

**Town of Pomfret**  
 5218 Pomfret Road  
 North Pomfret, VT 05053  
 Agenda for April 6, 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	7:00-7:10pm
3. Review of Agenda	Chair	7:10-7:15pm
4. Organizational Meeting a) 2016 Draft Pomfret Selectboard Rules of Procedure – potentially to be voted on	Chair	7:15-7:30pm
5. Consideration of Appointment of Town Health Officer	Chair	7:30-7:35pm
6. Recurring Items, Including Items for Possible Vote: a) Review, discussion, and approval of minutes: 3/14, 3/16 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 Grant(s) Discussion: Structures, Paving, Better Roads, Pomfret Slope Project (1) Set Date for Special Meeting to Approve Application Documents	Chair  Treasurer  Road Foreman	7:35-7:40pm  7:40-7:55pm  7:55-8:10pm

<p>7. Business Items for Possible Vote:</p> <ul style="list-style-type: none"> <li>a) Appointment of Capital Plan Committee: Selectboard to adopt Article 17 of Town Meeting</li> <li>b) Assign Drafting of Job Description for Constable/Animal Control Officer</li> <li>c) Discuss Response to David Hardy Correspondence of 14 March 2016</li> <li>d) Approval of Sheila Murray as Town Service Officer</li> <li>e) Tractor/Mower <ul style="list-style-type: none"> <li>i. Approval of RFP</li> <li>ii. Approval of Financing Plan Prior to Awarding Contract</li> </ul> </li> <li>f) Discussion re: Possible Purchase of ½ acre of land to South of Town Garage Sand Pit</li> <li>g) Repeater Batteries</li> <li>h) Mileage Reimbursement</li> <li>i) Draft Municipal Timeline</li> <li>j) Painting of Town Hall Donation</li> <li>k) VLCT PACIF Equipment Grant</li> </ul>	Chair	8:10-8:50pm
<p>8. Business Items for Discussion</p> <ul style="list-style-type: none"> <li>a) Selectboard correspondence:</li> <li>b) Next meeting's agenda</li> </ul>	Chair	8:50-8:55pm
<p>9. Closing Public Comments, Review of Assignments, and Adjournment</p>	Chair	8:55-9:00pm

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053

## DRAFT POMFRET SELECT BOARD RULES OF PROCEDURE

### A. PURPOSE.

The Selectboard 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 Selectboard of Pomfret must be open to the public at all times, except as provided in 1 V.S.A. § 313.

### B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

### C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not] be entertained.
7. Any member of the body may request a roll call vote.
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 majority vote of the body, and must be readopted annually.

#### D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Administrative Assistant to request inclusion on the agenda. Members of the public wishing to request an item be placed on the agenda shall contact a member of the body with their request. The Selectboard Chair will lead the development of the regular agenda. The Selectboard Administrative Assistant, or in his or her absence, the Selectboard Clerk or other designee, will prepare the final regular agenda for distribution.

2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the home page of the Town's website, on the Pomfret Listserv, in the Town Offices, and posted near the North and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body. Agenda for special meetings may not be changed during the meeting. 1 V.S.A. § 312(c)(2).

#### E. MEETINGS.

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m. at the Pomfret Town Offices.

2. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

3. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be

done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:

- a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting in or near the municipal clerk's office and [location of at least two public places in municipality].
- b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

4. Draft minutes shall be prepared by the Selectboard Administrative Assistant, or in his or her absence, the Selectboard Clerk or other designee and he/she shall clearly label them as "draft" minutes and shall post the draft minutes on the Town website within five (5) calendar days of the meeting. After the draft minutes have been approved by the Selectboard, the Selectboard Administrative Assistant, or in his or her absence, the Selectboard Clerk or other designee, shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as "approved" and shall post them on the Town website.

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

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

#### F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

2. At the beginning and end of each Selectboard meeting there shall be up to 10 minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.

3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 2 minutes per person afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place during discussions of agenda items.

4. Comment by the public must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.

5. Members of the public must be acknowledged by the chair before speaking.

6. Speakers must identify themselves with name and address the first time they speak during a meeting.

7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. Call the meeting to order and remind the members of the applicable rules of procedure.
- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED:	_____	_____
	Michael Reese, Chair	Date
	_____	_____
	Frank Perron, Vice Chair	Date
	_____	_____
	Eric Chase	Date
	_____	_____
	Sheila Hopkins	Date
	_____	_____
	Melanie Williams, Clerk	Date

# Town of Pomfret

5218 Pomfret Road  
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Draft Minutes of the March 14, 2016 Special Selectboard Meeting Pre-Bid Conference for the Pomfret Road Slope Project Invitation to Bid

Present: Eric Chase (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Lilley Williams (Selectboard Member), Frank Perron (Selectboard Member), Art Lewin, Sr. (Road Foreman), Chris Bump (VTRANS), Luke Willey (Willey Earthmoving Corp), Stacey Thomson (Thomson Timber Harvesting, LLC), Paul Sicard (J.P. Sicard, Inc), Kolbey Haupt (Hilltop Construction), Ray Harvey (Harvey P.E)

1. Chris Bump of VTRANS facilitated the meeting which began at 6:00 p.m. He asked that questions by potential bidders present be recorded.
2. Chris Bump gave an overview of the project and explained it is a Federal project and a lump sum project.
3. Chris Bump reviewed the project plans and noted the following:
  - a. Phone lines must be moved to facilitate the project.
  - b. 4 – 6 trees will need to be cut by April 15, 2016 to facilitate the project.
  - c. an easement has been granted outside the right-of-way to facilitate the project and the work must be kept within the boundaries of the easement.
4. The following questions were asked by potential bidders present.
  - a. Is a turbidity curtain required?
  - b. Will the guard rails have to be removed and returned?
  - c. “Heavy rip rap: is that bigger than 4?”
  - d. What is the slope, one-on-one?
  - e. You’re not calling for any fabric?
  - f. What category do you have it in [price range]?
  - g. Is there a bid bond?
  - h. How will the under run or over run be covered [re: lump sum pricing]?
  - i. Is there adequate room at the staging area?
  - j. What is the location of the project?
  - k. What are the hours of the Pomfret Town Offices
5. Chris Bump explained that because this is Federally funded the bids must include an EEO Certification and a Debarment and Non-collusion Affidavit.
6. Chris Bump said the last day for submitting questions, unless stated otherwise elsewhere, is 3:00 p.m. on March 21, 2016.
7. Chris Bump explained the bids are due by 6:00 p.m. on Monday, March 28, 2016 and will be opened immediately thereafter. He stated an apparent low bidder will be noted at that time but the bids will then undergo a mandatory review before the final award is made.
8. Chris Bump requested that Road Foreman, Art Lewin flag the guardrail in the area of the project to make it easily identifiable to potential bidders.
9. The meeting ended at 6:40 p.m.

Date: 03/14//2016

Respectfully Submitted,  
Melanie Williams, Clerk

Approved by the Board at \_\_\_\_\_ Meeting

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

Draft Minutes of the March 16, 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), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Ona Chase (Constable), Orson St.John (Planning Commission Member) Bill Emmons (Planning Commission Member), Keith Chase, Betsy Siebeck, and Scott Woodward

1. Call to Order: Michael Reese called the meeting to order at 7pm.
2. Public Comment: Scott Woodward made a public comment regarding Greenup Day (May 7<sup>th</sup>, 2016) and the cleanup of old culverts.
3. Review of Agenda: Michael Reese put forth the addition of another warrant to the agenda and also a request regarding the Pomfret Slope Project.
4. Dog Ordinance Discussion: The issue of the enforcement of the Pomfret dog ordinance was briefly discussed. No action was taken.
5. Organizational Meeting:
  - (a) Elect a Vice Chair: the position of a Vice Chair for the Pomfret Selectboard was discussed. Eric Chase was nominated for the position but declined the nomination. Sheila Hopkins moved, and Melanie Williams seconded to nominate Frank Perron as Vice Chair. The Board unanimously approved the motion.
  - (b) Re-Adopt the Pomfret Rules of Procedure, and the Selectboard Meeting Procedures for Public Participation: The Pomfret Rules of Procedure and the Selectboard Meeting Procedures for Public Participation were discussed. The Selectboard considered VLCT's template documents as an alternative.
  - (c) Consideration of Designating Selectboard Liaisons to Pomfret Town Departments: The Consideration of Designating Selectboard liaisons to Pomfret Town Departments. The Assistant to the Selectboard was assigned the task of generating a list of Town Departments, committees, commissions, etc. (entities) for the Selectboard.
  - (d) Review of Selectboard Priorities: The Selectboard discussed potential Selectboard priorities.
6. Review, Discussion, and Approval of the Minutes: Several Selectboard members recused themselves from voting on the January 26, January 28, February 03, and February 17 minutes as they were not elected or present at those meetings, and noted for the record that this is acceptable under State law. The board approved

the March 2, 2016 minutes by consensus.

7. Treasurer's Report: The Treasurer answered questions from Selectboard members concerning invoices, accounts, and other items.
  - (a) Warrants for Payment: Melanie Williams moved, and Michael Reese seconded to approve warrants #15067, #15073, #15069 as read. The Board unanimously approved the motion.
  
8. Road Foreman's Report:
  - (a) General Update: The Road Foreman noted that in the last week 42 yards of salt, 100 yards of sand 706 <sup>3</sup>/<sub>4</sub> hard pack, 171 yards of 1 <sup>1</sup>/<sub>2</sub> hard pack were put out on a listed number of roads. There were two breakdowns in the past week: Truck #2 the camshaft bracket broke and has been fixed. Truck #1 something broke in front axle. After a dialog with manufacturer, it was determined that it is probably a gear tooth. Estimated time of repair sometime between this coming Monday and Wednesday. The Road Foreman and the Selectboard discussed costs and repairs. Several culverts identified that have to be dug up, replaced, or reset due to frost heaves. Road name signs, and their identification and compliance with State/Federal law were discussed.
  - (b) Transportation Grants: The Structures grant documents were discussed. The paving grant application was discussed. There was a review of the Better Backroads grant and potential project identification. It was determined that a culvert on River Road is an acceptable project for the Better Backroads grant application. The PACIF Equipment Grant Program was evaluated and considered.
  - (c) Request to Drive on Wild Apple Rd (class 4 section): The request to drive on Wild Apple Road was discussed. Sheila Hopkins moved, and Eric Chase seconded to have the Selectboard deny the request to drive on Wild Apple Rd (class 4 section) until the road foreman allows that it is dry enough. The Board unanimously approved the motion. Melanie Williams will follow up via email with the person making the request regarding the board's decision.
  - (d) The Road Foreman raised the issue of four complaints made in the last week of an anonymous 4 wheeler ATV on Webster Hill.
  
9. Update from Fire Truck Evaluation Committee: Eric Chase briefed the Selectboard of the progress made by the Fire Truck Evaluation Committee. He noted that they are three-fourths of the way through a line by line evaluation for compliance, and will have said evaluation completed by the next meeting of the committee. The Selectboard discussed the timeline for the Fire Truck Evaluation Committee.
  
10. Liquor Catering Permits: The issue of liquor catering permits was discussed. No action was taken.

11. Appointment of Town Representative to Community Advisory Board: The Selectboard agreed that they will post a list of town appointments on the community listserv asking for interest in filling said appointments.
12. Request from VT Dept. of Forests, Parks, and Recreation (re: radio frequencies): The Request from the VT Dept. of Forests, Parks, and Recreation was considered. Frank Perron moved, and Eric Chase seconded to allow the VT Dept. of Forests, Parks, and Recreation to utilize the town's radio frequencies. The Board unanimously approved the motion. Frank Perron will communicate the Board's decision to the Dept. of Forests, Parks & Recreation and assist them.
13. Appointment of Capital Plan Committee: The appointment of a Capital Plan Committee was discussed.
14. Warning 4/5/16 Pomfret Hazard Mitigation Plan Work Group Meeting: The attendance and warning of the 4/5/16 Pomfret Hazard Mitigation Plan Work Group Meeting was deliberated upon. Melanie Williams will follow up with TROC about warning the meeting.
15. Mileage Reimbursement Policy Discussion for Town Employees: The mileage reimbursement for municipal employees was discussed. The Selectboard will consider reviewing/drafting a policy and consulting VLCT on the issue.
16. Town Plan Adoption: Orson St. John and Bill Emmons, both planning commission members, briefed the Selectboard on the Town Plan and the addition/development of new language.
17. Selectboard Follow-ups:
  - (a) Melanie contact Ona Chase re: interest in Constable & Pound Keeper positions: Melanie Williams reported that she spoke with Ona Chase and that she was interested in the Constable & Pound Keeper positions. Ona Chase then stated that she no longer wished to be considered for the positions.
  - (b) Frank & Michael re: tractor purchase RFP: Frank Perron briefed the board on the tractor purchase Request For Proposal, and distributed an RFP to the Selectboard. The Selectboard reviewed the RFP and discussed the timing of the process.
  - (c) Sheila re: state loan & lease programs for tractors: Sheila Hopkins briefed the Selectboard on the Vermont Municipal Equipment Loan Fund program. Potential funding sources for the tractor were discussed.
  - (d) Eric, speak w/Kevin Rice re: interest in EMD position: Eric Chase noted that Kevin Rice is interested in the EMD position. The EMD position will be discussed at the next Selectboard meeting. The Town Service Officer position was also discussed.
  - (e) Frank, re: State Fire Warden: Frank Perron briefed the Selectboard on the term period for the State Fire Warden position.
  - (f) Michael & Frank re: researching delinquent tax collector options: Frank Perron briefed the board on delinquent tax collector options. The Selectboard will contact other municipalities regarding this position.
  - (g) Michael re: health officer: Michael Reese briefed the Selectboard on the health officer position. This position will be discussed at the next Selectboard

meeting.

18. Selectboard Correspondence: None.
19. Next Meeting's Agenda: At the Road Foreman's request, the Assistant to the Selectboard will copy the Road Foreman on the Regular Selectboard Meeting Draft Agenda emails in the future. Eric Chase raised the issue of employee reviews to a future Selectboard meeting agenda.
20. Closing Public Comments: Ona Chase provided additional comments and documentation to the Selectboard concerning the dog ordinance discussion.
21. Executive Session and Adjournment:
  - (a) Eric Chase moved, and Frank Perron 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) Sheila Hopkins moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. Eric Chase moved, and Sheila Hopkins seconded that the Selectboard offer the road crew worker position to Bruce Earl at a pay rate of \$15 an hour with the expectation that he obtain a CDL within the first three months of employment and that there be a six month probationary period, with an estimated pay rate increase of \$16 an hour when he obtains his CDL. The Board unanimously approved the motion.
  - (c) Michael Reese moved, and Frank Perron 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.
  - (d) Michael Reese moved, and Frank Perron 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.
  - (e) Sheila Hopkins moved, and Melanie Williams seconded to adjourn the meeting at 9:46pm. The Board unanimously approved the motion.

Date: 03/17/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at \_\_\_\_\_ Meeting

Bid Opening for Slope Project

Pomfret Town Office

Opened meeting at 1800 hours on 28 March 2016.

List of attendees are on attached sheet.

Vice Chair asked if contractors had any questions before bid opening.

There were two.

1.) What happens if road pavement is damaged?

Eric responded that it would have to be repaired by contractor under their bid contract.

2.) Is there a staging area?

Art responded that he had talked to Chief Rice about using the old Ballou property as a staging area. Contractor will be allowed to use the property and may dump excavated materials there as fill provided it is leveled and seeded over. Only other provision was to NOT damage the crab apple tree!

Bids were opened and recorded (see attached sheet).

Meeting adjourned at 1815 hours.

Meeting recorder: Frank Perron



**Minute from Town Meeting re: Article 17**

17. Frank Perron moved and Orson St. John seconded the Article to advise the Select Board to create a 3 to 5 person committee with the following responsibilities: A. Develop a combined capital plan for projected expenditures from FY17 through FY24 that includes expenditures for highway, emergency services and town infrastructure & buildings; B. Create a detailed capital funding strategy that relies on a variety of funding sources, e.g., grants, financing and reserve accounts; and C. Recommend to the Select Board the three best options to fund the Town's future capital expenditures on an annual basis. Orson opined the need for a committee to dig deep and look for ways to cut expenditures and get a better plan for upcoming big expenditures. Scott Woodward noted that things are getting more expensive and that the Town of Pomfret is not the only one in the state who are seeing an increase in capital expenses. He felt that a committee would give the Town the opportunity to use the expertise of its citizens to create a comprehensive capital plan. Frank Perron, Melanie Williams, and Kevin Rice all expressed their support for creation of such a committee, and Kevin noted that in the past the Select Board has voted to decrease the money put into reserve funds for future projects in order to cut budget expenses, to their detriment, and highlighted the importance of keeping those reserves level funded. Frank requested that anyone interested in serving on the committee please speak up or contact one of the Select Board members, as they can use any and all help they can get. Sherman Kent urged the proposed committee to pay close attention to line B, regarding other funding options than taxpayer money. Orson St. John mentioned that the Auditors have said that they are fully in support of the creation of this committee. After this discussion, the motion passed by unanimous voice vote.

**Article 17:**

17. In consideration of near-term capital expenditures that may range from \$1.5-2.5 million dollars, shall the Town of Pomfret vote to advise the Select Board to create a 3 to 5 person committee with the following responsibilities?

- A. Develop a combined capital plan for projected expenditures from FY17 through FY24 that includes expenditures for highway, emergency services and town infrastructure & buildings.
- B. Create a detailed capital funding strategy that relies on a variety of funding sources, e.g., grants, financing and reserve accounts.
- C. Recommend to the Select Board the three best options to fund the Town's future capital expenditures on an annual basis.

# VLCT PACIF

## 2016 Equipment Grant Rules & Guidelines

*A program exclusively for PACIF members*

The PACIF Equipment Grant Program is back for 2016 and continues to be extremely popular with PACIF members. The program has again been allotted \$200,000 to help members purchase equipment that will significantly reduce the potential for future workers' compensation, property/casualty, or liability insurance claims.

The biggest change for 2016 is that the Awards Committee will now review how well the applicant has followed up on and completed loss control recommendations over the past two years. Grant applications may be rejected, partially awarded or conditionally awarded, based upon this review. This is in addition to the existing requirement that all **level "A" loss control recommendations be completed within 60 days from the date of the visit.** See Section IV for more details about these award considerations.

Please **read this entire document carefully** to review equipment eligibility, grant limitations, and other requirements before completing the 2016 application. This will save valuable staff time and help us serve you more efficiently. If you have any questions, contact your Loss Control Consultant or call the Safety & Health Promotion Division at 1-800-649-7915.

### I. APPLICANT ELIGIBILITY AND APPLICATION SCHEDULE

Only current PACIF members may apply, according to the schedule below.

Application Period	Application Received by VLCT	Notification Sent to Member
Round 1	January 1 - April 30, 2016	May 2016
Round 2	May 1 - August 31, 2016	September 2016

- Each member is allowed to receive only **one grant award each calendar year.** Requests from multiple departments **must be combined** into a single application.
- **There is no guarantee that a grant will be awarded or fully funded.** Please keep this in mind if equipment is purchased prior to receiving an award letter. If special circumstances exist where equipment is needed to address a high hazard or imminent danger situation, we encourage you to contact your Loss Control Consultant who can evaluate the issue and bring it to the Awards Committee for immediate consideration. After committee review, we will notify you of the award decision.
- Grant awards are valid for one year from the date that the award letter or email was issued to the member. After that time, they expire. Unused grant awards will immediately expire if a member leaves PACIF.
- A member that does not use at least some portion of a grant award when it expires **will be ineligible for the grant program for a period of one year.** Members with previously issued unused grants awards that are still within the one year period must complete their existing grant-related equipment purchase(s) prior to submitting a new grant application.

### II. ELIGIBLE EQUIPMENT

The equipment being requested in the application must have a legitimate beneficial impact on the member's loss exposure(s), reduce the potential for future municipal claims, and primarily benefit the member or its employees (rather than the general public). Equipment or items that are required for normal business

operations, routine operating expenses, or disposable personal protective equipment are not eligible for the program.

The spirit of this program is to help make high-cost items more affordable while ensuring that as many members as possible can apply. Therefore, each item requested should have a **value of at least \$200**, except for lower-cost items included in the list of qualifying equipment below. In all cases, the minimum **total reimbursement request must be \$200**.

#### Examples of eligible requests:

- **Rearview back-up cameras** that are designed for a stated type of vehicle and for Vermont's inclement weather. At a minimum, the camera must be infrared (for night vision), shock resistant, and waterproof. Installation costs are also eligible for reimbursement. This includes factory installed equipment in new vehicles. After-market back-up cameras and related installation costs are limited to a maximum award of \$400 per camera installed. There is no limit for OEM/factory-installed back-up cameras that are part of a new vehicle purchase.
- **Portable or installed eye wash stations.**
- **Ergonomic patient handling equipment** such as powered ambulance cots, cot loading systems, stair chairs, and sliding sheets.
- **Ergonomics-focused gear for law enforcement** such as under-clothing duty-belt harnesses and external carrier vests designed to transfer the weight of the duty belt from the officer's hips to the shoulders.
- **Ergonomic office equipment** such as office chairs, keyboards, adjustable keyboard trays, etc.
- **Officer body camera systems** and similar recording devices for law enforcement personnel. Agency must provide a copy of their Body Worn Camera policy prior to approval.
- **Material handling equipment** such as utility cover lifters, hydraulic lifting tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, miscellaneous lifting equipment, fire hose rolling equipment, wheel dollies, and drum grasps for forklift.
- **Portable multi-gas meters and other air monitoring equipment for permit-required confined space entry or rescue**, when entry or rescue will be performed by qualified, trained and properly equipped entrants or rescuers. Tripods, full body harnesses, personnel hoists, and related gear needed for safe operations in permit-required confined spaces are also eligible.
- **Portable multi-gas meters for ice arena air monitoring** that specifically monitor for carbon monoxide (CO) and nitrogen dioxide (NO<sub>2</sub>) are eligible. Please contact PACIF Loss Control for equipment specifications and vendor recommendations.
- **MUTCD compliant traffic control and work zone safety equipment** such as sign packages, portable traffic lights, stop/slow paddles, cones, barrels, and barricades. Please contact PACIF Loss Control for guidance on how to access the State of Vermont contract pricing for some of these items, as this can result in significant cost savings.
- **Portable light towers** for workzone and flagger station illumination. These lighting units are only eligible when they can provide down-lighting or are on light stanchions. The stanchion height must be no less than 12 feet and the light output no less than 20,000 lumens. Ground level illumination is typically not eligible. Please contact PACIF Loss Control if you need assistance finding a vendor for this equipment.
- **General safety equipment** such as flammable liquids cabinets, oily waste/shop rag containers, spill containment pallets and equipment related to lockout/tagout, fall protection, and machine guarding.
- **Specific personal protective equipment (PPE):** chain saw chaps and helmets, welding helmets and chaps, ballistic vests, ANSI Class II vests, and other Class II and Class III high visibility outerwear.

- **Turnout gear, SCBA equipment, EMS clothing, and other emergency services protective gear** continues to be eligible; however, each member will only be allowed to purchase specific protective equipment one time through the program. No repeat requests for a specific type of emergency services protective gear will be allowed. For example, if turnout jackets and pants are purchased one year, different gear such as helmets, boots, or gloves are eligible for reimbursement in future years, but turnout jackets and pants would not be eligible again.

Patches, lettering, emblems, badging, helmet fronts and decorative embellishments often used on turnout gear and EMS gear are not eligible for reimbursement. These items should not be included as part of a price quotation.

- **Bollards** to protect above ground fuel storage tanks, insured structures, etc.
- **Fuel nozzle shutoffs and breakaway hose valves** for vehicle fuel systems.
- **Culvert thawing equipment** is eligible for a maximum grant award of up to \$2,500 or as further limited by the contribution award limits (see Section IV. Award Amounts). This equipment is only eligible when an existing unit is deemed an unsafe pressure vessel by loss control.
- **Trench protective systems** such as trench boxes, shielding systems, and shoring.
- **Video cameras** specifically designed for sewer pipeline inspection to prevent sewer back-ups.
- **Centrally monitored building protection and/or security systems** such as fire/alarm systems and other theft deterrents such as job boxes.
- **Theft/vandalism deterrent video surveillance systems for buildings.** Systems must be able to be viewed via the internet or have proof of secure installation (or with the DVR located offsite) to prevent unit theft. Video surveillance systems that record to DVRs only and have no internet access will only be permitted if the member provides supporting evidence that the DVR is secured in a lock box and cannot be removed from the premises during a burglary.
- **Equipment and/or facility upgrades/repairs noted in member-specific PACIF Loss Control recommendations,** except as otherwise prohibited. This includes the cost of professional installation, such as use of a licensed electrician to address identified electrical hazards.

#### Examples of ineligible requests:

- |   |                                   |
|---|-----------------------------------|
| • Radio communication equipment             | • ADA compliance retrofitting     |
| • Flashlights or strobe lights              | • Emergency standby generators    |
| • Portable gas meters for fire departments  | • Ladders                         |
| • SpCO (carboxyhemoglobin) meters           | • Speed bumps                     |
| • Weapons for police officers               | • Licensing fees                  |
| • Power tools                               | • Central station monitoring fees |
| • Equipment repair                          | • Hard hats                       |
| • Permanent roadside traffic signage        | • Safety shoes                    |
| • Electronic speed advisory signage         | • Gloves                          |
| • Emergency apparatus reflective markings   | • Hearing protection              |
| • Automatic emergency defibrillators (AEDs) | • Safety glasses                  |

### III. VENDOR QUOTES & SUPPORTING INFORMATION

Interested members need to submit applications that specify the equipment desired, explain its intended purpose, and provide cost details in the form of a quote. We strongly encourage members to control costs (so the program can help more municipalities) by seeking competitive pricing from multiple vendors.

- PACIF may have preferred pricing or vendor information for certain equipment (e. g. sign packages, cones, barricades, barrels, emergency scene lighting and ice arena multi-gas meters). Please call us for details.
- Requested equipment, PPE and related items must meet applicable ANSI, ASTM, NFPA or other applicable standards. Product literature must be included with the application to provide documentation that the requested equipment or items meet applicable codes or standards. For example:
  - Retroreflective clothing must meet ANSI 107-2010 requirements for Class 2, Class 3, or Class E items or ANSI 207-2011 for public safety vests.
  - Eye wash stations must indicate compliance with ANSI Z-358. 1-2009 for flow rate.
  - Traffic control and related equipment, signage, etc. must comply with MUTCD 2009.
  - Firefighting and EMS/extrication garments and related equipment must comply with the most current edition of NFPA standards (e. g. NFPA 1951, 1971, 1977 and 1999) that apply to the garment use. Gear selection must match intended use and expected exposure.
- Photocopied pages from the “USABlueBook” or similar sources **will not** be considered as an adequate quote, due to the high cost of these vendors. Members that submit these documents with their application will be asked to obtain alternate quotes.
- If you wish shipping costs to be considered as part of the grant application, request your vendor to include that pricing or cost estimate in the quote you submit with your application.
- The cost of professional installation of equipment is grant eligible. It is crucial that members obtain a quote or estimate of these costs in advance and include that information as part of the application.
- **Applications must include actual copies of the vendor quotes with costs itemized.** Illustrated product literature must also be included to provide a visual representation of each item and to confirm that each meets required standards.
- Summarize the vendor's quote information and write it in the application form. Indicate the cost per item and the number of items requested. If you need additional room to list all items, use the optional [Itemization Form](#).

### IV. APPLICATION GUIDELINES

Applications will be considered only when they meet the following requirements:

- All applications **must be signed by a senior municipal official** (e.g. mayor, municipal manager/administrator or selectboard member). Department heads are **NOT** senior municipal officials.
- Complete and signed applications must be received within the prescribed applications periods outlined in Section I.
- To be considered "complete", all applications must contain the required elements outlined in Section III of this guideline. We strongly encourage you use the checklist located in Section VII to help determine whether you are submitting a complete application.

- The applicant must have **no outstanding (uncompleted) level "A" PACIF Loss Control recommendations** from visits dated 1/1/2014 to the present. Recommendations are considered outstanding when they have not been addressed within 60 days from the date of the loss control visit. Note that this requirement applies to **all municipal departments or operating units**. Members with outstanding "A" recommendations may submit applications that include systems and/or equipment that will correct the outstanding recommendation(s). You should review recent loss control action plans to determine whether recommendations have been addressed or you may contact Jim Carrien to obtain copies of these reports or if you have questions about whether your municipality has any of these types of recommendations outstanding.
- Applications may be handwritten or completed electronically after downloading the 2016 equipment grant application form at <http://www.vlct.org/rms/pacif/pacif-equipment-grants/>.
- All documents must be legible.

Additional application requirements include:

- Applications that may otherwise qualify for an award may be rejected, partially awarded or conditionally awarded, in cases where a member has a history of poor or non-existent follow-up and completion of loss control recommendations. The nature of the grant award will be determined by the Award Committee who will review all loss control recommendations and follow-up documentation dating back to January 1, 2014 and will focus on "B" level recommendations when evaluating a member's loss control recommendation completion performance.
- Funding applied for or received from any other grant sources must be deducted from the cost of the item(s) requested. The member's "net" costs (after consideration of other grant monies) are still eligible for reimbursement under the PACIF equipment grant program.
- The application must include supporting documents that include a **clear description of the equipment requested and vendor price quotations**. Be sure to include additional costs such as shipping and installation.
- In the application, explain why this particular equipment is needed and how it will aid in reducing the frequency and/or severity of workers' compensation, property, auto or liability claims.

## V. AWARD AMOUNTS

Members are eligible for up to 50 percent of the quoted cost of qualifying equipment with a maximum award that is limited by the member's 2016 PACIF contribution. Award amounts are shown in the table below:

<b>2016 PACIF Contribution</b>	<b>Maximum Award</b>
Minimum contribution to \$10,000	\$1,000
\$10,001 - \$25,000	\$2,500
\$25,001 +	\$5,000

- Grants will be awarded or declined at the sole discretion of the Awards Committee, which is comprised of VLCT Risk Management Services staff. The Awards Committee will award grants in May and September of each year, after which the applicant and PACIF contact will be notified of the award or rejection.
- Applications are considered on a first come, first serve basis, and there is no guarantee that funding will be available for the entirety of either application period.

- All applicants will receive an award letter or email indicating the award amount or a rejection letter indicating why the application was rejected in whole or in part. Amounts noted in the award letter will be based on the quote detail provided in the application and its supporting documents, as well as program limitations. Please contact us if you have any questions about the award or rejection correspondence.
- The grant program will only reimburse up to 50 percent of the member’s final (net) costs. Monies anticipated or received from other grant sources will be deducted before calculating awards.
- Requests for large numbers of PPE items and related garments may be limited by the awards committee.

## VI. OBTAINING REIMBURSEMENT AFTER THE PURCHASE

After your municipality has purchased **all** desired qualifying equipment within the required timeframe, you must provide proof of purchase **and** payment in order to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to items that were approved in the application process; otherwise they may not qualify for reimbursement. Substituting lesser quality items may result in no reimbursement for those items. Purchasing fewer items than what was proposed in the application will result in a reduction adjustment to any reimbursement. Please contact us if you have any questions.
- If actual expenditures on approved items exceed the quoted costs, reimbursement will be for the 50 percent of the quoted costs for those items. If the actual purchase costs are less than the quoted costs, the reimbursement will be for 50 percent of the actual cost of the items. In no case will PACIF pay more than the amount of the award.
- Grant awards not spent on equipment that was in the grant application may not be “reallocated” to other equipment. If specific items are not purchased, those reimbursement monies are forfeited unless prior approval has been obtained in writing from us.
- Send the following documentation for all items purchased:
  - A clear description of the items purchased with cost per item and shipping costs clearly shown.
  - Vendor invoice(s).
  - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment. Ideally, the check(s) should reference the vendor’s invoice #.
  - For fire and security systems, include evidence that the system is centrally monitored. For onsite DVR/video surveillance systems, submit evidence that the DVR is securely located.
- Submit the above documentation to VLCT Attn: Jim Carrien by email, fax, or mail.

## VII. APPLICATION CHECKLIST

Before you send your application, please use the following checklist to help ensure that your application won’t encounter administrative snags. This is a tool for you: **do not** send it with your application. If you answer **“No” to any question**, review the application and these guidelines to make sure you qualify for the program and that all requirements have been met. **Incomplete applications are subject to rejection!**

Pre-Application Evaluation Checklist	Yes	No
1. Is your municipality currently a PACIF member?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you read all of the grant guidelines?	<input type="checkbox"/>	<input type="checkbox"/>

Pre-Application Evaluation Checklist (continued)	Yes	No
3. Are requests for equipment from different municipal departments consolidated into a single application?	<input type="checkbox"/>	<input type="checkbox"/>
4. If a PACIF Equipment Grant was awarded to your municipality in 2015, has it been spent and reimbursement received? (See Section I above for information.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your municipality committed funds for this purchase?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the equipment itemization section of the application have clear item descriptions and cost per item information, including professional installation (if appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your municipality addressed <b>all</b> level "A" loss control recommendations that it received between 1/1/2014 and today? (See Section I above.) It is important to check with all municipal departments (and the volunteer fire department if it is covered by PACIF).	<input type="checkbox"/>	<input type="checkbox"/>
8. If any item is not on the list of previously approved items (see Section II above), have you contacted a member of the PACIF Loss Control team to discuss the item?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you obtained a vendor quote for shipping and included the cost in the application?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you attached vendor quotes and product descriptions to your application?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the grant award (reimbursement) request more than \$200?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you provided appropriate contact information (including email addresses) in case we need to obtain additional information about the application or requested equipment?	<input type="checkbox"/>	<input type="checkbox"/>
13. Has the application been signed by a <b>senior municipal official</b> (e. g. mayor, municipal manager/administrator, or Selectboard member)? <b>Department Heads are not senior municipal officials.</b>	<input type="checkbox"/>	<input type="checkbox"/>

Above all, feel free to contact us with your questions. We encourage you to discuss your application beforehand with your Loss Control Consultant or contact Jim Carrien at 1-800-649-7915 or [jcarrien@vlct.org](mailto:jcarrien@vlct.org).

**VLCT PACIF**  
**Attn: Jim Carrien**  
**89 Main St., Suite 4**  
**Montpelier, Vermont 05602-2948**

**Toll Free: 800-649-7915**  
**Voice: 802-229-9111**  
**Fax: 802-229-2211**

## **Draft Pomfret Town Annual Timeline**

### January

1. Bid pavement crack sealing

### February

### March

1. Town Meeting
2. Highway Grants (paving, structures, emergency): Begin application process
3. SB to file a report with Hartford probate court on Labounty funds.
4. Bid crushed stone (hardpack)

### April

1. State Transportation (Structures, Better Roads, etc.) Grants Due April 15
2. VLCT PACIF Equipment Grants Round 1 applications due April 30

### May

### June

### July

1. Setting Tax Rates
2. Bid sand

### August

1. Annual Budget Process (begins)
2. Bid heating fuel oil
3. VLCT PACIF Equipment Grants Round 2 applications due August 31

### September

1. Bid and/or contract school snowplowing
2. Bid salt

### October

1. Lawn Maintenance: Bid proposal posted by 10/1 with submission deadline of 10/31 for a yearly maintenance contract running 1/1 to 12/31, to include spring cleanup (after snow is gone), mowing, and fall cleanup (before snow flies).

### November

### December

1. Annual Budget Process (concludes)

### Misc.

1. Annual Employee Review

2. Bidding, Contracting, and Completion of Highway Projects
3. VTrans Mileage Certificates
4. Health Insurance Deadlines
5. Insurance Renewals (Bids for Alternatives)
6. Bid diesel fuel purchase –“Irving was the only one”