

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for May 18, 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
2. Public Comment	Chair	7:00-7:05pm
5. Review of Agenda	Chair	7:05-7:10pm
6. Recurring Items, Including Items for Possible Vote: a) Review, discussion, and approval of minutes: 5/2, 5/4 b) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll ii. Budget Status Report iii. Trash Disposal at Garage c) Road Foreman's Report i. General Update ii. Review of Paving Bid Results iii. Town Office Parking Lot Paving Request iv. Pomfret Slope Project v. Intersection of Library Street and Pomfret Road, Right Hand Turns	Chair Treasurer Road Foreman Chair	7:10-7:15pm 7:15-7:25pm 7:25-7:35pm 7:35-7:50pm
7. Business Items for Possible Vote: a) Fire Truck: Next Steps b) Town Plan c) Auditors' Recommendations Regarding FY17 Budget Process d) False Alarm Ordinance e) Hazard Mitigation Plan Review (LEOP) f) Driveway Access Permit (Payne, Kenyon Hill Road) g) Mileage Reimbursement	Chair	7:50-8:45pm

j) Town Offices/Town Hall Grounds Maintenance Agreement

<ul style="list-style-type: none"> h) ½ Acre Parcel Labounty and Pomfret Road i) Purchasing Policy (RFP Procedures) 		
8. Business Items for Discussion <ul style="list-style-type: none"> 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 May 2, 2016 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member), and the following members of the public: John Peters (Fire Department), Betsy Seibeck, Scott Woodward, Nancy Matthews, Laura Kent, Kevin Rice (Fire Department), Emily Grube, Jack Peters (Fire Department), Greg Tuthill

1. Call to Order: Michael Reese called the meeting to order at 7:15pm.
2. Public Comment: None.
3. Fire Truck Discussion: Michael Reese introduced the topic of the fire truck proposals by giving recent background from the past week, after which the board reviewed and discussed information regarding the fire truck bid proposals, including a written bid analysis and reply to committee questions from consultant, Alan Saulsbury. Following the board's discussion, members of the public and FD made comments.

Michael Reese made a motion to: Reject all fire truck bids. Sheila Hopkins seconded the motion. The board and public discussed. Michael Reese modified his motion to: Reject all fire truck bids and meet with the Fire Department members to evaluate the needs and write a subsequent RFP to be completed as expeditiously as possible. Melanie Williams seconded the motion. The board and public discussed. The motion passed with three votes for, one against and one abstention.

4. Closing Public Comments & Adjournment: There were further comments from the public. At 9:10 p.m. the board unanimously approved a motion to adjourn made by Michael Reese and seconded by Sheila Hopkins.

Date: 05/02/2016

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 May 4, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Melanie Williams, (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Ona Chase (Constable), Scott Woodward, Emily Grube, Laura Kent (Auditor), Sherman Kent, Zach Bowley (Fire Department), Lt. William Jenkins (Vermont State Police), Karen Hewitt (Delinquent Tax Collector), Phil Dechert (planning commission), Greg Tuthill, John Peters Jr. (Fire Department).

1. Call to Order: Michael Reese called the meeting to order at 7:04pm.
2. Public Comment: There was public comment on an attachment to the agenda. There was public comment on Greenup Day, which will held on Saturday, May 7 at 8AM.
3. Review of Agenda: As Lt. Jenkins was not present at the start of the meeting, the Board agreed to let him speak when he arrives. Frank Perron asked to add Delinquent Tax Collection to the agenda.
4. Review, discussion, and approval of minutes: Frank Perron moved and Melanie Williams seconded, to approve the 4/20/16 draft minutes as submitted. The Board unanimously approved the motion.
5. Treasurer's Report
 - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Frank Perron seconded, to accept the warrants (15083, 15080) as read. The board unanimously approved the motion. The Treasurer also briefed the Board on the Delinquent Tax letter, and there was discussion.
 - (b) Budget Status Report: Michael Reese briefed the board on the draft budget projection efforts, and there was discussion.
6. Lieutenant William Jenkins, Vermont State Police re: Community Advisory Board, and CAB Appointment: Lt. Jenkins introduced himself and his position with the Vermont State Police, and their role/work in Pomfret. The lieutenant reviewed some of the case statistics for Pomfret, as well as the Community Advisory Board, its function, and the commitment involved. There was discussion on response time and contracting for additional policing services. The lieutenant briefed the Board on what the citizens of Pomfret can do to support the work of the Vermont State Police. There was discussion on littering and enforcement.
7. Road Foreman's Report:

- (a) General Update: All roads have been scraped and graded at least once (as of May 4, 2016). The road crew will do a more thorough job of opening up the ditches. The scraper truck is running fine. Sand is still being hauled in. The road foreman received an emergency request to dig across the road for 5/5/16, at 3725 Allen Hill for sewer work. The road will be partially closed for part of the day. The trailer has been redecked. The new road crew employee is scheduled to take their CDL test. Tractor work possibly tomorrow. Snow fence is all down.
- The town has received a towing bill for the scraper truck for \$700+ dollars, despite the vehicle being under warranty. The Treasurer spoke with the company that had towed it. The Selectboard discussed the towing bill.
8. Delinquent Tax Collection: Frank Perron and Karen Hewitt updated the board on the delinquent tax collection item, including formatting and recordkeeping strategies. Delinquent letters to be generated by May 16.
 9. Opening of Paving Bids: The paving bids were opened and read aloud. Springfield Paving Proposal #5316. \$191,976.40. Price per ton \$5962. Estimate of tonnage: 3220. Option for shoulders \$14,950. 2.5 miles. \$7,000 for 2 inches of base and an inch over the top. Pike Industries, no bid number. Estimate of tonnage: 3,300 tons of material \$60.40 cents a ton. \$199,320.00. Shoulder gravel \$7,440. \$4,560 if shoulder gravel supplied by town. Black Top bid. Estimate of tonnage: 3243 tons at \$61.72 per ton, total \$200,157.96 Shoulder gravel \$13,200 if they supply work and materials. Estimate for paving parking lot: \$11,375.00. There was discussion of the paving of the town hall parking lot. The Selectboard wished to wait for input from the road commissioner before making a decision on this item.
 10. Fire Truck Purchase: Frank Perron commented on the ongoing process related to the fire truck item, and there was public comment.
 11. Approval of Purchase of Tractor/Mower: Frank Perron briefed the board on the tractor/mower bids received. Frank recommended that the town purchase the Diamond 2 tractor/mower. Frank Perron noted that Eric Chase and Art Lewin agreed with the recommendation. Michael Reese moved, and Melanie Williams seconded that the Selectboard delegate Frank Perron to pursue the purchase of a Diamond 2 tractor/mower. There was public comment and discussion on the tractor purchase. The board unanimously approved the motion.
 12. Capital Planning Committee: Michael Reese briefed the board on the Capital Planning committee. Michael Reese moved, and Frank Perron seconded that the Selectboard appoint Hunter Ulf to the Capital Planning Committee. The board unanimously approved the motion.

13. Draft Pomfret Local Hazard Mitigation Plan: Michael Reese briefed the board on the Draft Pomfret Local Hazard Mitigation Plan, and there was discussion.
14. TAC Appointment: Michael Reese briefed the board on the Transportation Advisory Committee (TAC). Michael Reese moved, and Melanie Williams seconded, that the board appoint Jonathan L. Williams to the TAC. The board unanimously approved the motion.
15. Town Hall Committee: There was discussion by the Selectboard on the Town Hall Committee.
16. Painting the Town Hall: Frank Perron briefed the board on painting the town hall and there was discussion. Melanie Williams moved and Michael Reese seconded to have Frank Perron seek estimates on the painting of the entire town hall, and there was public comment. The Board unanimously approved the motion.
17. Mileage Reimbursement: The board passed over this item for the next regular Selectboard meeting.
18. Job Description for Constable: There was brief discussion by the Selectboard on the draft job description.
19. Town Office Little Library: Melanie Williams briefed the board on the Town Office Little Library proposal, and there was public comment. Melanie Williams moved, and Michael Reese seconded, to approve the gift of the little library to be placed on the property of the town offices, with the location to be determined by the town clerk and treasurer. The board unanimously approved the motion.
20. Selectboard Correspondence: None.
21. Next Meeting's Agenda: Topics include paving the town hall parking lot, paving bids, mileage reimbursement, employee review, and the ½ acre parcel appraisal.
22. Closing Public Comments & Adjournment: There was public comment regarding the town paying for the tractor, and there was further discussion. Frank Perron requested permission to have the tractor appraised. Michael Reese moved, and Melanie Williams seconded, to authorize Frank Perron to seek an appraisal for the tractor, and there was discussion. The Board unanimously approved the motion. Frank Perron moved, and Michael Reese seconded to adjourn the meeting at 9:26pm. The Board unanimously approved the motion.

Date: 05/05/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved by the Board at _____ Meeting

05/16/2016

TOWN OF POMFRET Accounts Payable

12:06 pm

Check Warrant Report # 15085 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 05/20/16 To 05/20/16

EDesMeules

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			711,119.40	0.00	711,119.40		

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 \$ ***711,119.40 Let this be your order for the payments of these amounts.

Michael Reese, Chair

Eric Chase

Sheila Hopkins

Frank Perron

Melanie Williams

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1070	AUDSLEY PLUMBING & HEATING	8333 furnace/plumbing repair	353.70	0.00	353.70	1537	05/20/16
1150	BLUE CROSS & BLUE SHIELD	JUN 2016 health ins, 3 people	3331.22	0.00	3331.22	1538	05/20/16
1272	CASELLA WASTE SERVICES	252931 garage trash	42.38	0.00	42.38	1539	05/20/16
1370	D & D EXCAVATING, INC.	3470 751 yds sand	10138.50	0.00	10138.50	1540	05/20/16
1595	FAIR POINT COMMUNICATIONS	MAY 13, 2016 phone bills May	377.18	0.00	377.18	1541	05/20/16
1680	FREIGHTLINER OF NH	LR33463 Truck 3 maint	540.42	0.00	540.42	1542	05/20/16
1755	GREEN MOUNTAIN POWER	4-28-16 BILL May elec bills	485.91	0.00	485.91	1543	05/20/16
1770	GUVSMD	PC16 purchase punch cards	2100.00	0.00	2100.00	1544	05/20/16
1910	IRVING ENERGY	751801 284 gal diesel	497.08	0.00	497.08	1545	05/20/16
1922	J&B INTERNATIONAL TRUCKS, INC.	W110082 towing broken axle, Tr 1	725.00	0.00	725.00	1546	05/20/16
2040	L. F. TROTTIER & SONS	14972 rake repairs	30.20	0.00	30.20	1547	05/20/16
2040	L. F. TROTTIER & SONS	JD 4 ITEMS rake repairs	43.34	0.00	43.34	1547	05/20/16
2040	L. F. TROTTIER & SONS	TY26679 oil	83.50	0.00	83.50	1547	05/20/16
2050	LINCOLN NATIONAL LIFE INSURANC	EARLE PREM initial bill B Earle	30.00	0.00	30.00	1548	05/20/16
2050	LINCOLN NATIONAL LIFE INSURANC	JUNE 16 PREM Art & Kevin dis June	70.50	0.00	70.50	1549	05/20/16
2380	PIKE INDUSTRIES, INC.	862336 21.68 tons crush stone	261.24	0.00	261.24	1550	05/20/16
2380	PIKE INDUSTRIES, INC.	862564 65.04 tons gravel	783.73	0.00	783.73	1550	05/20/16
2670	STAPLES CREDIT PLAN	MAY 2016 misc supplies	317.26	0.00	317.26	1551	05/20/16
2705	TDS LEASING INC.	1055988 office copier lease	94.25	0.00	94.25	1552	05/20/16
2970	VERMONT STATE TREASURER	2ND YE6-16 final Act 68 pmt 2015-16	689961.53	0.00	689961.53	1553	05/20/16
3320	WINDSOR COUNTY SHERIFF DEPT.	M65-7-15 patrol 17 hrs @\$49	833.00	0.00	833.00	1554	05/20/16
3430	YORK MODERN CORPORATION	28293 rake repairs	19.46	0.00	19.46	1555	05/20/16

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
1070	AUDSLEY PLUMBING & HEATIN 8333		05/16/16	05/20/16	01	furnace/plumbing repair			
	100-7-10-30-424.000		Town Office Building Main				353.70	0.00	0.00
1150	BLUE CROSS & BLUE SHIELD JUN 2016		05/16/16	05/20/16	01	health ins, 3 people			
	100-2-00-00-100.020		Health Ins Payable				3,331.22	0.00	0.00
1272	CASELLA WASTE SERVICES 252931		05/16/16	05/20/16	01	garage trash			
	150-7-40-83-410.000		Garage Utilities				42.38	0.00	0.00
1370	D & D EXCAVATING, INC. 3470		05/16/16	05/20/16	01	751 yds sand			
	150-7-20-75-650.005		Sand				10,138.50	0.00	0.00
1595	FAIR POINT COMMUNICATIONS MAY 13, 2016		05/16/16	05/20/16	01	phone bills May			
	100-7-10-30-530.000		Telephone-Internet				70.17	0.00	0.00
	100-7-30-40-530.001		Pomfret FD phone: 3730				121.67	0.00	0.00
	100-7-30-40-530.003		Teago FD phone: 1125				108.47	0.00	0.00
	150-7-40-83-530.000		Telephone				76.87	0.00	0.00
Invoice MAY 13, 2016 Total							377.18	0.00	0.00
1680	FREIGHTLINER OF NH LR33463		05/16/16	05/20/16	01	Truck 3 maint			
	150-7-35-05-672.010		Truck 3, maint				540.42	0.00	0.00
1755	GREEN MOUNTAIN POWER 4-28-16 BILL		05/16/16	05/20/16	01	May elec bills			
	100-7-10-30-622.000		Town Office Electricity				115.56	0.00	0.00
	100-7-10-65-622.000		Electricity, Town Hall				55.38	0.00	0.00
	100-7-20-33-430.005		Brick Bldg Exp				22.16	0.00	0.00
	100-7-30-40-622.000		Electricity--Pomfret FD				86.77	0.00	0.00
	100-7-30-40-622.005		Electricity--Teago FD				90.47	0.00	0.00
	150-7-40-83-622.000		Garage electricity				89.72	0.00	0.00
	100-7-30-46-622.000		Repeater electricity				25.85	0.00	0.00
Invoice 4-28-16 BILL Total							485.91	0.00	0.00
1770	GUVSWMD PC16		05/16/16	05/20/16	01	purchase punch cards			
	100-6-10-10-320.025		Landfill Coupons-Cost				2,100.00	0.00	0.00
1910	IRVING ENERGY 751801		05/16/16	05/20/16	01	284 gal diesel			
	150-7-30-80-330.000		Diesel				497.08	0.00	0.00
1922	J&B INTERNATIONAL TRUCKS, W110082		05/16/16	05/20/16	01	towing broken axle, Tr 1			
	150-7-35-05-670.020		Truck 1, repairs				725.00	0.00	0.00
2040	L. F. TROTTIER & SONS 14972		05/16/16	05/20/16	01	rake repairs			
	150-7-30-80-330.025		Blades, Shoes, Rake Teeth				30.20	0.00	0.00
	JD 4 ITEMS		05/16/16	05/20/16	01	rake repairs			
	150-7-30-80-330.025		Blades, Shoes, Rake Teeth				43.34	0.00	0.00
	TY26679		05/16/16	05/20/16	01	oil			
	150-7-30-80-330.015		Shop, oil, small tools et				83.50	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
Total For L. F. TROTTIER & SONS						157.04	0.00	0.00
2050	LINCOLN NATIONAL LIFE INS							
	** User Request New Check **							
	EARLE PREM		05/16/16	05/20/16	01 initial bill B Earle	30.00	0.00	0.00
	100-2-00-00-100.025		Disability Ins payable					
	JUNE 16 PREM		05/16/16	05/20/16	01 Art & Kevin dis June	70.50	0.00	0.00
	100-2-00-00-100.025		Disability Ins payable					
Total For LINCOLN NATIONAL LIFE INSURANCE COMPANY						100.50	0.00	0.00
2380	PIKE INDUSTRIES, INC.							
	862336		05/16/16	05/20/16	01 21.68 tons crush stone			
	150-7-20-75-650.010		Crushed Stone			261.24	0.00	0.00
	862564		05/16/16	05/20/16	01 65.04 tons gravel			
	150-7-20-75-650.010		Crushed Stone			783.73	0.00	0.00
Total For PIKE INDUSTRIES, INC.						1,044.97	0.00	0.00
2670	STAPLES CREDIT PLAN							
	MAY 2016		05/16/16	05/20/16	01 misc supplies			
	100-7-10-30-610.000		Town Offices: Supplies			108.48	0.00	0.00
	150-7-30-80-330.015		Shop, oil, small tools et			96.99	0.00	0.00
	100-7-10-30-641.015		Computer IT (Manage servi			111.79	0.00	0.00
Invoice MAY 2016 Total						317.26	0.00	0.00
2705	TDS LEASING INC.							
	1055988		05/16/16	05/20/16	01 office copier lease			
	100-7-10-30-740.000		Other New Equip/Copier le			94.25	0.00	0.00
2970	VERMONT STATE TREASURER							
	2ND YE6-16		05/16/16	05/20/16	01 final Act 68 pmt 2015-16			
	100-2-00-00-100.035		Education funding			689,961.53	0.00	0.00
3320	WINDSOR COUNTY SHERIFF DE							
	M65-7-15		05/16/16	05/20/16	01 patrol 17 hrs @\$49			
	100-7-30-42-525.000		Sheriff's Patrol			833.00	0.00	0.00
3430	YORK MODERN CORPORATION							
	28293		05/16/16	05/20/16	01 rake repairs			
	150-7-30-80-330.025		Blades, Shoes, Rake Teeth			19.46	0.00	0.00
Report Grand Total						711,119.40	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
100	697,690.97	0.00
150	13,428.43	0.00
	711,119.40	0.00

Request to Pomfret Selectboard to correct drainage and pave town office parking area

From Town Clerk and Treasurer

May 6, 2016

This is a formal request to the 5-member Selectboard to discuss and vote on our 2-year old request to pave the parking lot, at the May 18, 2016 meeting.

We make this request primarily for safety and building accessibility. The level of the parking lot is not the same as the cement entryway, so it presents a tripping hazard, particularly to older persons. We have already had a narrow escape with an elderly person falling into the door. Please imagine the costs of a lawsuit and damages for an elderly lady who falls on the stoop and breaks a hip. As the population of town grows steadily older, this scenario becomes increasingly probable. Consider this in view of SB knowledge of this safety issue and refusal to address it. We feel this is the most compelling reason to pave, but there are other concerns too:

Springfield paving has quoted the town a price of \$7000 to pave the lot. Another bid was for more than \$11,000. It will never be cheaper to pave the lot than this summer, when the road by the town offices will be paved. Additionally, the paving budget has enough money to pay the bill this year, AND when the paving was removed from the town office maintenance budget, the rationale was to move it to where it belonged: the paving budget.

It has been noted that drainage in the lot needs work. The lot tilts to the back. There is also roof runoff from the office and the shed. The area next to the office is paved, to prevent erosion runoff, but water off the shed often causes erosion toward the main road. Correcting the drainage is a task the town highway department believes it can rectify.

Voting requires an accessible building; neither the town office nor the town hall qualify. Only the school is handicapped accessible. The town should be trying to make it easy for those less ambulatory to vote, rather than balking at every turn.

The lot can be exceedingly muddy during rain or other seasonal times, and this makes it impossible for folks to use walkers or wheelchairs. In winter, since salt cannot be used, the lot is often icy, and sand does not necessarily make it safe. Anyone who lives or drives on dirt roads in winter knows the truth of that statement. Becky has notarized documents for people in their cars, as they have no means to get into the building.

Currently the apron is paved partly up the rise to the lot. It can be hard to tell, because sand covers the pavement. Drainage carries sand down to the main road, and presents a slipping hazard to bikes and motorcycles. Paving the lot would allow the town to use salt, which would remedy the shifting sand issues, and improve winter safety. Additionally, as the snow builds up from falling off the roof, it traps moisture. This caused the mold problem of 2012. Being able to salt the lot would increase the melting of snow buildup.

In winter, and in wet weather, the lot is muddy, and all of it gets tracked inside. The building is currently cleaned twice a month, and Becky and Ellen vacuum when it gets too filthy. The building has a nice wood floor which is currently obscured with mats to protect the wood from all the grit tracked in. The office would be cleaner and more presentable with a paved lot.

The exterior of the building, and the windows, get covered in fine dust. Becky and I have asked for an increase in the building maintenance budget to pay for window cleaning and power spraying of the exterior. The windows were cleaned last year, perhaps for the first time since the building renovation; it made a HUGE difference.

In sum, paving cures many other issues, but the prime reason to pave is to ensure safe access to the building at all times of year. If you choose to reject paving, then it is your responsibility to address the safety issue some other way, and on a timely basis.

Memorandum

To: Pomfret Selectboard
From: The Auditors
Laura Kent
Nancy Matthews
Date: May 13, 2016
Re: Recommendations regarding the FY 2017 Budget process

The Auditors would like to offer five recommendations for consideration *before* the Selectboard begins to craft the 2018 budget. These are prudent steps consistent with the goal of assuring that Pomfret finances are straightforward, simple and transparent to our citizens. We have reviewed these ideas with the Treasurer, who is on board with the following recommendations.

- 1. Agree on what should be the minimum cash balances acceptable in both the Pomfret Town Operating, Highway and Public Safety accounts.** The town consultant, Chad Hewitt, of the firm Sullivan and Powers, has recommended we allocate a minimum cash balance for each fund to be included in the budget. The Town Treasurer and Auditors recommend that 16.7% (two months) of the operating budgets should be held as cash reserves (excepting the Highway); the Highway cash reserves should be 25% (or three months) of its budget. Under this scenario, the beginning FY 2017 (as of July 1, 2016) cash balances for each department would be:
 - a. Town Operating: \$50,044 (16.7% x \$299,665)
 - b. Town Highway: \$224,639 (25% x \$898,555)
 - c. Public Safety: \$26,765 (16.7 x \$160,271)**Total Recommended Cash Reserves: \$301,448**
- 2. Remove the funds related to public safety from the Town Operating fund into its own Public Safety Fund.** (This would simply entail moving the category 100-7-30 from the Town Operating Fund and establishing it as its own fund.) The auditors and the treasurer find that the inclusion of this fund in the operating budget muddies the understanding of town expenses. Town operating income and expenses (clerk, treasurer, town office, etc.) have basically nothing in common with the expenses related to issues of Public Safety. Inclusion of these expenses in the town operating fund is not at all intuitive; it confuses the understanding of both the town's expenses as well as those related to Public Safety.
- 3. Create a budget for the Reserve Funds for the upcoming FY 2018.** There has been ample confusion regarding what expenses should/could/would come out of the budget vs. reserve funds. Our citizens have both a right and a need to know which funds are financing which expenditures. As reserve funds are typically used for big ticket items, and taxpayer money for these has been building in reserve funds for a number of years, it is only appropriate to show the intent to spend the funds in an upcoming fiscal year.

4. **Create, accept and follow a capital plan.** Such a plan will present a window into future plans on behalf of Pomfret taxpayers. It will, of course, require revisiting and re-evaluation as times and conditions change.

5. **Review the Town of Pomfret Emergency Services Policy adopted on April 3, 2013:**

http://pomfretvt.us/files/3214/1458/6204/Emergency_Services_Policy_2013-4-3.pdf.

Does the current Selectboard stand by this policy? If yes, then the Auditors request that the Selectboard in particular clarify the charge:

a. Under "Budget and Reports" paragraph #2:

The auditors are responsible for preparing the Annual Town Report. All providers of emergency services within Pomfret to include but not limited to the Pomfret-Teago Volunteer Fire Department and the Pomfret Fast Squad shall submit a report of their activities, including an accounting of income and expenditures during the past year, to the auditors by December 15 of each year.

In the opinion of this Selectboard, does this instruction apply to that income and expense which flow through Town accounts?

- If yes, that's fine. The auditors already audit the income and expense which flow through the Treasurer's accounts. Or,
- Does this instruction apply to ALL income and expenditures of those entities providing emergency services? In which case, the auditors would require access to the now-private books of both the Fire Department and the FAST Squad.

b. Under "Accounting of Town Supplied Communications Equipment, paragraph #1:

According to this policy, all providers of emergency services shall provide the selectboard with an inventory of all Town-supplied communications equipment. If indeed this policy is in effect, this information should be included in the Town of Pomfret Annual Report.

We thank you for your prompt attention to the above issues. These are very important to the future transparency and integrity of the town finances.

TOWN OF WOODSTOCK, VERMONT
ALARM ORDINANCE

SECTION 1. AUTHORITY.

This ordinance is adopted by the Select Board of the Town of Woodstock under authority granted in 24 V.S.A. §§ 1971 and 2291 (14), (15).

SECTION 2. PURPOSE.

Human error and mechanical malfunctions of alarms in the Town of Woodstock result in a significant number of false alarms to which Woodstock Emergency Services Personnel must respond. This requires the unnecessary deployment of personnel and vehicles to non-emergency situations and causes unnecessary expenditure of public funds.

This ordinance is enacted to encourage responsible use of alarms, including proper maintenance of alarm equipment. The intent of this ordinance is to reduce the number of false alarms, conserve public resources, abate a public nuisance, and enhance the public health, safety, and welfare of the residents of the Town of Woodstock.

SECTION 3. DEFINITIONS.

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

Alarm Monitoring Company: A commercial or private alarm monitoring company that notifies Woodstock Emergency Services Personnel of the alarm activation upon receiving notification of an alarm.

Alarm System: Any mechanism or device that is used for the detection of fire, health hazard or unauthorized entry and which is designed to emit an audio or visual signal and/or to transmit to an Alarm Monitoring Company a signal, message, warning, or other indication of an occurrence requiring response by Woodstock Emergency Services Personnel.

Alarm System User: Any person, partnership, firm, association, or any other entity in control and/or ownership of any building, structure, premises, or facility where an Alarm System is installed, operated or maintained.

False Alarm: The activation of an Alarm System and/or the subsequent notification given by an Alarm Monitoring Company or others that an emergency exists when an emergency does not exist, and to which Woodstock Emergency Services Personnel have responded.

Key Lock Box: A small wall-mounted safe that holds building keys to allow entrance to the building by emergency response personnel.

Tape Dialer Device: An Alarm System that directly transmits to the Woodstock Dispatch Center via telephonic or electronic means, a prerecorded message requesting a response by Woodstock

Emergency Services Personnel.

Technically qualified Person: A Master Electrician or journeyman holding a type S commercial fire alarm system license.

Woodstock Emergency Services Personnel: Ambulance, constable, fire protection and police protection personnel employed by the Town of Woodstock.

Woodstock Dispatch Center: The communications department that provides dispatch services for Woodstock Emergency Services Personnel.

SECTION 4. TAPE DIALER PROHIBITION

It shall be unlawful to install, operate, or use a Tape Dialer Device in the Town of Woodstock. The installation, operation or use of a Tape Dialer Device shall result in the imposition of a Tape Dialer Penalty.

SECTION 5. ALARM SYSTEM STANDARDS

Alarm Systems shall have been evaluated and approved by Underwriters Laboratories, shall have the designation of being "U.L. Listed" and shall exhibit the mark of being U.L. Listed.

Alarm Systems shall be inspected and serviced annually by a person holding a Vermont master electrician license, journeyman electrician license, and/or a journeyman type-s commercial fire alarm system license issued in accordance with 26 V.S.A. Chapter 15. At a minimum, annual service of an Alarm System shall include cleaning of all detectors and other components of the Alarm System.

Alarm Systems emitting an audible signal shall be manually or automatically shut off within thirty minutes after being activated. Failure to shut off an audible signal within thirty minutes after being activated shall result in the imposition of an Audible Alarm Signal penalty.

SECTION 6. KEY LOCK BOX required, and KEY LOCK BOX STANDARDS

All buildings in the Town of Woodstock having a Fire Alarm System shall be equipped with a Key Lock Box containing a current set of keys capable of opening the building where the Alarm System is located. (This requirement may be waived by the Municipal Manager upon consultation with the Fire Chief/ or the Police Chief). , No such requirement exists for premises protected by a burglar alarm.

No Key Lock Box system shall be used, operated, or maintained in the Town of Woodstock that is not a KNOX BOX Rapid Entry System manufactured by the Knox Company.

All Key Lock Boxes shall be installed by the building owner in a location approved by the Chief of the Woodstock Fire Department.

Failure to install and maintain a Key Lock Box System as required above shall result in the imposition of a Key Lock Box Violation penalty.

SECTION 7. ALARM SYSTEM REGISTRATION

All Residential Alarm Systems in the Town of Woodstock shall be registered with the Woodstock Municipal Manager. An Alarm System Registration shall be valid for one year from the date of issuance. The fee for an Alarm System Registration shall be \$50.00.

Annually, on or before January 1 of each year (commencing January 1, 2009) or within five days of the installation of a new Residential Alarm System, an Alarm System User shall submit to the Woodstock Municipal Manager an application containing the following written information on a form approved by the Municipal Manager:

For purposes of this ordinance, commercial properties that are subject to the State of Vermont, Department of Public Safety, Fire Protection Division regulations and are required to test and maintain their alarm systems annually are not subject to the fines contained in Section 9, A, 3 and 4 of this ordinance, but are subject to fines outlined in 9, A, 1 and 2.

Premises protected by an alarm system that is limited to a burglar alarm, are not subject to fines specified under section 9 E of this ordinance.

All alarm system registration's shall expire on December 31 of every year.

1. Name, address and telephone number of the Alarm System User.
2. Name, address and telephone number of the Alarm Monitoring Company.
3. Full locatable directions to the premises where the Alarm System is located, including street name and 911 address number.
4. Information on the type of Alarm System installed at the premises.
5. Floor plans for the premises indicating the location of the Key Lock Box, alarm control panel, main electrical panel, hazardous or flammable materials, and such other information as may be pertinent to emergency service providers.
6. Name, addresses and telephone number of the emergency contact person who can be notified to unlock the premises and deactivate the Alarm System.
7. Proof that the Alarm System is U.L. Listed.
8. Proof that the Alarm System has been inspected and serviced by a technically qualified person in the preceding 90 days in accordance with Section V.

9. Proof that a Knox Box has been installed.

Upon review of an application, and determination that the application is complete, the Alarm System will be registered by the Municipal Manager. If the application is deemed incomplete, it will be returned to the Alarm System User with a note as to what information is missing from the application.

Failure to register an Alarm System shall result in the imposition of a Failure to Register penalty, which shall be levied in addition to false alarm response charges.

SECTION 8. FALSE ALARMS

Upon written notice following any False Alarm, the Chief of the Woodstock Fire Department, or the Woodstock Police Chief, may order that an Alarm System User file a written report within seven days indicating that the Alarm System has been inspected and repaired by a technically qualified person. Failure to obtain the necessary inspection or to file said written report within the prescribed time shall result in the imposition of a Failure to Report penalty.

A False Alarm from an unregistered Alarm System shall be penalized from the first False Alarm.

SECTION 9. PENALTIES AND ENFORCEMENT

A violation of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. Any law enforcement officer of the Town of Woodstock shall be authorized to issue municipal complaints pursuant to this Ordinance.

A. False Alarms.

No penalty shall be imposed against an Alarm System User for the first False Alarm within a twelve-month period, except for False Alarms from an illegal dialer alarm or from an unregistered Alarm Systems as described below. No penalty shall be imposed against an Alarm System User for the second False Alarm within a twelve-month period if, following a first False Alarm, the Alarm System User has submitted a written report in conformance with Section 8 above. If such a report has not been submitted, the following shall apply:

1. The penalty for the second and subsequent offenses for a False Alarm, from a registered alarm system, requiring response by Woodstock fire protection personnel within a twelve-month period shall be \$600.00. The waiver fee shall be established at \$400.00 for the second offense and \$500.00 for the third and subsequent offenses during a twelve-month period.
2. The penalty for the second and subsequent offenses for a False Alarm requiring response by any other Woodstock Emergency Services Personnel within a within a twelve-month period shall be \$250.00. The waiver fee shall be established at \$150.00 for the second offense and \$200.00 for the third and subsequent offenses during a twelve-month period.
3. The penalty for the first offense for a False Alarm from an unregistered Alarm System requiring response from Woodstock fire protection personnel within a twelve month period shall be \$600.00 and the penalty for the second and subsequent offenses within a twelve month period

shall be \$500.00 for each offense. The waiver fee shall be established at \$500.00 for the first offense and \$400.00 for the second and subsequent offenses.

4. The penalty for the first offense for a False Alarm from an unregistered Alarm System requiring response from any other Woodstock Emergency Services Personnel within a twelve month period shall be \$300.00 and the penalty for the second and subsequent offenses within a twelve month period shall be \$250.00 for each offense. The waiver fee shall be established at \$200.00 for the first offense and \$150.00 for the second and subsequent offenses.

B. Audible Alarm Signals

The penalty for the first offense for any audible alarm signal that sounds for more than thirty minutes after activation within a twelve month period shall be \$200.00 and the penalty for the second and subsequent offenses shall be \$300.00 for each offense. The waiver fee shall be established at \$100.00 for the first offense and \$150.00 for the second and subsequent offenses.

C. Failure to Register an Alarm System

The penalty for a failure to register an Alarm System shall be \$200.00 and the waiver fee shall be established at \$100.00.

D. Failure to Report

The penalty for a Failure to Report service of an alarm system, following a false alarm activation, shall be \$150.00 and the waiver fee shall be established at \$100.00.

E. Key Lock Box Violation

The penalty for the first offense for a Key Lock Box Violation shall be \$200.00 and the penalty for the second and subsequent offenses shall be \$300.00 for each offense. The waiver fee shall be established at \$100.00 for the first offense and \$200.00 for the second and subsequent offenses.

F. Tape Dialer Violation

The penalty for the first offense for a Tape Dialer Violation, regardless of whether or not the call was false, shall be \$600.00 and the penalty for the second and subsequent offenses shall be \$800.00 for each offense. The waiver fee shall be established at \$400.00 for the first offense and \$500.00 for the second and subsequent offenses.

SECTION 10. LIABILITY

The Town's regulation of Alarm Systems and Key Lock Boxes shall not constitute acceptance by the Town of Woodstock for any liability to maintain any equipment, to answer alarms, or to take any action in connection therewith.

SECTION 11. SEVERABILITY

If any section, subsection, phrase, or any part thereof, is for any reason held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof.

SECTION 12. PUBLICATION AND POSTING

This Ordinance shall be entered in the Select Board minutes, filed with the Town Clerk, and posted in at least five (5) conspicuous places within the Town. A summary of this Ordinance shall be published in the Vermont Standard, not later than fourteen (14) days following the date specified below when this Ordinance is adopted.

SECTION 13. INFORMATION

The Woodstock Municipal Manager, whose telephone number is 457 - 3456, and whose address is 31 The Green, Woodstock, VT 05091, is a person knowledgeable about the Ordinance and is available to answer questions and provide persons with a full text thereof.

SECTION 14. RIGHT TO PETITION

Citizens of the Town of Woodstock are further hereby notified that within forty-four (44) days from the date of adoption they may petition for a vote on the above Ordinance at an annual or special town meeting as provided in 24 V.S.A. § 1973.

SECTION 15. ADOPTION and EFFECTIVE DATE

This Ordinance is hereby adopted by the Select Board of the Town of Woodstock on this the 20th day of May, 2008, and shall, unless a petition is filed as provided by law, become effective upon sixty (60) days from this date.

**TOWN OF WOODSTOCK
SELECT BOARD**

ALARM ORDINANCE OF THE TOWN OF WOODSTOCK, VERMONT

Be it ordained by the Select Board of the Town of Woodstock that the Town of Woodstock Alarm Ordinance is hereby amended as follows:

Section 6

Delete the first paragraph, and replace it with the following paragraph:

All buildings in the Town of Woodstock having a Fire Alarm System shall be equipped with a Key Lock Box containing a current set of keys capable of opening the building where the Alarm System is located. (This requirement may be waived by the Municipal Manager upon consultation with the Fire Chief/ or the Police Chief).

ADOPTION and EFFECTIVE DATE

This Ordinance is hereby adopted by the Select Board of the Town of Woodstock on this the 19th day of August , 2008, and shall, unless a petition is filed as provided by law, prior to October 3, 2008, become effective upon sixty (60) days from this date., which is October 18, 2008.

TOWN OF WOODSTOCK

SELECT BOARD

ALARM ORDINANCE OF THE TOWN OF WOODSTOCK, VERMONT

Be it ordained by the Select Board of the Town of Woodstock that the Town of Woodstock Alarm Ordinance is hereby amended as follows:

Section 7

Delete # 8 and replace it with the following language:

8. Proof that the Alarm System has been inspected and serviced within the preceding twelve months in accordance with section 5 of this ordinance.

ADOPTION and EFFECTIVE DATE

This Ordinance is hereby adopted by the Select Board of the Town of Woodstock on this the 2 nd day of September , 2008, and shall, unless a petition is filed as provided by law, prior to October 17, 2008, become effective upon sixty (60) days from this date., which is November 1, 2008.

TOWN OF WOODSTOCK

SELECT BOARD

Sheet1

Paving Bids

05/04/16

	Springfield Paving	Pike Industries	Blaktop Paving
Price/Ton	\$59.62	\$60.40	\$61.72
Estimated tonnage	3,220.00	3,300.00	3,243.00
Total Price	\$191,976.40	\$199,320.00	\$200,157.96
Cost at ave. of 3,254 tons	\$194,003.48	\$196,541.60	\$200,836.88
Shoulder fill (2 feet)	\$14,950.00	\$14,880.00	\$17,600.00
Subtotal	\$208,953.48	\$211,421.60	\$218,436.88
Shoulder fill (1.5 foot)	\$13,670.00	\$11,160.00	\$13,200.00
Subtotal	\$207,673.48	\$207,701.60	\$214,036.88
Shoulder fill (1 foot)	\$9,113.33	\$7,440.00	\$8,800.00
Subtotal	\$203,116.81	\$203,981.60	\$209,636.88
Shoulder fill (1.5 foot) (Pike labor, our material)		\$8,898.00	
Subtotal		\$205,439.60	
Shoulder fill: 1.5 foot (Town labor & material)	\$4,338.00	\$4,338.00	\$4,338.00
Subtotal	\$198,341.48	\$200,879.60	\$205,174.88
Mill end joints	Yes	yes	yes
Broom & roller shoulder fill	Yes	yes	yes
Price Adjustable	Yes	yes	yes
Town loader for fill	Yes	No	No
Bid good through	06/02/16	11/01/16	Paving season
Warranty	1 year	1 year	1 year
Parking Lot (Optional)	\$7,000.00		\$11,375.00

TOWN OF POMFRET
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner Russell & Karen Payne Phone (802) 522-3434
Address PO Box 791 WILDER State VT Zip 05088

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the EAST side of KENYON HILL #130 (E911 highway name) Town Highway No. _____

The proposed access will be located approximately 680 (ft./ mi.) from the intersection of this road with STATE AID HIGHWAY NO. 1 (POMFRET ROAD) (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

ATTACHED

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90 degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at 10:00 am this 9th day of May 2016.

[Signature] OWNER
Signature, Applicant or Applicant's Agent Applicant or Applicant's Agent's Name
(printed or typed)

Application fee of \$50. Received Date 5/9/2016 by [Signature]

Directions, restrictions and conditions:

15-inch culvert required yes no
Other restrictions or conditions

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this _____ day of _____, 20____.
_____ Road Commissioner _____ Chair, Selectboard

Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This _____ day of _____, 20____.
_____ Road Commissioner _____ Chair, Selectboard

Jeffry W. White
(48/388)

(8/88)

Boundary Follows
South Bank

80'

(8/205)

18
20

STATE AID HIGHWAY NO. 1

(37/328)

Old Road

220'

(17/168)

3.41 Ac.
Richard O. & Judith M. Palmer
(33/344)

Richard O. & Judith M. Palmer
(33/344)

3.41 Ac.

Richard O. & Judith M. Palmer
(33/344)

(33/344)

22.86 Ac.
Richard O. & Judith M. Palmer
(33/344)

Boundary Follows
Centerline

(16/5E)

Pomfret

(14/112)

745'

(15/327)

1000'

1000'

965'

680 ft

Old Road

Kenyon Hill

TOWN HIGHWAY NO. 17

CULVERT
DRIVEWAY

(15/524)

N85°29'E

613.8'

S19°07'E
405.6'

36"
Maple

The Nature Conservancy
(48/350)

S17°4'E
665.3'

S39°20'W
778.4'

N67°48'E
349.7'

N67°48'E
191.4'

S53°54'E
440.7'

22.0'