

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

**Agenda for February 5, 2014 Regular Selectboard Meeting**  
**Meeting to be held at 7 pm in the Town office and is open to the public**

- Call to order
- Review of the agenda
- Approval of minutes of prior meetings
- Pomfret Zoning Board of Adjustment (ZBA)
  - Member resignation
  - Request for payment for attorney consultation regarding Smith-Siebeck Appeal of 10/7/13
- Restricting seasonal vehicular access to certain town highways
  - Class 4 section of Wild Apple Road
  - Unplowed section of Johnson Road Class 3
  - Unplowed section of King's Highway Class 3
- Discussion of road crew worker's pay raise
- Road Foreman's Report
  - Holden Engineering's offer to conduct preliminary cost assessments of bridges
  - CDBG-Disaster Recovery projects priorities
  - State of Vermont bridge grant (Barber Hill Road): request for estimate
  - Dartmouth Cycling team request (4/13/14)
  - Covered Bridges Half Marathon request (6/1/14)
  - Vermont Overland Grand Prix (bike race) request (8/24/14)
- Town Treasurer's Report
  - Review and action on warrants for payment
  - Discussion of 2013 final numbers and projections of fund balances
- Auditors' Report
  - Discussion of 2013 Town Report and Auditor's Report
- Town Policies
  - Website
  - Selectboard meeting resolution
  - Selectboard meeting guidelines
  - Town purchasing policy
  - Renting town hall chairs
- Other business

## AUDITORS' REPORT

The Auditors have examined the 2013 accounts of the town and can report that the Town of Pomfret is in healthy financial condition. The auditors have examined every canceled check, matched each one to the corresponding Selectboard Warrant, and reconciled the monthly bank statements using the New England Municipal Resource Center (NEMRC) accounting system. The various reports of operating expenses and revenues are generally correct.

There are, however, significant areas of the Town's financial operations that could use improvement. Pomfret would benefit greatly from heightened scrutiny and oversight of the town's financial management, particularly as regards the following:

- **Personnel Policy:** Pomfret's most recent Personnel Policy dates back to 1999. This is a deficiency that the professional auditors pointed out in both their 2011 and 2012 reports. A new and updated personnel policy is essential to address, for example, the rate of health insurance coverage.
- **Funds and Trusts:** Pomfret has numerous small funds. It is accepted wisdom (and common sense) that if it costs more to maintain a fund than the income received therefrom, then the fund should be dissolved. The auditors recommend a thorough examination of these funds, which could result in an appropriate disbursement or allocation of the balance as well as a savings in the management of the fund.
- **Financial Reporting:** Regular, clear and timely financial reports allow citizens and their representatives on the Selectboard to understand the financial health and concerns of the Town. The current chart of accounts is inadequate and unable to produce reports that are useful in tracking the town's expenses, for example, our technology costs. The entire chart of accounts needs to be reevaluated and revised.
- **Investment Policy:** Pomfret has significant financial resources, but no policy to guide the investment of these resources. The auditors recommend that the Town research what might be a sound investment policy that maximizes the growth of the Town's assets. There are safe and secure options which, when implemented, would provide additional revenue to the Town.
- **NEMRC Accounting System:** The town has invested in this powerful accounting tool. The auditors recommend that the Selectboard conscientiously ensure that NEMRC is implemented to the full extent of its capabilities. As it currently stands, the Town is neglecting to do so.

The auditors are gratified that the Selectboard has both recognized and experienced many of the deficiencies listed above. We are further pleased that the Selectboard has budgeted the resources to bring in the expert assistance needed to improve town accounting procedures.

Respectfully submitted,  
Laura L. Kent  
Janis M. Murcic  
JoAnn Webb

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053

July 2, 2013

Mr. Josh Hanford  
Vermont Community Development Program  
Department of Economic, Housing and Community Development  
National Life North Building - 6th Floor  
1 National Life Drive  
Montpelier, VT 05620-0501

Letter of Interest for potential CDBG-Disaster Recovery project 1 of 3

**Applicant Name:**

Town of Pomfret

**Project Name, County and Physical Address:**

BR21 Barber Hill Road TH5, Windsor County, 510 Barber Hill Road, N43.66317 W72.52294

**Project Description:**

Construct a bridge with a 16 x 6 ft. opening as per the recommendation from the hydraulic study.

**How does the project directly address the impacts of Presidentially Declared Disaster(s) in Vermont?**

During Tropical Storm Irene the 6.5-ft corrugated culvert (BR21) on Barber Hill Road was washed out and carried 100 feet downstream. We expected FEMA would reimburse us for the cost to replace the culvert with an adequate bridge or arched culvert. Examination of the culvert showed that it was severely rusted and not safe for heavy traffic. As a temporary emergency measure to open the highway the culvert was retrieved and reinstalled. FEMA determined that the replacement structure was not eligible since the culvert was not damaged by the flood waters.

If we had installed a temporary bridge instead of the old culvert, FEMA most likely would have determined that the new bridge would have been eligible.

**Project's ability to serve or benefit low and moderate income persons:**

Five low/moderate income families live on Barber Hill Road. Barber Hill Road provides access to Cloudland Road where an additional 6 low/moderate income families live.

**Project Budget (identify all sources & uses including known & expected match):**

Total project cost: \$300,000. The Town of Pomfret is prepared up to provide up to 25% match.

**Project Timeline (identify expected start, project implementation, completion date and any potential impacts to the timeline):**

This would be a design/build project. Ideally we should advertise the RFP in January 2014 with a completion date for October 1, 2014. We have built similar bridges in town with no problems.

**Applicant involvement in disaster recovery efforts to-date:**

Recovery from Tropical Storm Irene cost the Town of Pomfret \$1.2 million. FEMA and ERAF reimbursed the town \$997,000. All projects have been completed.

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Letter of Interest for potential CDBG-Disaster Recovery project 2 of 3

**Applicant Name:**

Town of Pomfret

**Project Name, County and Physical Address:**

Bunker Hill Road TH29, Windsor County,

Three locations:

1. 195 Bunker Hill Road, N 43.41867 W 72.47923
2. 448 Bunker Hill Road, N 43.71543 W 72.47769
3. 712 Bunker Hill Road, N 43.71188 W 72.478216

**Project Description:**

Install 3 box culverts with headwalls as per the recommendations from the hydraulic studies:

1. Replace existing 7-ft culvert (BR32) with 14 x 7-ft. box culvert with headwalls
2. Replace existing 97-inch arched culvert (BR54) with 12 x 7-ft. box culvert with headwalls
3. Replace existing 71-inch arched culvert with 8 x 6-ft. box culvert with headwalls

**How does the project directly address the impacts of Presidentially Declared Disaster(s) in Vermont?**

During Tropical Storm Irene the three large culverts on Bunker Hill Road (TH29) were overtopped sending flood waters down the highway. About  $\frac{3}{4}$  mile of Bunker Hill Road was completely destroyed or severely damaged. Repairs cost the town \$120,000. A similar thing happened in 1982 after which new culverts with concrete headwalls were installed. In the mid 1970's the same thing happened after which the town simply rebuilt the highway.

**Project's ability to serve or benefit low and moderate income persons:**

Nine low/moderate income families live on Bunker Hill Road.

**Project Budget (identify all sources & uses including known & expected match):**

Total project cost: \$175,000 as follows:

1. 14 x 7 box culvert w/headwalls \$75,000

2. 12 x 7-ft box culvert w/headwalls \$50,000
3. 8x6-ft box culvert w/headwalls \$50,000.

The Town of Pomfret is prepared up to provide up 25% match.

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Letter of Interest for potential CDBG-Disaster Recovery project 3 of 3

**Applicant Name:**

Town of Pomfret

**Project Name, County and Physical Address:**

BR5 Stage Road TH2, Windsor County, 12 Stage Road, N43.66467 W72.53909

**Project Description:**

Construct a bridge with a 32 x 7 ft. opening as per the recommendation from the hydraulic study.

**How does the project directly address the impacts of Presidentially Declared Disaster(s) in Vermont?**

During Tropical Storm Irene BR9 on Pomfret Road was overtopped closing Pomfret Road and sending flood water down Pomfret Road which caused extensive water damage to one business and two residences. The Town of Pomfret has a VTrans bridge grant to replace BR9. BR5 is located about 200 feet downstream from BR9 and is also undersized. By replacing BR9 we will move the undersized bridge problem down to BR5. Neither BR5 nor BR9 were damaged during TS Irene so they were not eligible FEMA assistance.

**Project's ability to serve or benefit low and moderate income persons:**

12 low/moderate income families live on Stage Road.

**Project Budget (identify all sources & uses including known & expected match):**

Total project cost: \$350,000. The Town of Pomfret is prepared up to provide up 25% match.

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Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053  
(802) 457-3861

January 10, 2014

Mr. Chris Bump  
District Project Manager  
VTrans District 4  
221 Beswick Drive  
White River Jct., VT 05001

RE: Change of Work Location for THS12-304 Contract # BC1333

Dear Mr. Bump:

The subject structures grant is for replacement of BR5 on Pomfret Road. We have determined that the replacement of this bridge is not practical at this time. We respectfully request that the work location of the structures grant be changed to replace BR21 on TH5, Barber Hill Road. The grant was term extended to July 28, 2014. We would like also to extend the grant term until July 30, 2015.

I have attached the following documents:

1. Copy of the grant term extension
2. TH Grant Application for the replacement of BR 21 on Barber Hill
3. Preliminary hydraulic study for BR 21
4. Photos of BR 21 work location

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Neil Lamson  
Pomfret Selectboard  
Neil.lamson@pomfretvt.us  
Tel (802) 698-3507

AMENDMENT TO:  
STATE OF VERMONT  
STANDARD GRANT AGREEMENT

THS40012-304  
Contract # BC1333  
Change # 1

1. Parties: This is a Grant Amendment for services between the State of Vermont, Agency of Transportation (hereinafter called "State"), and the **TOWN OF POMFRET** (hereinafter called "Subrecipient"), the Agreement dated **August 22, 2011**, shall be modified as follows:
2. Grant Term, is hereby modified by extending the term from **July 28, 2013** to **July 28, 2014**, as indicated by the memo hereby attached and made part of this Amendment.
3. Maximum Amount, is hereby modified by increasing the State funds by \$ N/A .00 for a revised amount of \$ N/A .00, as indicated by the memo hereby attached and made part of this Amendment.
4. Scope of Work, is hereby modified as indicated by the letter dated \_\_\_\_\_ from the Subrecipient hereby attached and made part of this Amendment.

Except as modified by this or any existing Amendments, all other provisions of the original Agreement dated **August 22, 2011**, shall remain unchanged and in full effect.

Dated this 17 day of June, 2013

Recommended for Approval -

CHRISTOPHER BUMP  
District Administrator or Technician      4  
District

STATE OF VERMONT  
AGENCY OF TRANSPORTATION

SUBRECIPIENT:  
**TOWN OF POMFRET, VERMONT**

Signature: Brian R Searles

Signature: Neil Lamson

Name: Brian R Searles

Name: Neil Lamson

Title: [Deputy] Secretary of Transportation

Title: Chair, Pomfret Selectboard

Date: 6/17, 2013

Date: February 13, 2013

APPROVED AS TO FORM:

DATE: 6-17-2013

[Signature]  
ASSISTANT ATTORNEY GENERAL



# VERMONT

AGENCY OF TRANSPORTATION

## FY 2014 TOWN HIGHWAY GRANT APPLICATION

APPLYING FOR:  Structures  Class 2 Roadway  Emergency

TOWN CONTACT (name):Town of Pomfret, Neil Lamson

Phone:802.698.3507

E-Mail:neil.lamson@pomfretvt.us

DISTRICT CONTACT (name):Chris Bump

Phone:802.298.8888

E-Mail:chris.bump@state.vt.us

### SCOPE OF WORK TO BE PERFORMED BY GRANTEE

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

TH# **5**, (Name) **Barber Hill Road** which is a class **3** town highway.

Bridge #**21**, N43.66317 W72.52294 which crosses **Cloudland Brook**

Culvert # \_\_\_\_\_, for which the original size was **6.5' corrugated metal pipe** and the replacement size is **a bridge with a 16' minimum clear span and 6' minimum clear height**

Causeway: \_\_\_\_\_

Retaining Wall: **Cement blocks to be replaced by poured wall**

**Anticipated Completion Date.** The anticipated completion date for this project is

**July 30, 2015**

### Work to Be Done:

The existing 6.5-ft culvert was washed 100 feet downstream during Tropical Storm Irene. To make emergency repairs the culvert was retrieved and replaced, even though it was badly rusted (See attached photos). Also, as an emergency repair, the headwalls were rebuilt with cement blocks.

FEMA denied the request to replace the culvert because after it was put back in place, it did not appear to be damaged by the event.

The attached hydraulic study recommends a bridge with a 16' minimum clear span and 6' minimum clear height. A box culvert is not feasible due to the presence of ledge.

### Detailed Cost Estimate (below or attached):

This will be a design/build contract. The road will be closed during construction so a temporary bypass will not be required. Ledge is showing at the lower end of the culvert so footers will be poured on ledge.

Estimated cost: \$300,000

PROJECT ESTIMATE AMOUNT: \$300,000

Has Town adopted codes & standards that meet or exceed the 1-23-13 template? X YES <input type="checkbox"/> NO	
Does Town have an infrastructure study (3-years old or less)? <input type="checkbox"/> YES X NO	
Has Town completed the following environmental resource checklist below? X YES <input type="checkbox"/> NO	
EXISTING STRUCTURES: (check all that apply)	
<input checked="" type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other.	
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work
PROJECT DESCRIPTION: (check all that apply)	
<input type="checkbox"/> The Project involves engineering/ planning only.	<input type="checkbox"/> The project consists of repaving existing paved surfaces only.
<input type="checkbox"/> The project consists of reestablishing existing ditches only.	<input type="checkbox"/> All work will be done from the existing road or shoulder.
<input checked="" type="checkbox"/> The structure is being replaced on existing location/alignment.	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream.
<input checked="" type="checkbox"/> There will be excavation within a flood plain.	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input checked="" type="checkbox"/> Tree cutting / clearing.	<input type="checkbox"/> Temporary off-road access is required.
<input type="checkbox"/> New ditches will be established.	<input type="checkbox"/> The roadway will be realigned.
The Town has included photos of the Project. Must show infrastructure and surrounding features, as much as possible. X YES <input type="checkbox"/> NO	
The Town has included a detailed Scope of Work X YES <input type="checkbox"/> NO	

**Below this line to be filled in by VTrans staff:**

Received by District (name & date): \_\_\_\_\_

Recommend Grant Award?  YES  NO:

Recommended Award Amount: \$ \_\_\_\_\_

Forwarded to Opns HQs by (name & date): \_\_\_\_\_

Received by Opns HQs (name & date): \_\_\_\_\_

Forwarded to Environmental Permitting Section by (name & date): \_\_\_\_\_

Received by Environmental Permitting Section (name & date): \_\_\_\_\_

Forwarded back to Opns HQs (name & date): \_\_\_\_\_

Received by Opns HQs (name & date): \_\_\_\_\_

**Town of Pomfret 2014 Bridge Grant Application  
TH 5 Bridge 21**



August 29, 2011 6.5-ft culvert washed out  
during Tropical Storm Irene



**Town of Pomfret 2014 Bridge Grant Application  
TH 5 Bridge 21**



**August 29, 2011 6.5-ft culvert washed downstream  
during Tropical Storm Irene**

**Town of Pomfret 2014 Bridge Grant Application  
TH 5 Bridge 21**



Retrieved culvert in place with concrete blocks headwall



Retrieved culvert showing rusted bottom (now on top)

**VT AGENCY OF TRANSPORTATION      PROGRAM DEVELOPMENT DIVISION**  
**HYDRAULICS UNIT**

**TO:** Trevor Starr, District Project Manager, District 4  
Neil Lamson, Chair Pomfret Selectboard

**FROM:** Leslie Russell, P.E., Hydraulics Project Engineer

**DATE:** 9 April 2012

**SUBJECT:** Pomfret TH 5 BR 21 over Cloudland Brook  
Barber Hill Road N43.66317 W72.52294

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We have completed our preliminary hydraulic study for the above referenced site, and offer the following information for your use:

**Hydrology**

This site has a hilly drainage basin. It is mostly forested. The total contributing drainage area is about 2.8 sq. mi. There is an overall length of 20,510 feet from the divide to the site, with a 950 foot drop in elevation, giving an average overall channel slope of 4.6 %. The stream slope at the site was estimated to be about 3%. Using several hydrologic methods, we came up with the following design flow rates:

<u>Recurrence Interval in Years</u>	<u>Flow Rate in Cubic Feet per Second (CFS)</u>
Q2.33	140
Q10	340
Q25	460 - Town Highway Design Flow
Q50	580
Q100	680 - Check flow

## **Existing Conditions**

The existing structure is a 6.5' corrugated metal pipe. It provides a waterway opening of 33.2 sq. ft. There is rust in the bottom of the pipe and bank erosion up and downstream of the structure. It appears that water overtopped this structure during Tropical Storm Irene in August of 2011. This structure constricts the channel.

Our calculations show the existing structure is hydraulically inadequate. Headwater to depth ratios are not within the allowable values. Water overtops the roadway below the Q25 flow.

There are bridges between this bridge and bridge 20 downstream on this brook that constrict the channel and are undersized.

## **Recommendations**

In sizing a new structure we attempt to select structures that meet the hydraulic standards, fit the natural channel width, the roadway grade and other site conditions. We estimated a channel width of 15' to 18' during our site visit. It was difficult to get an exact natural channel width measurement due to the flood damage and roadway fill. The Agency of Natural Resources 'VT Regional Hydraulic Geometry Curves' give a bank full width of 21' for this size drainage area. Those curves are only based on drainage area and do not consider other factors. They may not be valid for this drainage area. The low height from the stream bed to the road limits the replacement options to a bridge or box structure, as the roadway would have to be raised substantially for a pipe. Based on our calculations and the information available, we recommend any of the following structures as a replacement at this site:

1. A bridge with a 16' minimum clear span and 6' minimum clear height, providing at least 96 sq. ft. of waterway area. This structure will result in a headwater depth at Q25 = 5.0' and at Q100 = 6.5'. Therefore, it will have the required 1' of freeboard at Q25.
2. A concrete box with a 16' wide by 8' high inside opening, with 12" high bed retention sills (baffles) in the bottom. The box invert should be buried 24", so the top of the sills will be buried 12" and not be visible. That will result in a 16' wide by 6' high waterway opening above streambed, providing 96-sq. ft. of waterway area. Sills should be spaced no more than 8'-0" apart throughout the structure with one sill placed at the inlet and one at the outlet. Sills should be cast in a V shape with a 10:1 lateral slope, to create a low flow channel in the center if the bed material in the structure is washed out. The spaces between sills should be filled with stone graded to match the natural stream bed material. This structure will result in a

headwater depth at Q25 = 5.0' and at Q100 = 6.5', with no roadway overtopping at Q100. **If there is ledge through the structure, this is not a good option for this site.**

3. Any similar structure with a minimum clear span of 16' and at least 96 sq. ft. of waterway area, that fits the site conditions, could be considered.

### **General Comments**

If a new bridge is installed, the bottom of abutment footings should be at least six feet below the channel bottom, or to ledge, to prevent undermining.

If a new box is installed, we recommend it have full headwalls at the inlet and outlet. The headwalls should extend at least four feet below the channel bottom, or to ledge, to act as cutoff walls and prevent undermining.

It is always desirable for a new structure of this size to have flared wingwalls at the inlet and outlet, to smoothly transition flow through the structure, and to protect the structure and roadway approaches from erosion. The wingwalls should match into the channel banks. Any new structure should be properly aligned with the channel, and constructed on a grade that matches the channel.

Stone Fill, Type III should be used to protect any disturbed channel banks or roadway slopes at the structure's inlet and outlet, up to a height of at least one-foot above the top of the opening. The stone fill should not constrict the channel or structure opening.

**The Agency of Natural Resources (ANR), Corps of Engineers, or other permitting agency may have additional concerns regarding replacement of this structure, or any channel work. The River Management Engineer should be contacted with respect to those concerns, before a replacement structure is ordered.**

Please keep in mind that while a site visit was made, these recommendations were made without the benefit of a survey and are based on limited information. The final decision regarding the replacement of this structure should take into consideration matching the natural channel conditions, the roadway grade, environmental concerns, safety, and other requirements of the site.

Please contact us if you have any questions or if we may be of further assistance.

LGR

cc: Todd Menees, A.N.R. River Management Engineer

Hydraulics Project File via NJW

Hydraulics Chrono File

Non\_PMS\_Projects\Hydraulics\ProjectFiles\_NonCADD\Pomfret\TH 5 BR 21\Pomfret TH 5 BR  
21 prel hyd memo.docx

# Cost assessment for Barber Hill Road bridge

Holden Engineering & Surveying <hes@holdenengineering.com>

Tue 1/28/2014 8:33 AM

To: Michael Reese <Michael.Reese@pomfretvt.us>;

Cc: Donna Holden <dholden@holdenengineering.com>; Reception - HES <reception@holdenengineering.com>;

Hello Michael,

Thank you for taking my call yesterday regarding Pomfret, VT bridges B5 (Stage Road over Pomfret Brook), B9 (Pomfret Road over Pomfret Brook), and B21 (Barber Hill Road over Cloudland Brook).

In our conversation, you mentioned a letter from VTrans regarding recommendations for Bridge B21 on Barber Hill Road. It would be most helpful in our review, if you could forward any pertinent letters and/or reports from VTrans regarding this Barber Hill Road bridge.

Holden Engineering can review the original study for bridges B5 & B9 at no cost to determine if there are other more viable construction options. We can also perform a free preliminary cost assessment for bridge B21 on Barber Hill Road to help the Town better determine cost alternatives.

Our goal is to help the Town upfront by identifying the most cost effective alternatives now, and then if/when you decide to move forward with the project(s), we would be interested in submitting a proposal for the design work.

Peter Holden would like to come to Pomfret to take a look at these bridges to investigate new alternatives that could potentially better fit within the Town's budget for rehabilitation or replacement. Peter welcomes the opportunity to be on your agenda for the February 19 Selectboard meeting to discuss providing preliminary cost assessments for these bridges, at no charge.

Please let us know if you can set aside time for Peter Holden in your 2/19/2014 Selectboard meeting agenda to discuss.

Best regards,

Michael Glazner

HES PIN: 1220480

Holden Engineering & Surveying, Inc.  
PO Box 480  
Concord, NH 03302

2/3/2014

Cost assessment for Barber Hill Road bridge - Michael Reese

Ph (603)472-2078

Fx (603)472-2464

# FW: CDBG-Disaster Recovery projects

Neil Lamson <Neil.Lamson@pomfretvt.us>

Thu 1/30/2014 3:06 PM

To: Michael Reese <Michael.Reese@pomfretvt.us>; Mark Warner <Mark.Warner@pomfretvt.us>;

1 attachment

Barber,Bunker,Stage Hill Rd LOL.pdf;

We need to set priorities for these 3 projects. Art concurs. See email string below.

Neil Lamson, Pomfret Selectboard Clerk  
5218 Pomfret Rd.  
No. Pomfret, VT 05053  
(802) 698-3507

---

**From:** Art Lewin  
**Sent:** Thursday, January 30, 2014 2:58 PM  
**To:** Neil Lamson  
**Subject:** RE: CDBG-Disaster Recovery projects

Sounds good

---

**From:** Neil Lamson  
**Sent:** Thursday, January 30, 2014 2:47 PM  
**To:** Art Lewin  
**Subject:** CDBG-Disaster Recovery projects

Art, Last July I sent the attached letters of interest to the state to try for left over Irene funds. Slim chance we will get anything but we need to try. I applied for Barber Hill 6-ft culvert, 3 culverts on Bunker Hill rd and the lower bridge at Teago. Now we need to set priorities - I was thinking 1. Barber Hill, 2. Bunker Hill and 3. Stage Rd (Teago bridge). OK by you? (It won't affect our bridge grant on Barber Hill.)  
Neil Lamson, Pomfret Selectboard Clerk  
5218 Pomfret Rd.  
No. Pomfret, VT 05053  
(802) 698-3507

# FW: Change of work location THS12-304 Contract #BC1333

Bump, Chris <Chris.Bump@state.vt.us>

Mon 2/3/2014 2:31 PM

To: Michael Reese <Michael.Reese@pomfretvt.us>;

Cc: Neil Lamson <Neil.Lamson@pomfretvt.us>;

1 attachment

Pomfret Change location of bridge grant.pdf;

To: Michael Reese, Pomfret Selectboard Chair

This is to follow up on our telephone conversation earlier today.

We specifically discussed the project estimate for the construction of a bridge to replace a large culvert (BR 21) on Barber Hill Road TH-5. There are many variables that affect cost with a project of this kind. One of the first considerations is the type of structure to be constructed.

Without this information we cannot confirm the accuracy of the project estimate shown on page 3 of the attached.

The 2014 - 2016 Orange Book (Handbook for Local Officials) states on page 5-3 that:

Municipalities must submit a Town Highway Grant Application to the DTA defining the work proposed, a detailed cost estimate, and information necessary for environmental resource impact review.

As the Town has concerns with budgeting for this project and there is no breakdown of the project estimate, we are asking that the Town of Pomfret submit a detailed estimate for this project Prior to the grant being issued.

If you should have any questions please call me at (802) 296-5567.

Sincerely

Christopher Bump  
District 4 Project Manager

-----Original Message-----

From: Neil Lamson [<mailto:Neil.Lamson@pomfretvt.us>]

Sent: Thursday, January 23, 2014 8:20 AM

To: Bump, Chris

Subject: RE: Change of work location THS12-304 Contract #BC1333

Thanks, Chris. Just getting back to this project after working on the the budget.

I think the grant application form in the pdf that was attached to my 1/20/14 email is the 2014 form. You sent it to me last summer and it looks to be exactly the same as the one we just rec'd.

I have attached the pdf again to this email in case it did not make it with my 1/20 email.

So this attachment has a cover letter, the new grant application for BR21, the hydraulic study and photos. I can snail mail or hand carry it to you if you want. I'm usually in White River a couple times a week anyway.

Thanks.

Neil Lamson, Pomfret Selectboard Clerk

5218 Pomfret Rd.

No. Pomfret, VT 05053

(802) 698-3507

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From: Bump, Chris <Chris.Bump@state.vt.us>

Sent: Monday, January 20, 2014 11:08 AM

To: Neil Lamson

Subject: Re: Change of work location THS12-304 Contract #BC1333

We will hold the funds so they can be  
Used for the requested new location  
The town needs to apply for the new  
Location using the grant application  
Form that was just sent to the town  
Need new estimate a photos of site  
If you can get lat and long that would  
Help or we can get it

Sent from my iPhone

On Jan 20, 2014, at 10:41 AM, "Neil Lamson" <Neil.Lamson@pomfretvt.us> wrote:

> Chris, I have attached our request to move the bridge grant from Teago Bridge #5 to BR#21 on Barber Hill.  
>  
> Please let me know if there is anything we need to do. Thanks.  
>  
> Neil Lamson, Pomfret Selectboard Clerk  
> 5218 Pomfret Rd.  
> No. Pomfret, VT 05053  
> (802) 698-3507  
> <Pomfret Change location of bridge grant.pdf>

# FW: Dartmouth Cycling Race

Neil Lamson <Neil.Lamson@pomfretvt.us>

Thu 12/5/2013 1:57 PM

To: Art Lewin <Art.Lewin@pomfretvt.us>; Mark Warner <Mark.Warner@pomfretvt.us>; Michael Reese <Michael.Reese@pomfretvt.us>;

Request for cycling race April 13, 2014.

Neil Lamson, Pomfret Selectboard Clerk  
5218 Pomfret Rd.  
No. Pomfret, VT 05053  
[\(802\) 698-3507](tel:8026983507)

---

**From:** Danielle E. Smith <Danielle.E.Smith.15@dartmouth.edu>  
**Sent:** Friday, November 01, 2013 10:28 PM  
**To:** Selectboard@SharonVt.net; Neil Lamson; hrieseberg@hartford-vt.org  
**Cc:** Svante Carl Daniel Holmdahl  
**Subject:** Dartmouth Cycling Race

Hello,

My name is Danielle Smith and I'm currently a junior at Dartmouth College and the vice president of the Dartmouth Cycling Team. We are in the process of applying to host a USA Cycling sanctioned race weekend for the upcoming 2014 season of the Eastern Collegiate Cycling Conference.

I'm contacting you to inquire about the possibility of hosting our home road race in your towns on April 13th, 2014.

We would start the race in West Hartford (across the bridge from Route 14 onto Pomfret Road), ascend Pomfret Road into Pomfret, and turn right onto Howe Hill Road, descending into Sharon. We would then turn back onto Route 14 to return to West Hartford. The roads will remain open to traffic at all times (and racers are required to stay to the right of the yellow line or face disqualification), but there will be significant bicycle traffic on this route from about 8 am until 4pm.

You can see a map of the route here: <http://www.strava.com/routes/32550>

I would be happy to work together with you to address any concerns or scheduling conflicts you may have with this proposal. We will of course provide police coverage and professional race officials, as well as all of the set up and clean up for the race. The noise level will be minimal and you should not expect any disturbances to the residents of your towns.

We believe that this course offers some of the best cycling and scenery in all of the Upper Valley and we

12/26/13

FW: Dartmouth Cycling Race - Michael Reese

would love to share it with other bicycle enthusiasts and collegiate racers from all over the northern East Coast. The race will also bring many hungry cyclists to your towns which will almost certainly benefit local businesses.

Thank you for your time,  
Danielle Smith  
Dartmouth College Cycling Team VP

PS: If for some reason you are not the correct contact person for my inquiry, kindly forward my email to that person, if possible. Thank you.

For checks For Check Acct 01 (General Fund) 02/05/2014 To 02/05/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1250	CARGILL, INCORPORATED	2901521729 29.63 Tons	1674.69	0.00	1674.69	8671	02/05/14
1250	CARGILL, INCORPORATED	2901537761 23.13 Tons	1307.31	0.00	1307.31	8671	02/05/14
1250	CARGILL, INCORPORATED	2901544149 31.7 Tons	1791.68	0.00	1791.68	8671	02/05/14
1250	CARGILL, INCORPORATED	2901547092 31.53 Tons	1782.08	0.00	1782.08	8671	02/05/14
1430	DEAD RIVER COMPANY	2571 46.7 gal. heating oil	164.25	0.00	164.25	8672	02/05/14
1430	DEAD RIVER COMPANY	2574 85.9 Gal. oil TFD	302.12	0.00	302.12	8672	02/05/14
1430	DEAD RIVER COMPANY	3102361 26.1 gas;44.8 gal diesel	280.02	0.00	280.02	8672	02/05/14
1430	DEAD RIVER COMPANY	48879 223.3 Gal. propane PFD	430.75	0.00	430.75	8672	02/05/14
1430	DEAD RIVER COMPANY	508331 69.2 Ga. propane	133.49	0.00	133.49	8672	02/05/14
1430	DEAD RIVER COMPANY	508332 66.7 Gal. Propane, offic	128.66	0.00	128.66	8672	02/05/14
1743	GOOD-WAY DOCUMENT SERVICES	830 Filming Vol 65-71	845.00	0.00	845.00	8673	02/05/14
1770	GUWSMD	3075 50 punch cards	2000.00	0.00	2000.00	8674	02/05/14
1910	IRVING OIL CORPORATION	22605 199.1 gals diesel	732.05	0.00	732.05	8675	02/05/14
1910	IRVING OIL CORPORATION	453683 96.0 gal. diesel	360.25	0.00	360.25	8675	02/05/14
1910	IRVING OIL CORPORATION	57098 299.3 gal. diesel	1088.38	0.00	1088.38	8675	02/05/14
2195	MOORE MEDICAL, LLC	980302731 EMS supplies	102.30	0.00	102.30	8676	02/05/14
2630	SHEILA MURRAY	012114 Nov. & Dec. cleaning	100.00	0.00	100.00	8677	02/05/14
2940	VERMONT DEPT. OF CORRECTIONS	075960 2 - 911 signs	17.87	0.00	17.87	8678	02/05/14
Report Total			13,240.90	0.00	13,240.90		

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 \$ \*\*\*\*13,240.90  
 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
 Neil Lamson,

\_\_\_\_\_  
 Michael Reese

\_\_\_\_\_  
 Mark Warner



Michael Reese &lt;mreeselaw@gmail.com&gt;

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## Resignation from Zoning Board of Adjustment

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**Robert S. Harrington** <heinet@aol.com>

Mon, Jan 27, 2014 at 10:34 AM

To: mreeselaw@gmail.com

Cc: almarmay1988@gmail.com, hulf@ukarch.com, loiehavill@aol.com, Preston Bristow &lt;preston.bristow@comcast.net&gt;, Neil.Lamson@pomfretvt.us, Mark Warner &lt;mark.warner@pomfretvt.us&gt;

Hi Michael,

This is to inform you that I hereby resign from my position on the Zoning Board of Adjustment. I presently have many things going on in my personal life and feel I do not have sufficient time to volunteer as a member of the ZBA.

I have enjoyed working with yourself and all the other members over the past few years and appreciate this opportunity to serve the Town.

Best of luck going forward,

Phyllis Harrington

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053  
Tel (802) 457-3861

## Purchasing Policy for the Town of Pomfret

1. **PURPOSE.** The purpose of this policy is to create a process for purchasing goods and services that will increase efficiency, promote fairness, accountability and confidence, and provide necessary supplies and services in a timely and cost-effective manner.
2. **APPLICATION.** This policy shall apply to all purchases of goods and services by the Town of Pomfret except where conditions of state or federal funds or conditions of a grant, gift or bequest mandate otherwise.
3. **DEFINITIONS.**
  - 3.1. Major purchases are those purchases of goods or services in an amount over \$5000.
  - 3.2. Regular purchases are those purchases of goods or services in an amount of at least \$1,000 but less than \$5001.
  - 3.3. Incidental purchases are those purchases of goods and services in an amount of less than \$1,000.
  - 3.4. Emergency purchases are those urgent purchases of goods and services which are required to protect the public health, safety and welfare.
  - 3.5. Competitive solicitation is the soliciting of bids or quotes from two or preferably three vendors and the selection of the vendor based on quality of the goods and services offered, cost and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town of Pomfret.
  - 3.6. Sole source vendor is a vendor approved by the selectboard to provide certain goods and services for the Town of Pomfret.
4. **PROCEDURES.**
  - 4.1. **Major purchases** require a formal bid process which shall include, but **is** not limited to:
    - 4.1.1. Advertisement of the invitation to bid (ITB) or request for proposal (RFP) for at least one week in a newspaper of general circulation in the Town of Pomfret or other newspapers at the discretion of selectboard; and

- 4.1.2. Direct ITB or RFP notices to specific providers at the discretion of the selectboard;
    - 4.1.2.1. ITB and RFP notices shall include, but are not limited to:
      - 4.1.2.1.1. Notice of the place and deadline for receipt of the sealed bids or proposals;
      - 4.1.2.1.2. A description of the supplies, materials, equipment or services required and information on how and where to obtain more detailed specifications and bid or proposal forms;
      - 4.1.2.1.3. Information on insurance requirements for the bidder or proposer;
      - 4.1.2.1.4. A statement of the right of the Town of Pomfret to reject any and all bids or proposal if doing so is deemed by the selectboard to be in the best interests of the Town of Pomfret;
      - 4.1.2.1.5. The time and place for the public opening of the bids or proposals by the selectboard at a time not less than 10 business days after the deadline for receipt; and
      - 4.1.2.1.6. The time and place for action by the selectboard on the bids or proposals received.
      - 4.1.2.1.7.
  - 4.2. **Regular purchases** may be made by the road commissioner or individual selectboard members by competitive solicitation. Such purchases shall be ratified by the selectboard at a duly warned selectboard meeting.
  - 4.3. **Incidental purchases** may be made by the road commissioner or individual selectboard members without competitive solicitation.
  - 4.4. **Emergency purchases.** When an emergency threatens the health, lives or property of the residents of the Town, or threatens the property of the Town or the delivery of necessary services to the residents of the Town, individual selectboard members, the health officer, road commissioner, fire chief, constable, emergency management director, tree warden or fire warden shall have the authority to purchase emergency supplies and services while acting in the best interests of the town.
  - 4.5. **Sole source vendor.** The selectboard may approve a sole source vendor for goods or services. Approval shall be made a duly warned selectboard meeting and shall appear on the agenda of said selectboard meeting prior to the meeting. The decision to approve a sole source vendor shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town of Pomfret.
5. **Leasing equipment.** The selectboard shall approve all leasing of equipment.
6. **Purchase of professional services.** The purchase of professional services for the Town of Pomfret shall be exempt from the formal bid process. Such services include, but are not limited to, legal counsel, insurance, engineering/architectural services and consulting services. The selectboard may purchase such services according to the best interests of the Town of Pomfret.

7. **Cooperative purchasing.** The Town of Pomfret may enter into cooperative lease or purchase agreements with other municipalities, at the discretion of the selectboard.

Adopted at the regular selectboard meeting on \_\_\_\_\_, 2013.

\_\_\_\_\_  
Michael Reese, Chair

\_\_\_\_\_  
Neil Lamson

\_\_\_\_\_  
Mark Warner

# **Town of Pomfret**

5218 Pomfret Road  
North Pomfret, VT 05053

## **DRAFT REVISED Selectboard Meetings Guidelines**

### **Purpose**

These guidelines are intended to assist the selectboard to effectively deal with emerging issues in a timely and consistent manner and afford the public reasonable opportunity to give its opinion on matters considered by the selectboard. The selectboard of the Town of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the selectboard of the Town of Pomfret shall be open to the public at all times, except as provided in 1V.S.A. §313.

### **Application**

This policy establishes guidelines for selectboard meetings and shall apply to all regular, special, and emergency meetings of the Town of Pomfret selectboard.

### **Procedures**

1. The chair of the selectboard shall chair all selectboard meetings. If the chair is absent, a member selected by the selectboard shall chair the meeting.
2. The chair shall rule on all questions of order or procedure and shall enforce these guidelines as required by 1 V.S.A. § 312(h).
3. A majority of the members of the selectboard shall constitute a quorum. If a quorum of the members of the selectboard is not present at a meeting, the only action that may be considered by the selectboard is a motion to recess or adjourn the meeting. All binding decisions made by the selectboard must be approved by a majority of the selectboard at a public meeting and should be clearly stated by chair during the selectboard meeting.
4. Agendas  
Agendas for special and emergency selectboard meetings will be approved at the beginning of the meetings. Since these meetings are usually called for specific purposes, there will be no advance public notice of the agendas.

Each regular selectboard meeting should have an agenda which lists each item of business to be considered by the selectboard. The regular selectboard meetings agendas will be prepared by the selectboard clerk, reviewed by the selectboard members and approved by the selectboard chair. The selectboard chair will then submit the agendas of regular selectboard meetings to the town clerk for posting in the town office and distribution to people who have requested a copies of the agendas. The selectboard will approve the agenda at the beginning of each regular selectboard meeting.

Persons wishing to have items included on the regular selectboard meeting agendas should contact the selectboard clerk to request that the item(s) be considered for inclusion on the agendas. Such requests must be made at least five (5) calendar days prior to the regular selectboard meeting. Requests received less than five (5) calendar days prior to the regular selectboard meeting will be considered for inclusion on future selectboard meeting agendas at the discretion of the selectboard chair.

5. All business should be conducted in the same order as it appears on the agenda, unless changed by a majority vote of the selectboard.

6. Public comment on agenda items discussed by the selectboard may be offered during the meeting with the permission of the chair. Such public comment shall be limited to five (5) minutes for each person offering a public comment.

Written comments on agenda items may be submitted to the selectboard at any time. The selectboard chair should make note of the receipt of written comments during the discussion but is not required to read them aloud at the selectboard meeting. All such written comments are public records and will be available for public inspection or copying.

7. The minutes of all selectboard meetings will be taken by the selectboard clerk or another person designated by the selectboard. The draft minutes may be reviewed by the selectboard before the selectboard clerk makes them "available for inspection by any person and for purchase of copies at cost upon request after five days from the date of any meeting" 1 VSA § 312. (b)(2). The draft minutes will be clearly labelled as "draft". After draft minutes have been approved by the selectboard, the selectboard clerk will prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly labeling them as "approved". The approved minutes will be signed by the selectboard clerk and a copy will be filed with the town clerk.

8. All selectboard meetings may be recessed to a time and place certain. Minutes of recessed meetings must be filed with the town clerk within five days of the adjournment of the meetings.

9. Copies of these guidelines will be available upon request at all selectboard meetings.

10. These guidelines may be amended by majority vote of the selectboard, and should be readopted annually at the organizational meeting.

Approved at the regular selectboard meeting held on \_\_\_\_\_

For checks For Check Acct 01 (General Fund) 8661 To 8663 01/30/2014 To 01/30/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1150	BLUE CROSS & BLUE SHIELD	820000518 Health Ins. for Feb.	3882.04	0.00	3882.04	8661	01/30/14
1305	CITIZENS BANK MASTERCARD	01062014 Maine Hosting	6.00	0.00	6.00	8662	01/30/14
1910	IRVING OIL CORPORATION	352770 421.5 gals diesel	1519.34	0.00	1519.34	8663	01/30/14
Report Total			5,407.38	0.00	5,407.38		

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 \$ \*\*\*\*\*5,407.38  
 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
 Neil Lamson,

\_\_\_\_\_  
 Michael Reese

\_\_\_\_\_  
 Mark Warner

# bike race

Peter Vollers <pvollers@vollerslaw.com>

Thu 1/16/2014 3:02 PM

To: Michael Reese <Michael.Reese@pomfretvt.us>;

1 attachment

Woodstock event permit applic.pdf;

Hi Mike:

Great speaking with you today at the town clerk's office. Here's the bike race link: <http://www.vermontoverland.com/vogp/>. I'd love to come and talk to the Pomfret Selectboard at the next meeting on February 5 about the race. Please let me know if that's okay.

Also, I've attached Woodstock's public highway form for your review. Thanks!

**Peter K. Vollers, Esq.**

**Law Office of Peter K. Vollers, PLC**

**One High Street**

**Woodstock, VT 05091**

**802-457-2420 (phone)**

**802-457-9960 (fax)**

**[www.vollerslaw.com](http://www.vollerslaw.com)**

Dec 4 -

11/13/2013

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

I am writing to request permission to hold the Covered Bridges Half Marathon on Sunday June 1, 2014 at 8:15am. The race will follow the same course as past years, beginning at Suicide Six ski area and following Stage road to Route 12. As in past years, traffic control will be handled by Windsor County Sheriff's and volunteers. We will notify residents in advance through signs and newspaper. In the past, the road crew has been very helpful in grading River Road a week or so before the event when needed, if possible we would appreciate it if that could be done again this year.

Thank you in advance for your consideration; please let me know if you have any questions or concerns.

Sincerely,



Bill Blaiklock  
Race Director,  
CBHM, Inc  
PO Box 722  
Woodstock, VT 05091  
802-457-1415; blaiklo@aol.com

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

REVISED 2013 Meeting Resolution DRAFT 11/24/13

Regular meetings of the Pomfret selectboard will be held the first and third Wednesday of each month at the town office at 7:00 pm as was published in the 2012 Annual Report.

The selectboard will hold a selectboard meeting every Monday at 7 am in the town garage to discuss activities of the highway department. At these meetings no formal actions will be taken and no money will be appropriated, expended, or encumbered. These meetings are open to the public.

Special meetings of the Pomfret selectboard will be announced at least 24 hours before the meetings and notices will be given to local media and posted on the town webpage and in the Town Office, the North Pomfret Post Office and the Teago General Store. All selectboard meetings (regular, special and emergency) are open to the public and subject to the Open Meetings Law (1 VSA § 310-314).

The agendas for all regular selectboard meetings will be prepared by the selectboard clerk, reviewed by the selectboard, approved by the selectboard chair and submitted to the town clerk prior to the meetings. The town clerk will post the agendas in the town clerk's office and distribute copies to persons who have requested copies of the agendas. Persons wishing to add items to any agenda should contact the selectboard clerk five (5) calendar days before the selectboard meetings.

The selectboard clerk will file the draft of the minutes of all selectboard meetings with the town clerk within five (5) calendar days after the meetings. After the minutes are approved by the selectboard, the selectboard clerk will sign the approved minutes and file them with the town clerk. Any person may request the selectboard clerk or the town clerk to furnish a copy of the draft or approved minutes of any selectboard meeting for inspection or copying.

Selectboard members may, from time to time and in the best interest of the Town, discuss town business in person, in writing, by telephone or by email exchanges during which no formal actions will be taken and no money will be appropriated, expended, or encumbered. Items that may be discussed include but are not limited to the maintenance and repair of town highways, equipment and buildings; the scheduling of meetings; and the review of draft meeting agendas, draft meeting minutes, draft policies, draft ordinances, draft contracts and draft letters. The selectboard considers these communications to be conducting routine day-to-day administrative matters and they will be outside of duly warned meetings (1VSA§312 (g)).

Approved at the \_\_\_\_\_ regular selectboard meeting.

\_\_\_\_\_  
Michael Reese, Chair

\_\_\_\_\_  
Neil Lamson

\_\_\_\_\_  
Mark Warner