

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for May 4, 2016 Regular Selectboard Meeting
Special Time 6:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	6:00pm-
2. Executive Session a) Employee Review	Chair	6:00-7:00pm
3. Lieutenant William Jenkins, Vermont State Police re: Community Advisory Board, and CAB Appointment	Chair	7:00-7:15pm
4. Public Comment	Chair	7:15-7:20pm
5. Review of Agenda	Chair	7:20-7:25pm
6. Recurring Items, Including Items for Possible Vote: a) Review, discussion, and approval of minutes: 4/20 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	Chair Treasurer Road Foreman	7:25-7:30pm 7:30-7:40pm 7:40-7:50pm
7. Business Items for Possible Vote: a) Opening of Paving Bids b) Fire Truck Purchase c) Approval of Purchase of Tractor/Mower d) Capital Planning Committee e) Draft Pomfret Local Hazard Mitigation Plan f) TAC Appointment g) Town Hall Committee h) Painting the Town Hall i) Mileage Reimbursement j) Job Description for Constable	Chair	7:50-8:45pm

k) Town Office Little Library		
8. Business Items for Discussion a) Selectboard correspondence: b) Next meeting's agenda:	Chair	8:45-8:55pm
9. Closing Public Comments, Review of Assignments, and Adjournment	Chair	8:55-9:00pm

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

Draft Minutes of the April 20, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Phil Dechert (Planning Commission), Ona Chase, William Emmons (Planning Commission), John Moore (Planning Commission, by phone), Emily Grube, Kevin Rice (Fire Chief), Laura Kent (Auditor), Sherman Kent, Rico Maddamma, Mike Perigo. John Peters, and Karen Hewitt

1. Call to Order: Michael Reese called the meeting to order at 6:04pm.
2. Public Comment: None.
3. Review of Agenda: The tractor bid opening was moved to 7pm.
4. Town Plan Review & Discussion: Phil Dechert and William Emmons briefed the board on the draft Town Plan, and there was discussion and questions generated by the Selectboard. The Selectboard tentatively scheduled the hearing for the Town Plan for the next Regular Selectboard Meeting one month hence.
5. Tractor RFP Bid Opening: The Selectboard opened and read aloud the tractor bids. The received bids will be scanned and posted on the Pomfret town website.
6. Pomfret Selectboard Rules of Procedure Revote: Sheila Hopkins moved, and Eric Chase seconded that the Selectboard readopt the Pomfret Selectboard Rules of Procedure as amended. The Board unanimously approved the motion.
7. Review, discussion, and approval of minutes: 3/28, 4/06, 4/13: Eric Chase moved and Michael Reese seconded, to approved the draft minutes as submitted. The Board unanimously approved the motion.
8. Treasurer's Report
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Sheila Hopkins moved, and Michael Reese seconded, to accept the warrants (15076, 15075) as read. The board unanimously approved the motion.
 - (b) Budget Status Report: The Treasurer briefed the Board on the Budget Status Report, and there was discussion.
9. Road Foreman's Report:
 - (a) General Update: Half the town roads are leveled smooth, from Bunker Hill to Woodstock. The truck is back; the Road Foreman has pictures of the damage.

Parts and labor for the truck are covered. The road crew has started replacing the deck on trailer. The Road Foreman is having \$20,000 worth of sand hauled in (stockpiling). There was discussion by the Selectboard on how to fund/finance the tractor. The Speed limit ordinance is in effect and all the signs put up according to regulation. The Road Foreman is still working on the list of road name signs.

- (b) Paving RFP: The Selectboard reviewed the paving RFP document, and there was discussion. Michael Reese moved, and Eric Chase seconded to approve the Paving RFP as amended. The Board unanimously approved the motion.
 - (c) Cracksealing: The Road Foreman and the Selectboard discussed contracted cracksealing work.
 - (d) Better Roads Grant: Eric Chase briefed the Board on the Better Roads grant application process and his meeting and subsequent discussion with Todd Menees of ANR.
10. Fire Truck Purchase: Eric Chase and others briefed the board on the Fire Truck purchase, bids, specs, and report, and there was discussion by the Selectboard and comments provided by the public. Frank Perron moved, and Sheila Hopkins seconded that the Fire Truck Committee meet as needed and that the Selectboard review the numbers, vote on and approve one of the purchases at the next Regular Selectboard Meeting. After additional discussion Sheila Hopkins withdrew her second. Eric Chase then moved that the Selectboard approve a purchase tonight. There was no second. Michael Reese then moved that the Selectboard make request to the bidders that the town be given more time to make a decision. There was no second. Frank Perron then moved, and Michael Reese seconded, that the Selectboard vote on the purchase of a fire truck in two weeks time at the next Regular Selectboard meeting, that the fire truck committee may or may not meet, and that the Selectboard make a request to the bidders that they extend the bidding period. There were 3 votes in favor, and 1 opposed, and the motion carried.
11. Delinquent Tax Collector Position: There was review and discussion by the Selectboard on Karen Hewitt's application for the Delinquent Tax Collector position. Frank Perron moved, and Michael Reese seconded, that the Selectboard approve Karen Hewitt as the Pomfret Delinquent Tax Collector position. The Board unanimously approved the motion.
12. EC Fiber Governing Board Appointment: There was discussion by the Selectboard on the EC Fiber Governing Board appointments. Frank Perron moved, and Eric Chase seconded that Bob Merrill be the representative to the EC Fiber Governing Board with Alan Graham serving as the alternate. The Board unanimously approved the motion.
13. Capital Planning Committee Appointments: The Board discussed potential Capital Planning Committee appointments. Michael Reese moved, and Frank Perron seconded to appoint Scott Woodward, Nancy Griffin, and Sheila Hopkins to the Capital Planning Committee. The Board Unanimously approved the

motion.

14. Solid Waste District Alt Rep: Ratify Previous Appointment: Frank Perron briefed the Board on the Solid Waste District alternative rep item. Frank Perron moved, and Sheila Hopkins seconded that Doug Tuthill be ratified as the alternate representative to the solid waste district. The Board Unanimously approved the motion.
15. VT State Police Community Advisory Board: There was discussion regarding the VT State Police Community Advisory Board. The Board will follow up on finding a suitable appointment to the Advisory Board. The Board will also invite Lt. Jenkins to come and speak to the Selectboard on this item.
16. Annual Oil Contracts: Delegate Task Chair: Michael Reese briefed the Board on the Annual Oil Contracts item.
17. VLCT PACIF Equipment Grant: Frank Perron moved and Sheila Hopkins seconded to authorize the chair to approve and authorize the VLCT PACIF Equipment Grant application, pending submission of other town department requests. The Board unanimously approved the motion.
18. Zackathon Event: Michael Reese briefed the Board on the Zackathon Event and his correspondence with the organizers. Michael Reese moved and Sheila Hopkins seconded to approve the request for the Zackathon event to be held in town subject to a certificate of liability insurance, and that they will direct traffic as indicated and provide advance notification. The Board unanimously approved the motion.
19. Selectboard Correspondence: Frank Perron briefed the Board on a resident speaking to him about a violation to the junk ordinance, and there was discussion. Eric Chase received a letter from a town resident regarding safety at the Caper Street intersection, and there was discussion. There was also a letter received from the TRORC.
20. Next Meeting's Agenda: Items for the next Regular Selectboard meeting include: Employee Review, TAC Appointment. Town Hall Committee, Painting the Town Hall, Mileage Reimbursement, Town Plan Hearing, Job Description for Constable, and the Tractor.
21. Closing Public Comments & Adjournment: There was public comment on the tractor and the fire truck purchase items. Frank Perron moved, and Sheila Hopkins seconded to adjourn the meeting at 9:04pm. The Board unanimously approved the motion

Date: 03/21/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

05/02/16
12:30 pm

TOWN OF POMFRET Accounts Payable
Check Warrant Report # 15083 Current Prior Next FY Invoices
For checks For Check Acct 01(General Fund) 05/06/16 To 05/06/16

Page 1
sweglarz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1398	DANA KAYE	04192016	town office cleaning	100.00	0.00	100.00	1524 05/06/16
1430	DEAD RIVER COMPANY	2727	Teago gasoline	33.28	0.00	33.28	1525 05/06/16
1430	DEAD RIVER COMPANY	51688	222.7 gals LP NP FD	294.63	0.00	294.63	1525 05/06/16
1430	DEAD RIVER COMPANY	51693	102.6 gals LP town offic	135.74	0.00	135.74	1525 05/06/16
1430	DEAD RIVER COMPANY	51709	107.8 gals oil town gara	198.57	0.00	198.57	1525 05/06/16
1465	DEPT. OF PUBLIC SAFETY #73816	69767	testing of SCBA	350.00	0.00	350.00	1526 05/06/16
1620	FASTENAL COMPANY	NHWES0595	shop small tools	166.32	0.00	166.32	1527 05/06/16
1620	FASTENAL COMPANY	NHWES62203	small tools-shop	301.32	0.00	301.32	1527 05/06/16
1651	FIRE TECH & SAFETY OF NEW ENGL	154063	5 SCBA Masks	1430.00	0.00	1430.00	1528 05/06/16
1910	IRVING ENERGY	342834	355.2 gals ULS Diesel	605.58	0.00	605.58	1529 05/06/16
2230	NEMRC	36617	Annual Support	1336.85	0.00	1336.85	1530 05/06/16
2580	SABIL & SONS, INC.	27031	107 DB Backup Spord	22.97	0.00	22.97	1531 05/06/16
2701	TAD RICHARDSON	0001212	Cloud backup & support	56.25	0.00	56.25	1532 05/06/16
2930	VERIZON	9764325992	highway cell phone	49.73	0.00	49.73	1533 05/06/16
2970	VERMONT STATE TREASURER	05022016	214 dog licenses--Cost	1070.00	0.00	1070.00	1534 05/06/16
3260	WELCH'S TRUE VALUE HARDWARE	05012016	small tools for shop	374.90	0.00	374.90	1535 05/06/16

05/02/2016

TOWN OF POMFRET Accounts Payable

12:30 pm

Check Warrant Report # 15083 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 05/06/16 To 05/06/16

sweglarz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			6,526.14	0.00	6,526.14		

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 \$ ****6,526.14 Let this be your order for the payments of these amounts.

Michael Reese, Chair

Eric Chase

Sheila Hopkins

Frank Perron

Melanie Williams

05/02/16
12:19 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 05/06/16

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
1398	DANA KAYE	04192016	05/02/16	05/06/16	01	town office cleaning	100.00	0.00	0.00 ✓
		100-7-10-30-330.000	Cleaning						
1430	DEAD RIVER COMPANY	2727	05/02/16	05/06/16	01	Teago gasoline	33.28 ✓	0.00	0.00
		100-7-30-40-610.002	FD vehicle gasoline						
		51688	05/02/16	05/06/16	01	222.7 gals LP NP FD	294.63 ✓	0.00	0.00
		100-7-30-40-623.000	Propane Pomfret Fire Dept						
		51693	05/02/16	05/06/16	01	102.6 gals LP town office	135.74 ✓	0.00	0.00
		100-7-10-30-623.000	Propane						
		51709	05/02/16	05/06/16	01	107.8 gals oil town garag	198.57 ✓	0.00	0.00
		150-7-40-83-624.005	Garage Fuel Oil						
Total For DEAD RIVER COMPANY							662.22	0.00	0.00
1465	DEPT. OF PUBLIC SAFETY #	69767	05/02/16	05/06/16	01	testing of SCBA	350.00 ✓	0.00	0.00
		100-7-30-40-740.005	SCBA & Gas Meter						
1620	FASTENAL COMPANY	NHWES0595	05/02/16	05/06/16	01	shop small tools	166.32 ✓	0.00	0.00
		150-7-30-80-330.015	Shop, oil, small tools et						
		NHWES62203	05/02/16	05/06/16	01	small tools-shop	301.32 ✓	0.00	0.00
		150-7-30-80-330.015	Shop, oil, small tools et						
Total For FASTENAL COMPANY							467.64	0.00	0.00
1651	FIRE TECH & SAFETY OF NEW	154063	05/02/16	05/06/16	01	5 SCBA Masks	1,430.00 ✓	0.00	0.00
		100-7-30-40-740.005	SCBA & Gas Meter						
1910	IRVING ENERGY	342834	05/02/16	05/06/16	01	355.2 gals ULS Diesel	605.58 ✓	0.00	0.00
		150-7-30-80-330.000	Diesel						
2230	NEMRC	36617	05/02/16	05/06/16	01	Annual Support	1,336.85 ✓	0.00	0.00
		100-7-10-30-641.032	NEMRC support						
2580	SABIL & SONS, INC.	27031	05/02/16	05/06/16	01	107 DB Backup Spord	22.97 ✓	0.00	0.00
		150-7-35-05-672.020	Truck 3, repairs						
2701	TAD RICHARDSON	0001212	05/02/16	05/06/16	01	Cloud backup & support	56.25 ✓	0.00	0.00
		100-7-10-30-641.040	Cloud backup & support						
2930	VERIZON	9764325992	05/02/16	05/06/16	01	highway cell phone	49.73 ✓	0.00	0.00
		150-7-30-80-330.030	Radios & Cellphones						
2970	VERMONT STATE TREASURER	05022016	05/02/16	05/06/16	01	214 dog licenses--Cost	1,070.00 ✓	0.00	0.00
		100-6-10-10-320.045	Dog Licenses-Cost						

05/02/16
12:19 pm

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3260	WELCH'S TRUE VALUE HARDWA	05012016	05/02/16	05/06/16	01	small tools for shop		
	150-7-30-80-330.015		Shop, oil, small tools et			374.90 ✓	0.00	0.00
Report Grand Total						<u>6,526.14</u>	<u>0.00</u>	<u>0.00</u>

Fund Totals	Expenditures	Dis-Encumbrance
100	4,806.75	0.00
150	1,719.39	0.00
	<u>6,526.14</u>	<u>0.00</u>

2016 Tractor/Mower Bid Sheet

quote	tractor model	R4 tires	Boom length	Trans	air seat	Hyd Gate	Tractor \$	Mower \$
Diamond 1	5100M	X	21 ft	12X12	X		\$59,550.00	\$36,453.35
Diamond 2	6110M	X	21 ft	12X12	X		\$72,404.57	\$36,453.35
141228 Fair	6110M	X	18 ft	16X16	X	X		
141226 Fair	6105E		18 ft	12X12		X		
141224 Fair	5100M		18 ft	16X16		X		
141220 Fair	5100E		18 ft	12X12		X		
141233 Fair	5100M		18 ft	16X16	X	X		
141231 Fair	6110M	X	18 ft	16X16	X	X		
141232 Fair	6105E		18 ft	12X12	X	X		

Yellow highlighted rows indicate 6110M Tractors

Hyd Gate -- Hydraulic gate on the mower was a non critical option. It's value is in the 6 to 7 hundred dollar range.

Total \$

\$96,003.35
\$108,857.92
\$125,435.00
\$106,395.00
\$107,320.00
\$98,975.00
\$108,395.00
\$126,210.00
\$109,560.00



Town Of Pomfret Employee Mileage Reimbursement Policy (DRAFT)

At times Pomfret municipal employees may be required to use their own vehicles for business purposes. Reimbursement for the operating expenses of the vehicle will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Reimbursement Rate published by the IRS. The costs of commuting between home and the standard municipal worksite will not be reimbursed.

Mileage will be reimbursed for the round trip between the standard municipal worksite and the business function being attended. If the employee departs from or returns home, instead of to their worksite, only the miles in excess of the daily commute will be reimbursed.

Employees must document their travel on the Pomfret Mileage Reimbursement Form. In order to comply with IRS documentation requirements, Pomfret Mileage Reimbursement Forms must be submitted at least quarterly, but preferably with standard timesheets.

Forms will be reviewed and approved by the employees supervisor and submitted to the Town Treasurer.