideration of designating Selectboard liaisons to the Pomfret town departments, and the review of Selectboard Priorities.
13. Closing Public Comments & Adjournment: None. Frank Perron moved, and Sheila Hopkins seconded to adjourn the meeting at 9:10pm. The Board unanimously approved the motion.

Date: 03/03/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the February 17, 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), Jonathan Williams (Assistant to the Selectboard) Kevin Rice (Fire Chief), and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: The agenda as published was approved by consensus.
4. Review, Discussion, and Approval of the Minutes: Phil Dechert moved, and Eric Chase seconded, to approve the draft minutes of January 6, January 11, January 18, and January 20, 2016. The Board unanimously approved the motion.
5. Treasurer's Report:
 - (a) Warrants for Payment:
 - i. Warrant 15058 \$36,203.31
 - ii. Warrant 15057 \$7,956.42
 - (b) Phil Dechert moved, and Eric Chase seconded, to approve the warrants as read. The Board unanimously approved the motion.
6. Road Foreman's Report:
 - (a) General Update:
 - i. The Road crew has been busy during the recent ice storm. Yesterday, just before ice developed on the backroads in the late morning, a truck blew a hydraulic hose, which took two hours to identify and replace. Another truck lost the function of the windshield wipers when the wiper motor broke, (it cannot be fixed until next Monday night at the earliest). Nevertheless, the two regular and one part-time road crew workers were able to sand and salt the roads starting around 1pm yesterday, finishing about 5 hours later.
 - ii. There have been a couple of issues with names on road signs. Need to call in to e911 for clarification. Speed limit signs need to be much bigger and reflective to comply with law by 2018. The town hasn't ordered new speed limit signs yet.
 - iii. There are new stormwater runoff rules, regulations, and fees, starting in 2018, and associated costs: first year: \$2400, every year after that \$2,000. There was discussion of a map provided by TRORC illustrating transportation/environmental problem areas (roads affecting bodies of

- water), and its potential inaccuracy.
- iv. There was discussion on implementing a plan for Library Street area/bridges.
 - v. There was a further discussion of the road crew's best efforts yesterday, February 16, in an attempt to redress the icy road conditions. The Selectboard thanked the road crewpersons for their hard work.
7. Update from Fire Truck Proposal Evaluation Committee: There was discussion concerning the first preliminary meeting. Last night's scheduled meeting was canceled due to inclement weather. The need to request drawings illustrating where the transfer case, pumps, etc. are located from two of the three bidders was reviewed and commented upon. There was discussion regarding how/whether the Evaluation Committee should communicate with the bidders. The next meeting of the Evaluation Committee will be at on February 18, 2016 at 6pm at the Pomfret Town Offices.
8. Town Meeting:
- (a) Confirm Pre-Town Meeting Selectboard Forum Date and Time: The date of the Pre-Town Meeting Selectboard Forum will be Tuesday, February 23, at 7pm at the Pomfret Town Offices. The Assistant to the Selectboard will draft up a notice and an email to be distributed and posted on the website.
 - (b) Documents for Town Meeting: There was discussion of reevaluation of the revenues amount and if it has changed at all, and the possible proposal of amendment at the Town Meeting. The preparation of a budget narrative was discussed.
 - (c) Review Open Positions: The need for some explanation of the open positions at the candidate forum and at the Pre-Town meeting public forum was considered.
9. VTrans Grant Documents Submission Process: The Assistant to the Selectboard presented a report on the VTrans Grant Documents submission process and necessary next steps. The assistant will contact Chris Bump at VTrans to follow up on the requested hydrology study for the Cloudland Road Culvert, as well as the plans/bid package for the Pomfret Slope project. Eric Chase will schedule a meeting with Chris Bump concerning the Town Highway Structures/Better Backroads grants.
1. Selectboard Correspondence: None.
 2. Next Meeting's Agenda: Items to be added to the next regular Selectboard meeting following the March 1 Town Meeting.
 3. Closing Public Comments: There was public comment on safety issues concerning the 2016 Overland Bike Event.
 4. Executive Session & Adjournment:

- (a) Michael Reese moved, and Phil Dechert 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 Michael Reese 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.
- (c) Phil Dechert moved, and Michael Reese seconded to adjourn the meeting at 8:38pm. The Board unanimously approved the motion.

Date: 02/18/2016

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 February 3, 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), Jonathan Williams (Assistant to the Selectboard), Kevin Rice (Fire Chief), Nancy Matthews (Auditor), Sherman Kent, Scott Woodward, Melanie Williams, Betsy Siebeck, Greg Tuthill, and Andrew Mann.

1. Call to Order: The Chair called the meeting to order at 3:10pm.
2. Public Comment: An inquiry was made as to the type and timing of the Selectboard meeting. A comment was made concerning the creation of a municipal timeline.
3. Fire Truck Selection Process:
 - (a) Open Price Information in Proposals: The timing of the opening of the price information in the proposals was discussed. The price information in the proposals was opened and was read aloud. The prices are as follows:
 - a.i. KME-Kovatch: \$333,366.00
 - a.ii. Desorcie Emergency Products: \$341,883.00
 - a.iii. Rosenbauer New England: \$344,927.00
 - (b) Discuss Process and Schedule: The process and schedule of the fire truck selection process was discussed. Phil Dechert moved, and Eric Chase seconded to have the Selectboard ask Rosenbauer of New England, LLC to extend the date to which the offer is good to 60 days from January 15, and that the Selectboard ask all bidders for the add-on price for the hose as originally specified by Kevin Rice. The Board unanimously approved the motion.
 - (c) Appoint Fire Truck Evaluation Committee and Approve Committee charge: The committee charge was reviewed, commented upon, and amended. Michael Reese moved, and Phil Dechert seconded that the committee charge be amended as discussed, recommending that the committee confer by email. The Board unanimously approved the motion. The composition of the Fire Truck Evaluation Committee, including Selectboard members, representatives of the fire department, and members of the public, was considered. The names of possible committee members were discussed and agreed upon. Phil Dechert moved, and Eric Chase seconded, that the two members of the public on the committee be Vern Clifford and Nancy Matthews. The Board unanimously approved the motion.
4. Review of Agenda: The approval of a liquor license and an executive session for the purposes of the employment of an employee were added to the agenda.

5. Review, Discussion, and Approval of the Minutes: The approval of the draft town minutes was deferred to a later meeting.
6. Treasurer's Report: None.
 - (a) Warrants for Payment:
 - a.i. Warrant 15055 in the amount of \$23,151.29
 - a.ii. Warrant 15055 (duplicate #) In the amount of \$9,901.65
 - a.iii. Warrant 15054 in the amount of \$3,465.49
 - a.iv. Warrant 15053 \$240.00.
 - (b) Phil Dechert moved, and Eric Chase seconded to approve the warrants as read. The Board unanimously approved the motion.
7. Road Foreman's Report:
 - (a) General Update: Roads are not in good shape: melting, mud everywhere, and ruts. Trying to fix what they can before freezing this weekend. Few repairs done to loader: throttle pedal and pressure washer. Ice this morning. New road crew employee started Monday and ended Monday.
8. Schedule Pre-Town Meeting Information Session: A Pre-Town Meeting Information Session was tentatively scheduled for Wednesday, February 24th at 7pm.
9. Additional Documents for Town Meeting: The additional documents for town meeting were discussed.
10. Traffic Ordinance: Michael Reese, moved, and Eric Chase moved to reapprove the traffic ordinance amendments as recorded in the 'December 2, 2015 Pomfret Regular Selectboard Meeting Agenda with Attachments' document. The Board unanimously approved the motion. .
11. Overland Bike Event 2016: The Board noted that it is interested in hearing if there are any comments or suggestions on the 2016 Overland Bike Event.
12. Teago General Store 2016 Liquor license renewal application: Phil Dechert moved, and Michael Reese seconded to approve and sign the application. The Board unanimously approved the motion.
13. Selectboard Correspondence: None.
14. Next Meeting's Agenda: February 17th meeting agenda items shall include Documents for Town Meeting and the Overland Bike Event 2016.
15. Closing Public Comments & Adjournment: None. Michael Reese moved, and Phil Dechert seconded to adjourn the meeting at 5:12pm. The Board unanimously approved the motion.

16. Executive Session:

- (a) Immediately after the meeting adjourned Phil Dechert moved, and Eric Chase seconded that the board reconvene the meeting and 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.
- (c) Michael Reese moved, and Eric Chase seconded to adjourn the meeting at 5:32pm. The Board unanimously approved the motion.

Date: 02/04/2016

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 28, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Marge Wakefield, Kevin Rice, John Peters, Greg Tuthill, Scott Woodward, Emily Grube and Nancy Matthews (Auditor).

1. Call to Order: The Chair called the meeting to order at 6:07pm.
2. Public Comment: None.
3. Hiring of Road Crew Employee: Eric Chase moved, and Michael Reese seconded, that the Town ratify the vote from last meeting to hire Randy Andrews as a road crew worker, contingent upon clean drug test and DMV record check at a wage of \$18.00/hour for the probationary period. The Board unanimously approved the motion.
4. Fire Truck Bid Review Process:
 - (a) Eric Chase believes the Purchasing Policy requires that prices be opened along with the bid specifications. Others disagreed.
 - (b) The Board discussed at length the membership of the committee and its charge. No decisions were made.
5. Budget:
 - (a) Phil Dechert moved, and Michael Reese seconded, that the Board ask the Town to approve a budget of \$1,358,491 for town and highway expenses for the Town Meeting Warning. The Board unanimously approved the motion.
 - (b) Phil Dechert moved, and Eric Chase seconded, that the Board set the sum of \$961,806 as the amount to be raised by taxes in FY 2017. The Board unanimously approved the motion.
6. Town Meeting Warning: Phil Dechert moved, and Michael Reese seconded, that the Board approve the Town Meeting Warning as reflected in the 1-22-16 version 2 draft. The Board unanimously approved the motion.
7. Adjournment: Michael Reese moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 2/16/2016

Respectfully Submitted,
Michael Reese

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 26, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Marge Wakefield, Kevin Rice, John Peters, Greg Tuthill, Scott Woodward, Emily Grube and Nancy Matthews (Auditor).

1. Call to Order: The Chair called the meeting to order at 4:30pm.
2. Public Comment: None.
3. Review of Agenda: The Board approved the agenda as posted by consensus with the following changes: 1. Add hiring of road crew member; 2. Review Town Meeting Warning; and 3. Add executive session at the end of the meeting.
4. Open Fire Truck Bids: The Board opened up bids for fire truck (apparatus) from Rosenbauer of New England, Desourcie Emergency Products (E-One) and Kovatch Mobile Equipment Corp. (KME Fire Apparatus). Price envelopes were not opened.
5. Hiring of Road Crew Employee: Eric Chase moved, and Phil Dechert seconded, that the Town hire Randy Andrews as a road crew worker, contingent upon clean drug test and DMV record check at a wage of \$18.00/hour for the probationary period. Positive record checks completed. Three candidates were interviewed. Mr. Andrews has substantial experience including grader operation. The Board unanimously approved the motion.
6. Budget: The Board reviewed the impact of the draft budget on the amount to be raised in taxes. It tentatively agreed to reduce some spending categories. No action taken.
7. Town Meeting Warning: A draft Warning (1/22/16 version 2) was presented with revisions to manner and date of tax collection and removal of proposed change to tax penalties. No action taken.
8. Public Comment:
 - (a) Scott Woodward suggested distributing bids to all bidders, and he said it was important that fire truck review committee members not communicate individually with bidders.
 - (b) Emily Grube suggested getting the road side mowing out to bid soon.
 - (c) Andrew Mann suggested looking at delinquent taxes for 2016 as well as 2017.
9. Executive Session: Phil Dechert moved, and Michael Reese seconded, to go into executive session pursuant to 1 VSA 310(3) to discuss the appointment, employment or evaluation of a former public officer or employee. The Board unanimously approved the motion and entered into an executive session. No decisions were made.
10. Adjournment: Michael Reese moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 2/16/2016

Respectfully Submitted,
Michael Reese

Account Adjusted Actual
Budget Actual % of Budget

100-6 TOWN REVENUE

100-6-10-00-300 Taxes Current Year

100-6-10-00-300.000 Current Year Taxes	930,762.00	3,960,488.60	425.51%
100-6-10-00-300.005 Transfer From-To MM or CD	0.00	744,256.88	100.00%
100-6-10-00-300.010 Current Year Delinquent	0.00	0.00	0.00%
100-6-10-00-300.015 School Tax Adjustment	0.00	726.93	100.00%
100-6-10-00-300.020 School Tax Pd & Due to St	0.00	0.00	0.00%
100-6-10-00-300.021 Act 68 funds paid to Stat	0.00	-744,000.00	100.00%
100-6-10-00-300.025 School Tax Pd to School	0.00	-1,698,479.00	100.00%
100-6-10-00-300.028 School tax-Admin fee	0.00	0.00	0.00%

→ due to state 6-1-16

Account Notes: This account set up per Chad Hewitt for 6-30-15 YE

100-6-10-00-300.035 Transfer: highway fund	-801,600.00	-801,600.00	100.00%
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→ portion of town tax to support highway

Total Taxes Current Year

129,162.00 1,461,393.41 1,131.44%

100-6-10-00-305 Other Tax

100-6-10-00-305.005 Prior Years Delinquent	30,000.00	30,207.58	100.69%
100-6-10-00-305.010 Appalachian Trail in lieu	3,300.00	258.00	7.82%
100-6-10-00-305.015 Current Use Reimbursement	265,000.00	244,103.00	92.11%
100-6-10-00-305.020 VT State in Land in lieu	4,172.00	4,255.44	102.00%
100-6-10-00-305.028 School tax collection fee	0.00	0.00	0.00%

Account Notes: Set up per Chad Hewitt, for 6-30-2015 YE entries

Total Other Tax

302,472.00 278,824.02 92.18%

100-6-10-00-310 Penalties & Interest--Tax

100-6-10-00-310.005 Interest Current Year Tax	1,800.00	2,119.86	117.77%
100-6-10-00-310.010 Interest Prior Years	500.00	4,452.01	890.40%
100-6-10-00-310.015 Late Penalty 8% Curr Tx	5,000.00	713.39	14.27%
100-6-10-00-310.020 Late Penalty 8% Prior Yrs	500.00	2,416.60	483.32%

Total Penalties & Interest--Tax

7,800.00 9,701.86 124.38%

100-6-10-05-315 Earnings on Accounts

100-6-10-05-315.005 Checking Acct Interest	100.00	630.44	630.44%
100-6-10-05-315.010 Other income from account	0.00	0.00	0.00%

Total Earnings on Accounts

100.00 630.44 630.44%

100-6-10-10-320 Income Accts

100-6-10-10-320.005 Ambulance Reimbursements	0.00	0.00	0.00%
100-6-10-10-320.010 Recording	9,000.00	6,575.00	73.06%
100-6-10-10-320.015 Copying	2,000.00	1,305.48	65.27%
100-6-10-10-320.020 Landfill Coupons Rcpts	12,000.00	8,842.00	73.68%
100-6-10-10-320.025 Landfill Coupons-Cost	-12,000.00	-6,300.00	52.50%
100-6-10-10-320.030 Marriage-CU License Rcpts	300.00	180.00	60.00%
100-6-10-10-320.035 Marriage-CU Licenses-Cost	-300.00	-105.00	35.00%
100-6-10-10-320.040 Dog License Rcpts	1,600.00	616.00	38.50%
100-6-10-10-320.045 Dog Licenses-Cost	-1,000.00	-369.12	36.91%
100-6-10-10-320.050 Liquor License	185.00	70.00	37.84%

TOWN CLERK FEES

General Fund

Account	Adjusted Budget	Actual	Actual % of Budget
100-6-10-10-320.055 Auto Reg Fees	10.00	0.00	0.00%
100-6-10-10-320.060 Rent Town Hall	300.00	550.00	183.33%
100-6-10-10-320.065 Land posting fees	150.00	55.00	36.67%
Total Income Accts	12,245.00	11,419.36	93.26%
100-6-10-15-325 Town Permits			
100-6-10-15-325.005 Access	50.00	50.00	100.00%
100-6-10-15-325.010 Building	700.00	20.00	2.86%
100-6-10-15-325.015 Excess Weight	350.00	60.00	17.14%
100-6-10-15-325.020 Ridgeline	250.00	0.00	0.00%
100-6-10-15-325.030 Zoning permits	200.00	1,195.40	597.70%
Total Town Permits	1,550.00	1,325.40	85.51%
100-6-10-20-340 Misc Income			
100-6-10-20-340.005 Donations	0.00	0.00	0.00%
100-6-10-20-340.015 Misc Selectmen	0.00	5.83	100.00%
100-6-10-20-340.020 Misc. Town Clerk	0.00	97.00	100.00%
100-6-10-20-340.025 Traffic fines	6,000.00	2,890.50	48.18%
Total Misc Income	6,000.00	2,993.33	49.89%
100-6-20-00-355 State Funds & Other Grant			
100-6-20-00-355.027 Municipal Fines	0.00	0.00	0.00%
100-6-20-00-355.030 Funds for Reappraisal	0.00	0.00	0.00%
100-6-20-00-355.040 Listers Ed Reimb	0.00	0.00	0.00%
100-6-20-00-355.045 Planning Commission Grant	0.00	0.00	0.00%
100-6-20-00-355.088 SCBA amd Gas Meter Grant	0.00	0.00	0.00%
100-6-20-00-355.090 VBB Grant for Cloudland R	0.00	0.00	0.00%
100-6-20-00-355.093 2014-15 VTrans grant reim	0.00	0.00	0.00%
Total State Funds & Other Grant	0.00	0.00	0.00%
100-6-30-00-360 Loans & Reimbursements			
100-6-30-00-360.015 FEMA reimbursements for S	0.00	0.00	0.00%
100-6-30-00-360.017 FEMA reim. for 2013 Storm	0.00	0.00	0.00%
Total Loans & Reimbursements	0.00	0.00	0.00%
100-6-40-00-365 Transfers			
100-6-40-00-365.010 From LaBounty Fund	32.00	0.00	0.00%
Total Transfers	32.00	0.00	0.00%

OLD ACCOUNTS
ALL HIGHWAY
GRANTS IN HIGHWAY
SECTION

Account Notes: LaBounty trust overseen by SB + 1 townsperson. Annual report must be filed with Hartford probate court. \$\$ held in CD at Mascoma, as they allow annual withdrawal without penalty. Withdraw annual fee, credit it here. Offset for expense in GL 100--7-20-35-451.000 Funds to be used for town hall

100-6-50-40 Public Safety

General Fund

Account	Adjusted Budget	Actual	Actual % of Budget
100-6-50-40-375.020 Transfers in Emerg Svcs	0.00	0.00	0.00%
Account Notes: This account books incoming transfers from the various reserve accounts associated with Fire Dept, Fast Squad, and other Emergency Services funds.			
100-6-50-40-375.025 Donations for Public Safe	0.00	0.00	0.00%
100-6-50-40-375.035 Insurance Reimbursement	0.00	1,385.00	100.00%
Account Notes: \$850 in July 2015: repayment for guardrail repair due to car accident, via VLCT ins. \$141 in Dec 2015: Refund on premium for truck coverage, due to new truck, trade in of vehicles. \$394 in Feb 2015: refund FD ins on vehicles, when old Ford was removed from policy.			
Total Public Safety	0.00	1,385.00	100.00%
Total TOWN REVENUE	459,361.00	1,767,672.82	384.81%
Total Revenues	459,361.00	1,767,672.82	384.81%

END TOWN INCOME

100-7 TOWN EXPENDITURES

100-7-10-10 Clerk

100-7-10-10-110.000 Clerk Sal (PR)	24,000.00	16,615.44	69.23%
100-7-10-10-110.005 Clerk Asst	2,500.00	552.50	22.10%
100-7-10-10-210.000 Clerk Ins	6,143.00	3,250.50	52.91%
100-7-10-10-610.000 Clerk Gen Expense	250.00	64.98	25.99%
100-7-10-10-610.005 Book Restoration	1,000.00	0.00	0.00%
100-7-10-10-610.010 Book Binding	1,600.00	700.00	43.75%
100-7-10-10-610.015 Land Record Books	3,000.00	2,202.32	73.41%
Total Clerk	38,493.00	23,385.74	60.75%

100-7-10-15 Treas

100-7-10-15-110.000 Treas Sal (PR)	24,000.00	16,615.44	69.23%
100-7-10-15-110.005 Treas Asst	3,500.00	2,477.75	70.79%
100-7-10-15-210.000 Treas Ins	6,143.00	4,095.16	66.66%
100-7-10-15-610.000 Treas Gen Expense	500.00	970.45	194.09%

Account Notes: Items used only by Treasurer: memberships, tax bills \$250, tax payment reminder cards \$135, bank supplies (checks \$360 per 1000, deposit slips \$105, endorsement stamps, etc) Also misc expenses associated with school accounts and supplies.

Total Treas	34,143.00	24,158.80	70.76%
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100-7-10-20 Listers

100-7-10-20-110.000 Listers Payroll (PR)	10,982.00	578.00	5.26%
100-7-10-20-565.005 Listers Education & Dues	680.00	0.00	0.00%
100-7-10-20-565.010 Lister mileage	140.00	0.00	0.00%
100-7-10-20-610.000 Listers Gen Exp	0.00	43.13	100.00%
100-7-10-20-641.010 Computer IT	0.00	0.00	0.00%
100-7-10-20-641.030 Lister hardware	2,150.00	0.00	0.00%

Account Notes: Computer hardware, new machines, etc.

100-7-10-20-641.035 Lister software: Proval	1,650.00	1,557.09	94.37%
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Account Notes: Manatron annual bill \$1560, October

100-7-10-20-950.010 Reserve for reappraisal	15,000.00	15,000.00	100.00%
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Account	Adjusted Budget	Actual	Actual % of Budget
100-7-10-20-950.020 Tax mapping	2,000.00	0.00	0.00%
Total Listers	32,602.00	17,178.22	52.69%
100-7-10-25 Other Officers			
100-7-10-25-110.000 Brd of Selectmen	3,000.00	2,875.00	95.83%
100-7-10-25-110.002 Selectmen Gen Exp	500.00	0.00	0.00%
100-7-10-25-110.005 Admin Asst	4,420.00	1,521.50	34.42%
100-7-10-25-110.010 Brd of Auditors	6,500.00	5,457.35	83.96%
100-7-10-25-110.015 Constable & expense	1,250.00	961.55	76.92%
100-7-10-25-110.020 Delinquent Tax Collector	2,000.00	0.00	0.00%
100-7-10-25-110.025 Zoning Admin	3,000.00	1,138.14	37.94%
100-7-10-25-110.030 Trustees Public Funds	600.00	0.00	0.00%
100-7-10-25-220.000 Town's Cost SS & Med (PR)	4,500.00	4,132.94	91.84%
100-7-10-25-221.000 Pub Officials Liab Ins & Account Notes: Annual, late December	3,000.00	3,760.00	125.33%
100-7-10-25-230.000 Town's Cost Retirement Account Notes: As of 2016, no town officials qualify; only highway workers. 24 hours/week minimum to qualify	0.00	0.00	0.00%
100-7-10-25-230.005 Town's cost health ins	0.00	0.00	0.00%
100-7-10-25-260.000 Workers Comp Account Notes: VLCT administrative workers comp, Dec annual	0.00	362.00	100.00%
100-7-10-25-610.000 Admin. Asst. Expenses	500.00	0.00	0.00%
100-7-10-25-610.005 ZBA & Admin Exp	300.00	0.00	0.00%
100-7-10-25-610.010 Planning Comm Exp	500.00	0.00	0.00%
Total Other Officers	30,070.00	20,208.48	67.20%
100-7-10-30 Mun Office			
100-7-10-30-330.000 Cleaning	1,800.00	1,173.29	65.18%
100-7-10-30-424.000 Town Office Building Main	1,000.00	1,263.48	126.35%
100-7-10-30-520.000 Insurance Account Notes: Annual, end of December	2,200.00	1,860.00	84.55%
100-7-10-30-530.000 Telephone-Internet	1,600.00	881.67	55.10%
100-7-10-30-531.000 Postage & Envelopes	1,500.00	1,884.85	125.66%
100-7-10-30-610.000 Town Offices: Supplies	1,500.00	1,129.67	75.31%
100-7-10-30-622.000 Town Office Electricity	2,000.00	1,151.45	57.57%
100-7-10-30-623.000 Propane	2,275.00	1,032.10	45.37%
100-7-10-30-641.015 Computer IT (Manage servi	2,500.00	608.00	24.32%
100-7-10-30-641.027 New PC (Auditors & lister	0.00	0.00	0.00%
100-7-10-30-641.032 NEMRC support Account Notes: 2014-15 annual fees \$1850, part in May, part in July	2,000.00	546.36	27.32%
100-7-10-30-641.038 Office 365 software Account Notes: as of 2015, annual fee \$1500 + \$6 for each town email address, annual fee billed in November.	1,400.00	1,594.99	113.93%
100-7-10-30-641.040 Cloud backup & support Account Notes: as of 2016, Tad Richardson maintains the system. monthly fee of \$57. Involves server, updates, security, backup of all town computers	750.00	1,275.00	170.00%
100-7-10-30-641.042 Maine Host&web hosting	50.00	19.99	39.98%
100-7-10-30-641.050 New web site	119.00	0.00	0.00%
100-7-10-30-740.000 Other New Equip/Copier le Account Notes: Savin copier. \$300 annual lease to McGee, monthly maintenance fee \$95	1,500.00	1,054.00	70.27%

Account	Adjusted Budget	Actual	Actual % of Budget
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100-7-10-30-990.000 Misc Mun Office Exp	200.00	0.00	0.00%
Total Mun Office	22,394.00	13,474.85	69.10%
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100-7-10-45 Extraordinary Exp			
100-7-10-45-333.000 Legal & Prof Fees	6,000.00	785.00	13.08%
100-7-10-45-333.015 Accounting Support	0.00	3,775.00	100.00%
Total Extraordinary Exp	6,000.00	4,560.00	76.00%
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100-7-10-55 Assessments			
100-7-10-55-900.005 Windsor County Tax	19,328.00	18,489.62	95.66%
Account Notes: Annual, due by July 5			
100-7-10-55-900.010 GUVSWMD waste dues	11,436.00	11,435.60	100.00%
Account Notes: Annual, due early July			
100-7-10-55-900.020 VLCT Dues	2,000.00	0.00	0.00%
Account Notes: Annual, due June			
100-7-10-55-900.025 Two Rivers	1,202.00	1,202.00	100.00%
Account Notes: Annual, due July			
Total Assessments	33,966.00	31,127.22	91.64%
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100-7-10-65 Town Hall			
100-7-10-65-420.000 Misc & Cleaning, Town Hal	150.00	0.00	0.00%
100-7-10-65-424.000 Repairs & Maintenance, TH	500.00	270.62	54.12%
100-7-10-65-520.000 Insurance	3,500.00	2,593.00	74.09%
Account Notes: Annual, end of December			
100-7-10-65-622.000 Electricity, Town Hall	1,000.00	354.10	35.41%
100-7-10-65-623.000 Propane, Town Hall	100.00	232.12	232.12%
100-7-10-65-624.000 Fuel Oil, Town Hall	4,000.00	1,370.77	34.27%
Total Town Hall	9,250.00	4,820.61	52.11%
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100-7-20-33 Brick building			
100-7-20-33-424.000 Brick bldg Maint and repa	0.00	35.00	100.00%
100-7-20-33-430.005 Brick Bldg Exp	1,500.00 *	19.72	1.31%
100-7-20-33-520.000 Brick bldg insurance	0.00	749.00	100.00%
Account Notes: Annual, end of December			
100-7-20-33-622.000 Brick -Electricity	0.00	128.89	100.00%
100-7-20-33-623.000 Brick bldg propane	0.00	383.95	100.00%
Total Brick building	1,500.00	1,316.56	87.77%
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100-7-20-35 Misc Town Expenses			
100-7-20-35-430.000 Grounds Maint	1,000.00	1,312.50	131.25%
100-7-20-35-451.000 LaBounty Funds	32.00	0.00	0.00%
Account Notes: Trust, SB + 1 townsperson are trustees, annual report must be filed with Hartford probate court. This is for the annual recording fee. See also income line for LaBounty 100-6-40-00-365.010			
100-7-20-35-460.000 Bank fees & service chg	0.00	40.35	100.00%
100-7-20-35-540.000 Town Reports	1,000.00	948.00	94.80%

* total budget for brick building detailed expenses here are new this year

General Fund

Account	Adjusted Budget	Actual Actual % of Budget	Actual
100-7-20-35-540.005 Notices	700.00	211.09%	1,477.62
100-7-20-35-565.000 Ed Conferences/Mileage	2,000.00	37.81%	756.24
100-7-20-35-651.000 Signs & Posts (911)	150.00	0.00%	0.00
100-7-20-35-950.000 Town Buildings Reserve Fu	20,000.00	100.00%	20,000.00
100-7-20-35-990.000 Misc Gen Exp	500.00	0.00%	0.00
Total Misc Town Expenses	25,382.00	96.66%	24,534.71
100-7-20-75-330.000 Contractors & Rented Equi	0.00	100.00%	1,950.00
100-7-30 Public Safety			
100-7-30-40 Fire Department			
100-7-30-40-240.000 Protective clothing - FD	0.00	100.00%	173.00
100-7-30-40-330.000 Fire Dept. Diesel fuel	1,200.00	30.92%	371.07
100-7-30-40-424.000 Buildings Maintenance	500.00	260.87%	1,304.33
100-7-30-40-430.005 FD: septic systems	300.00	0.00%	0.00
100-7-30-40-520.000 Insurance	16,393.00	96.30%	15,786.00
Account Notes: Annual, end of December			
100-7-30-40-530.001 Pomfret FD phone:3730	1,750.00	52.59%	920.36
100-7-30-40-530.003 Teago FD phone: 1125	1,490.00	67.06%	999.16
100-7-30-40-565.000 FD Training, conf, mileag	4,000.00	0.00%	0.00
Account Notes: Used to be used for FD training costs			
100-7-30-40-570.000 FD alarm systems	500.00	0.00%	0.00
100-7-30-40-610.000 Supplies	0.00	100.00%	334.34
100-7-30-40-610.002 FD vehicle gasoline	1,000.00	5.03%	50.30
100-7-30-40-610.005 FD Operating Expenses	0.00	0.00%	0.00
100-7-30-40-610.010 Vehicle Maintenance	7,500.00	0.41%	30.93
100-7-30-40-610.015 FD vehicle maintenance	0.00	100.00%	450.00
100-7-30-40-610.020 Teago mini pumper	0.00	0.00%	0.00
100-7-30-40-610.025 PFD engine 1	0.00	0.00%	0.00
100-7-30-40-610.030 Teago Engine 2	0.00	100.00%	2,464.39
100-7-30-40-611.000 Emergency Reporting	1,500.00	0.00%	0.00
100-7-30-40-612.000 Administration	200.00	0.00%	0.00
100-7-30-40-622.000 Electricity--Pomfret FD	1,526.00	66.52%	1,015.16
100-7-30-40-622.005 Electricity--Teago FD	1,152.00	51.43%	592.43
100-7-30-40-623.000 Propane Pomfret Fire Dept	3,500.00	68.76%	2,406.70
100-7-30-40-623.005 Teago FD propane	0.00	0.00%	0.00
100-7-30-40-624.000 Heating oil, Teago FD	5,300.00	40.72%	2,158.22
100-7-30-40-740.000 Equip (Hose, Tools etc)	90.00	0.00%	0.00
100-7-30-40-740.005 SCBA & Gas Meter	33,680.00	119.10%	40,114.00
100-7-30-40-740.007 Traffic Control Devices	600.00	0.00%	0.00
100-7-30-40-740.010 Turnout Gear	5,982.00	28.02%	1,676.32
100-7-30-40-900.000 Membership/Subscriptions	735.00	23.81%	175.00
100-7-30-40-950.040 FD vehicle Reserve	0.00	0.00%	0.00
100-7-30-40-950.050 FD non-vehicle reserve	10,660.00	100.00%	10,660.00
Account Notes: Fire Department, NOT vehicles, for other equipment			
Total Fire Department	99,558.00	82.04%	81,681.71
100-7-30-42 Contract services			
100-7-30-42-330.000 Ambulance Service Assessm	27,120.00	100.00%	27,120.00
Account Notes: Annual, July			

Account	Adjusted Budget	Actual	Actual % of Budget
100-7-30-42-330.005 Unpaid Ambulance Bills	4,000.00	3,039.60	75.99%
Account Notes: Annual, July			
100-7-30-42-525.000 Sheriff's Patrol	15,000.00	8,023.50	53.49%
Total Contract services	46,120.00	38,183.10	82.79%
100-7-30-44 FAST Squad			
100-7-30-44-565.005 FAST squad conf, train, mil	0.00	0.00	0.00%
100-7-30-44-810.010 FAST Operating Expenses	2,500.00	0.00	0.00%
100-7-30-44-810.011 FAST squad supplies	2,500.00	0.00	0.00%
100-7-30-44-950.000 Fast Squad Equipment Rese	4,400.00	4,400.00	100.00%
Total FAST Squad	9,400.00	4,400.00	46.81%
100-7-30-46 Public Safety Mgt & Comm			
100-7-30-46-460.000 Command Ctr At Town Off	0.00	0.00	0.00%
100-7-30-46-530.015 Repeater expenses	400.00	1,483.59	370.90%
100-7-30-46-550.005 Communications Supplies	0.00	0.00	0.00%
100-7-30-46-565.000 Training, conf, mileage	0.00	554.37	100.00%
100-7-30-46-622.000 Repeater electricity	0.00	162.80	100.00%
100-7-30-46-950.000 Communications Equip. Res	5,000.00	5,000.00	100.00%
Total Public Safety Mgt & Comm	5,400.00	7,200.76	133.35%
Total Public Safety	160,478.00	131,465.57	81.92%
100-7-90-75 Municipal Special Project			
100-7-90-75-430.010 Town Hall Roof	0.00	0.00	0.00%
100-7-90-75-430.015 Town Buildings Improvemen	2,000.00	0.00	0.00%
100-7-90-75-950.005 Abbott Library Build. Res	3,000.00	3,000.00	100.00%
Total Municipal Special Project	5,000.00	3,000.00	60.00%
100-7-95-50 Appropriations			
100-7-95-50-950.005 Abbott Memorial Library	37,754.00	37,754.00	100.00%
100-7-95-50-950.010 Cemetery Appropriation	9,500.00	9,500.00	100.00%
100-7-95-50-950.015 Visiting Nurses of VT and	3,950.00	3,950.00	100.00%
100-7-95-50-950.020 Mental Health	0.00	0.00	0.00%
100-7-95-50-950.025 Thompson Senior Center	2,500.00	2,575.00	103.00%
Account Notes: Also known as Council on Aging			
100-7-95-50-950.030 Woodstock Area Job Bank	300.00	300.00	100.00%
100-7-95-50-950.035 HCRS	979.00	979.00	100.00%
100-7-95-50-950.040 Ottauquechee Comm. Partne	2,500.00	2,500.00	100.00%
100-7-95-50-950.042 Spectrum Teen Center	750.00	750.00	100.00%
100-7-95-50-950.045 Pentangle	950.00	950.00	100.00%
100-7-95-50-950.055 WISE of Upper Valley	400.00	400.00	100.00%
Total Appropriations	59,583.00	59,658.00	100.13%
Total TOWN EXPENDITURES	458,861.00	362,838.76	79.07%

\$ 12,167.93 is total of all expenses paid beyond budgeted amounts (all lines with more than 100% of budget spent)

at this time of year, should be at 67% of budget. BUT, there are lots of annual fees, and overbudget items noted above



*FUND 150
Highway*

Account	Adjusted Budget	Actual	Actual % of Budget
Total Expenditures	458,861.00	362,838.76	79.07%
Total General Fund	500.00	1,404,834.06	

** Chad Hewitt, CPA says This should not be in the budget, but it was too late in process to remove it. Will not get this \$.*

150-6-10-00 Highway Income

150-6-10-00-340.010 Town Taxes	801,600.00	801,600.00	100.00%
150-6-10-00-355.005 State Aid - Highways	130,000.00	99,606.03	76.62%
150-6-10-00-355.020 Bridge/Culvert:Barber Hil	0.00	0.00	0.00%
150-6-10-00-355.021 Culvert Grant: 7090 Pomf	0.00	0.00	0.00%
150-6-10-00-355.025 Traffic Fines	0.00	0.00	0.00%
150-6-10-00-355.026 State reimb 2014 winter s	0.00	3,658.67	100.00%

Account Notes: This is reimbursement from State for downed trees on roads from winter storm 2014-2015.

Subgrant number PA4207, 02140-84207-028

From department of public safety

150-6-10-00-355.055 State paving grants	0.00	0.00	0.00%
150-6-10-00-355.091 VBB Grant Cloudland Road	0.00	0.00	0.00%
150-6-10-00-355.092 VBB Grant Culvert Invento	0.00	0.00	0.00%
150-6-10-00-355.093 Grants: Barber Hill	0.00	0.00	0.00%
150-6-10-00-360.017 FEMA Reim. for 2013 Storm	0.00	0.00	0.00%
150-6-10-00-370.000 Vehicle trade income*	* 25,000.00	0.00	0.00%

All costs + income associated with vehicle purchases + sales should go through RESERVES, not operating budget

Total Highway Income 956,600.00 904,864.70 94.59%

150-6-10-40-375.000 Highway Misc. Income 0.00 1,104.82 100.00%

Account Notes: winter 2015, \$500 each from John Moore and Doug Azar toward Henderson tree removal bill. 2 trees across road from NPomfret Congo church. Bill paid from 150-7-50-90-550.020

Total Revenues 956,600.00 905,969.52 94.71%

END HIGHWAY INCOME

150-7-10-70 Labor and Benefits

150-7-10-70-110.000 Gross Pay	165,000.00	81,704.71	49.52%
150-7-10-70-110.010 Part Time Labor	0.00	1,891.00	100.00%
150-7-10-70-220.000 FICA- Social Security	10,500.00	5,029.99	47.90%
150-7-10-70-220.001 MEDI-Medicare Expense	2,400.00	1,176.33	49.01%
150-7-10-70-230.000 Retirement Expense	6,500.00	4,493.27	69.13%
150-7-10-70-230.010 Health Ins. - Town's Cost	38,000.00	20,898.09	54.99%
150-7-10-70-230.015 Disability insurance	3,000.00	105.50	3.52%
150-7-10-70-235.000 Drug & Alcohol Test/DOT	600.00	0.00	0.00%
150-7-10-70-240.000 Protective Cloth/Supplies	1,000.00	0.00	0.00%

Total Labor and Benefits 227,000.00 115,298.89 50.79%

150-7-15-85 Insurance

150-7-15-85-520.015 Property & Liability Ins.	16,000.00	11,482.00	71.76%
Account Notes: Annual, end of December			
150-7-15-85-520.020 Workers Compensation Ins.	11,000.00	13,132.00	119.38%
Account Notes: Annual, end of December			
150-7-15-85-520.025 Unemployment Insurance	1,000.00	872.00	87.20%
Account Notes: Annual, end of December			

Account	Adjusted Budget	Actual Actual % of Budget	Actual %
150-7-15-85-565.000 Highway, conf, training &	1,000.00	0.00	0.00%
Total Insurance	29,000.00	25,486.00	87.88%
150-7-20-75 Materials			
150-7-20-75-650.000 Salt	75,000.00	32,484.14	43.31%
150-7-20-75-650.005 Sand	54,000.00	26,730.00	49.50%
150-7-20-75-650.010 Crushed Stone	65,000.00	33,053.66	50.85%
150-7-20-75-650.015 Chloride	16,000.00	13,699.03	85.62%
150-7-20-75-650.020 Cold Patch & Hot Mix	1,500.00	100.14	6.68%
150-7-20-75-650.030 Culverts & Headwalls	9,000.00	0.00	0.00%
150-7-20-75-650.035 Bandrail	11,000.00	0.00	0.00%
150-7-20-75-650.040 Signs, snow Fence & posts	10,000.00	5,790.85	57.91%
150-7-20-75-650.045 Highway Misc.	750.00	285.00	38.00%
Total Materials	242,250.00	112,142.82	46.29%
150-7-30-80 Small Equipment			
150-7-30-80-330.000 Diesel	42,500.00	11,040.12	25.98%
150-7-30-80-330.002 Gasoline (small equip)	200.00	0.00	0.00%
150-7-30-80-330.005 Diesel Exhaust Fluid	2,000.00	141.25	7.06%
150-7-30-80-330.015 Shop, oil, small tools et	15,000.00	9,081.13	60.54%
150-7-30-80-330.020 Tires & Chains	11,000.00	10,662.24	96.93%
150-7-30-80-330.025 Blades, Shoes, Rake Teeth	9,000.00	0.00	0.00%
150-7-30-80-330.027 Rented Equipment	2,000.00	1,072.00	53.60%
150-7-30-80-330.030 Radios & Cellphones	600.00	463.69	77.28%
150-7-30-80-330.032 Traffic Control Devices	0.00	0.00	0.00%
150-7-30-80-330.036 Vehicle Lease	25,000.00	0.00	0.00%
150-7-30-80-330.040 Garage Computer & expense	750.00	0.00	0.00%
Total Small Equipment	108,050.00	32,460.43	30.04%
150-7-35-05 Vehicles & Large Equip			
150-7-35-05-670 Truck 1 header			
150-7-35-05-670.010 Truck 1, maint.	0.00	592.03	100.00%
150-7-35-05-670.015 Truck 1, parts	0.00	447.68	100.00%
150-7-35-05-670.020 Truck 1, repairs	0.00	1,216.08	100.00%
Total Truck 1 header	0.00	2,255.79	100.00%
150-7-35-05-671 Truck 2 header			
150-7-35-05-671.010 Truck 2, maint	0.00	310.18	100.00%
150-7-35-05-671.015 Truck 2, parts	0.00	0.00	0.00%
150-7-35-05-671.020 Truck 2, repairs	0.00	6,311.60	100.00%
Total Truck 2 header	0.00	6,621.78	100.00%
150-7-35-05-672 Truck 3 header			
150-7-35-05-672.010 Truck 3, maint	0.00	50.00	100.00%
150-7-35-05-672.015 Truck 3, parts	0.00	0.00	0.00%

Account	Adjusted Budget	Actual Actual % of Budget	Actual

150-7-35-05-672.020 Truck 3, repairs	0.00	3,549.89	100.00%
Total Truck 3 header	0.00	3,599.89	100.00%

150-7-35-05-673 Truck 4 header			
150-7-35-05-673.010 Truck 4, maint	0.00	0.00	0.00%
150-7-35-05-673.015 Truck 4, parts	0.00	322.12	100.00%
150-7-35-05-673.020 Truck 4, repairs	0.00	7.26	100.00%
Total Truck 4 header	0.00	329.38	100.00%

150-7-35-05-674 Truck 5 header			
150-7-35-05-674.010 Truck 5, maint	0.00	0.00	0.00%
150-7-35-05-674.015 Truck 5, parts	0.00	0.00	0.00%
150-7-35-05-674.020 Truck 5, repairs	0.00	0.00	0.00%
Total Truck 5 header	0.00	0.00	0.00%

150-7-35-05-675 Chipper Header			
150-7-35-05-675.010 Chipper, maint.	0.00	0.00	0.00%
150-7-35-05-675.015 Chipper, parts	0.00	0.00	0.00%
150-7-35-05-675.020 Chipper, repairs	0.00	0.00	0.00%
Total Chipper Header	0.00	0.00	0.00%

150-7-35-05-676 Excavator header			
150-7-35-05-676.010 Excavator, maint.	0.00	0.00	0.00%
150-7-35-05-676.015 Excavator, parts	0.00	0.00	0.00%
150-7-35-05-676.020 Excavator, repairs	0.00	0.00	0.00%
Total Excavator header	0.00	0.00	0.00%

150-7-35-05-677 Grader header			
150-7-35-05-677.010 Grader, maint	0.00	0.00	0.00%
150-7-35-05-677.015 Grader, parts	0.00	0.00	0.00%
150-7-35-05-677.020 Grader, repairs	0.00	8,546.67	100.00%
Total Grader header	0.00	8,546.67	100.00%

150-7-35-05-678 Loader header			
150-7-35-05-678.010 Loader, maint.	0.00	0.00	0.00%
150-7-35-05-678.015 Loader, parts	0.00	0.00	0.00%
150-7-35-05-678.020 Loader, repairs	0.00	1,322.36	100.00%
Total Loader header	0.00	1,322.36	100.00%

150-7-35-05-679 Tractor header			
150-7-35-05-679.010 Tractor, maint	0.00	0.00	0.00%
150-7-35-05-679.015 Tractor, parts	0.00	0.00	0.00%
150-7-35-05-679.020 Tractor, repairs	0.00	3,269.14	100.00%

Highway Fund

Account	Adjusted Budget	Actual Actual % of Budget	Actual
Total Tractor header	0.00	3,269.14	100.00%
150-7-35-05-680 Misc Large Equipment			
150-7-35-05-680.010 Hotbox expenses	0.00	0.00	0.00%
150-7-35-05-680.015 Garage portable generator	0.00	0.00	0.00%
150-7-35-05-680.020 Mower repairs	0.00	143.57	100.00%
Total Misc Large Equipment	0.00	143.57	100.00%
150-7-35-05-685.000 Parts, Labor, Repairs	37,800.00	153.60	0.41%
Total Vehicles & Large Equip	37,800.00	26,242.18	69.42%
150-7-40-83 Garage Building			
150-7-40-83-410.000 Garage Utilities	3,600.00	515.31	14.31%
150-7-40-83-424.000 Garage Building & Grounds	8,000.00	3,215.63	40.20%
150-7-40-83-530.000 Telephone	500.00	509.25	101.85%
150-7-40-83-622.000 Garage electricity	0.00	690.88	100.00%
150-7-40-83-624.005 Garage Fuel Oil	7,500.00	2,283.54	30.45%
Total Garage Building	19,600.00	7,214.61	36.81%
150-7-50-90 Contracts and other			
150-7-50-90-530.025 School Plowing	3,900.00	1,950.00	50.00%
Account Notes: Contract with Steve Chamberlin, 3 years, ending March 2017. 6 payments of \$1950. Nov. + March			
150-7-50-90-550.000 Roadside Mowing	0.00	0.00	0.00%
150-7-50-90-550.005 Paving	50,000.00	50,000.00	100.00%
150-7-50-90-550.015 Crack Sealing	25,000.00	4,000.00	16.00%
150-7-50-90-550.020 Tree removal	0.00	1,700.00	100.00%
Account Notes: See income line 150-6-10-40-375.000 for donation toward this bill. \$500 each from John Moore and Doug Azar. Feb, 2015			
Total Contracts and other	78,900.00	57,650.00	73.07%
150-7-50-93 Highway Special Projects			
150-7-50-93-630.000 Bridge #34 Barber Hill Ro	0.00	0.00	0.00%
150-7-50-93-630.010 Sessions Meadow Project	0.00	0.00	0.00%
150-7-50-93-630.015 Paving 9-2014 Teago	0.00	0.00	0.00%
150-7-50-93-630.020 Bridge 16 Mill Brook	20,000.00	0.00	0.00%
150-7-50-93-630.025 7090 Pomfret Rd culvert	0.00	0.00	0.00%
150-7-50-93-630.030 Slide bank 7658 Pomfret R	0.00	4,541.29	100.00%
Total Highway Special Projects	20,000.00	4,541.29	22.71%
150-7-95-50 Highway Reserves			
150-7-95-50-950.000 Highway vehicle reserve	25,000.00	25,000.00	100.00%
150-7-95-50-950.010 Highway paving reserve	175,000.00	175,000.00	100.00%
150-7-95-50-950.020 Highway bridges reserve	0.00	0.00	0.00%
Total Highway Reserves	200,000.00	200,000.00	100.00%

Account	Adjusted Budget	Actual	Actual % of Budget
Total Expenditures	962,600.00	581,036.22	60.36%
Total Highway Fund	-6,000.00	324,933.30	
Total All Funds	-5,500.00	1,729,767.36	

At This time there are only 2 highway expense lines showing overbudget: workers comp insurance, where insufficient amount was budgeted (2132⁰⁰ over) and telephone bills, which have averaged 65/mo. so this item was underbudgeted too - will probably end up year 250-300 overspent on this item.

Tax Year	Payment 1	Payment 2	Interest	Penalty	Other	Total
2008	255.30	255.30	446.25	40.84	0.00	997.69
2009	316.00	316.00	477.16	50.56	0.00	1,159.72
2010	363.06	363.06	461.01	58.08	0.00	1,245.21
2011	1482.81	1482.81	1527.49	237.24	0.00	4,730.35
2012	1567.01	6262.04	3100.32	626.32	0.00	11,555.69
2013	7514.55	7514.55	4433.51	1202.34	0.00	20,664.95
2014	14426.92	14426.90	4761.15	2308.32	0.00	35,923.29
2015	35918.43	105660.48	3202.95	11326.29	0.00	156,108.15
TOTALS	61844.08	136281.14	18409.84	15849.99	0.00	232,385.05