

**Town of Pomfret**  
 5218 Pomfret Road  
 North Pomfret, VT 05053  
 Agenda for January 6, 2016 Regular Selectboard Meeting  
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Executive Session a) Review applications for road crew worker	Chair	7:00-7:20pm
3. Public Comment	Chair	7:20-7:30pm
4. Review of Agenda	Chair	7:30-7:35pm
5. Recurring items, including items for possible vote: a) Review, discussion, and approval of December minutes ( <i>See attached pages 2-9</i> ) b) Treasurer's Report i. Warrants for Payment ii. Accounts Payable c) Road Foreman's Report i. General Update	Chair  Treasurer  Road Foreman	7:35-7:40pm  7:40-7:45pm  7:45-7:55pm
6. Business items for possible vote: a. Assistant to Selectboard: welcome and discussion of tasks, etc. b. Fire truck addendum ( <i>See attached pages 10-11</i> ) c. Evaluation process for fire truck bids d. Options for delinquent tax collection e. Selectboard report ( <i>See attached page 12</i> )	Chair  Michael Reese  Phil Dechert	7:55-8:05pm  8:05-8:15pm 8:15-8:25pm  8:25-8:35pm  8:35-8:45pm
7. Business Items for discussion a. Budget b. Selectboard correspondence c. Next meeting's agenda	Chair	8:40-8:50pm 8:50-8:52pm 8:52-8:55pm
8. Closing public comments and adjournment	Chair	8:55-9:00pm

# Town of Pomfret

5218 Pomfret Road

North Pomfret, VT 05053

Draft Minutes of the December 2, 2015 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Betsy Siebeck, Scott Woodward, Greg Greene (School Board), Emily Grube, Ona Chase, Laura Kent (Auditor), Shawn Pickett, and Greg Tuthill.

1. Call to Order: The Chair called the meeting to order at 7:02pm.
2. Public Comment: Condolences were made to Jeff Robinson's family, noting that his passing was a loss to the town. Time and location of funeral mentioned.
3. Review of Agenda: The Board approved the agenda by consensus with the following additions: Fire Truck Addendum; Administrative Assistant; EC Fiber Agreement; and Heating Oil.
4. Minutes of Prior Meetings:
  - (a) Phil Dechert moved, and Michael Reese seconded, to approve the draft minutes of the November 19, 2015 meeting. The Board unanimously approved the motion.
5. Treasurer's Report:
  - (a) Warrants for Payment:
    - i. Phil Dechert moved, and Michael Reese seconded, that the Board approve warrant number 15038 in the amount of \$13,283.58 with the exception of a \$1,950 payment for school snow removal to be reviewed at a later time. The Board unanimously approved the motion.
    - ii. Phil Dechert moved, and Michael Reese seconded, that the Board approve warrant number 15037 in the amount of \$753,666.95 and warrant number 15036 in the amount of \$6,216.44. The Board unanimously approved the motion.
  - (b) Budget Status Report:
    - i. Was briefly discussed. Auditor Laura Kent raised concerns regarding shifting categories.
6. Road Foreman's Report:
  - (a) General Update:
    - i. Leaf blowing in ditches and culverts finished.
    - ii. Tractor is leaking oil; unsure of where the oil is coming from, will be investigated.
    - iii. Ditching work ended due to ground freezing.
    - iv. Winter equipment ready;
    - v. Starting trimming trees and cutting brush.
    - vi. Muddy ruts in a few locations to be fixed.
    - vii. Insurance claim for dump truck damage still on the list.
    - viii. Installing speed limit signs.
  - (b) Speed Limit Rules: The Road Foreman noted that when reducing speed 10 miles or more, the Town needs to have a reduced speed limit signs.
  - (c) Tractor: Road Foreman is working on identifying the correct specs; can work on it after the first of the year.
  - (d) Road Crew Worker: Road Foreman and Eric Chase will work on putting out

advertisements.

(e) Snowplowing for Prosper Valley School:

- i. Prosper Valley School Chair Greg Greene asked the Town to pay the school snowplowing contract for the current fiscal year. He noted that expenses paid by school are subject to 1.5% markup.
- ii. Road Foreman noted Road Crew pushes back snow at the school; last year about three times a year taking about 3 hours; the work is done in the early morning to avoid vehicles during school hours.
- iii. Phil Dechert will meet with Greg Greene and the WCSU business manager.
- iv. Phil Dechert moved, and Eric Chase seconded, to pay the snowplowing bill. The Board unanimously approved the motion.

(f) Traffic Ordinance

- i. Eric Chase moved, and Phil Dechert seconded, to approve the amendments to the Traffic Ordinance as described in the Agenda package. The Board unanimously approved the motion.
- ii. Michael Reese agreed to arrange the notice.
- iii. Shawn Pickett thanked the board.

7. Delinquent Tax Collection: The Board discussed options.

8. Fire Truck Bids Evaluation Process:

- (a) Eric Chase moved, and Phil Dechert seconded, to accept paragraphs 1 and 2 of the draft addendum extending question period and attendance at pre-bid meeting, but not paragraph 3, which addresses the stability of the truck. The Board unanimously approved the motion.
- (b) Scott Woodward suggested a process that includes having a committee create a short list among bidders; the Board took no action.

9. Town Highway Equipment List:

- (a) Michael Reese moved, and Phil Dechert seconded, that the Board adopt the Town Highway Equipment list prepared by Road Foreman for the Town Report. The Board unanimously approved the motion.
- (b) Phil Dechert will contact Ellen to coordinate with the Vermont League of Cities and Towns to update the town's insurance.

10. Covered Bridges Half Marathon: Michael Reese moved, and Phil Dechert seconded, to approve the Covered Bridges Half Marathon request with the addition that the Town be included as a named beneficiary on the insurance policy. The Board unanimously approved the motion.

11. Hurricane Riders Snowmobile Club Request: The Road Foreman raised the issue of having to pack down snowbanks, especially Graves Road. Phil Dechert moved, and Michael Reese seconded, to approve the use of the roads listed in the letter (Joe Ranger and Bunker Hill Road) in the email, and supply us with a map of the roads the club is actually using, noting that there is an issue with the groomer packing down snowbanks and that the club please contact Road Foreman to discuss the issue. The Board unanimously approved the motion. Michael Reese will email them.

12. Administrative Assistant: Interviews scheduled for Tuesday December 8, 2015 at 6PM, with the 7PM budget meeting to follow.

13. Heating Oil/Propane: Phil Dechert will look into the issue.

14. EC Fiber HUB Agreement: Agreement is the same that was posted by the Town thirty days previous, excepting the addition of the starting date and period of thirty-year lease. Agreement will be presented at a subsequent meeting.
15. Budget: Phil Dechert got together with Fire Chief and Mark Warner helped; Fire Department, FAST Squad, and Listers discussed.
16. Correspondence: Invitation for luncheon in Montpelier and legislators; Green Up Day for \$50 in budget; Cloudland Road speed limits; Review of request for appropriation for Vermont Rural Fire Protection Task Force.
17. Next Meeting's Agenda: Discussion of Selectboard assistant interviews, the budget, and EC Fiber contract.
18. Adjournment: Eric Chase moved, and Phil Dechert seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:02 pm.

Date: 1/1/2016

Respectfully Submitted,

Michael Reese

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053

Draft Minutes of the December 8, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Betsy Siebeck, Scott Woodward, Ona Chase, Sherman Kent and Melanie Williams.

1. Call to Order: The Chair called the meeting to order at 5:33pm.
2. Executive Session:
  - (a) Phil Dechert, and Michael Reese seconded, that the Board enter executive session to interview potential employees for the administrative assistant position pursuant to 1 VSA 313(a)(3). The Board unanimously approved the motion.
  - (b) Three applicants attended for separate interviews.
3. Call to Order of Public Meeting: The Chair called the public meeting to order at 7:04pm.
4. Correspondence: The Board received an email relating to public involvement with the fire department.
5. Budget: The Board reviewed various parts of the draft budget. No decisions were made.
6. Public Comment: Sherman Kent asked about progress of the interviews for the Administrative Assistant, which was briefly discussed.
7. Adjournment: Michael Reese moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion at 8:18pm.

Date: 1/1/2016

Respectfully Submitted,

Michael Reese

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053

Draft Minutes of the December 16, 2015 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Scott Woodward, Emily Grube, Laura Kent (Auditor), Ona Chase (Constable), Melanie Williams, and Greg Tuthill.

1. Call to Order: The Chair called the meeting to order at 6:30pm.

2. Executive Session:

- (a) Michael Reese moved, and Phil Dechert seconded, that the Board enter into executive session for the purposes of evaluating an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion.
- (b) Michael Reese moved, and Phil Dechert seconded, that the Board enter into executive session for the purposes of hiring an administrative assistant pursuant to 1 VSA 313 (a)(3). The Board unanimously approved the motion.
- (c) The Board entered into the executive sessions. The Road Foreman participated in the portion relating to the evaluation of an employee.
- (d) Phil Dechert moved, and Eric Chase seconded, that the Board exit executive session. The Board unanimously approved the motion.

3. Public Comment:

- (a) Constable Ona Chase noted that she is leaving for the months of January and February, 2016, and wished everyone a Merry Christmas and Happy New Year.
- (b) Melanie Williams made an inquiry into the signing of the LEOP (Local Emergency Operations Plan) for the Town this year.

4. Review of Agenda: The Board approved the agenda as posted by consensus with the additions of a revote of the Amendment to the Traffic Ordinance, and an update on the fire truck Request for Proposals.

5. Treasurer's Report:

(a) Warrants for Payment:

- i. Phil Dechert moved, and Eric Chase seconded, that the Board approve warrant number 15042 in the amount of \$ \$38,615.88, less \$4,000 to Nicom (check number 1279). The Board unanimously approved the motion.
- ii. Phil Dechert moved, and Eric Chase seconded, that the Board approve the payroll warrant number 15041 in the amount of \$6,248.74. The Board unanimously approved the motion.

6. Road Foreman's Report:

(a) General Update:

- i. Last few weeks there was an ice storm, summer weather, and a 'mud season' all in one.
- ii. Put out over 500 yards of hardpack last week: Webster Hill, Allen Hill, Bunker Hill, part of Joe Ranger Road and Sugarbush Road.
- iii. Couple trees down from windstorm, cleaned up this morning.

- iv. Maintenance to equipment, wings and dump trucks (hydraulic house)
  - v. Sand is still being hauled in as well as hardpack to refill supply.
  - vi. 100 tons of salt added to bunker.
  - vii. Ditching can't be done this time of year due to state of ground.
  - viii. Need to find something to mark culverts.
  - ix. Tim Thatcher asked if Road Crew can assist Timber Tenders to remove trees near road in some capacity. Perhaps close the road.
  - x. Ona Chase inquired if any work is being done about the guardrails. Received answer that the work can be done in the spring.
  - xi. Road Foreman expressed concern about the speed limit signage. Eric Chase moved, and Phil Dechert seconded, that the Board re-approve the amendments to the traffic ordinance previously approved . The Board unanimously approved the motion.
7. Letter to Delinquent Taxpayers: Michael Reese moved, and Phil Dechert seconded, to include with the treasurer's monthly notice a selectboard letter that informs delinquent taxpayers fo the consequences for non-payment. The Board unanimously approved the motion.
8. Fire Truck RFP: Michael Reese reported on the Fire Truck RFP (Request for Proposals) addendum.
9. Remote Hub Lease Agreement between Town and ValleyNet, Inc. (EC Fiber Hub): Michael Reese moved, and Phil Dechert seconded, to authorize the Chair to sign the agreement, with the agreement having been reviewed by the town attorney. No changes were made. The Board unanimously approved the motion.
10. Budget: The entirety of the budget will be discussed Monday, December 21, 2015, at 7PM, starting with the highway budget. Future dates to discuss the budget were discussed. The capital equipment plan was discussed.
11. Correspondence:
- (a) Green Mountain Economic Development Corporation Request for \$444.50.
  - (b) Two Rivers Ottauquechee Regional Commission provided priority map of state road paving.
12. Public Comment: Scott Woodward submitted a written budget analysis to the board.
13. Adjournment: Eric Chase moved, and Michael Reese seconded, to adjourn the meeting. The Board unanimously approved the motion at 8:06pm.

Date: 12/30/2015

Respectfully Submitted,

Michael Reese

# Town of Pomfret

5218 Pomfret Road  
North Pomfret, VT 05053

Draft Minutes of the December 21, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member) Emily Grube, Ona Chase, Art Lewin (Road Foreman), Betsy Siebeck, Melanie Williams and Scott Woodward.

1. Call to Order: The Chair called the meeting to order at 7:03pm.
2. Public Comment and Miscellaneous:
  - (a) Scott Woodward noted that he believes the whole fire truck evaluation should take place in an open meeting with public discussion.
  - (b) Phil Dechert noted that the Town received a Pay and Compensation Subcommittee Report from the town of Strafford.
  - (c) The Covered Bridges Half Marathon correspondence was discussed.
3. Hiring of Administrative Assistant: Michael Reese moved, and Phil Dechert seconded, to hire Jonathan L. Williams as the assistant to the Selectboard at \$17 an hour with a performance review to occur within 6 months. The Board unanimously approved the motion.
4. Addendum to the Fire Truck Request for Proposals: Copies of the draft addendum were distributed and reviewed. The Board agreed that more work on this item would be done at a later time.
5. Budget: The budget was discussed at length. No decisions were made on the budget.
6. Public Comment:
  - (a) Scott Woodward expressed concern relating the following: Comments he believed were inappropriate made by Phil Dechert relating to time spent by the Board on the fire truck request for proposal interfering with other tasks; Town's lack of aggressiveness in seeking grant funding; Board's rejection of offers from the public to assist in grant applications and other ways; and the need to clarify the change in funding of the privately controlled emergency services organizations from private to public funding.
  - (b) Melanie Williams expressed concern that many offers to assist the Board in various ways were rejected over the past three years. Also, the fire department has not accepted fundraising assistance while taxes to support them have increased.
  - (c) Betsy Siebeck believes when offers are made to assist with fundraising, they should be followed up on. Also, she was frustrated about Phil Dechert's response to her comments about the importance for town-wide information meetings about the direction of services and expenditures in Town.
  - (d) Ona Chase did not believe Phil Dechert's comments were inappropriate.
  - (e) Phil Dechert explained that his intent was to note that issues come up that interfere with getting other matters accomplished. Also, he is agreeable to community involvement.
  - (f) Michael Reese believes it's okay to disagree but not be disagreeable.
  - (g) Emily Grube encouraged the Board to consider having the delinquent taxpayer appointed rather than elected.

7. Adjournment: Phil Dechert moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion at 9:15pm.

Date: 1/1/2016

Respectfully Submitted,

Michael Reese

# Town of Pomfret, Vermont



## REQUEST FOR EMERGENCY VEHICLE PROPOSALS Pumper, Commercial Chassis Fire Apparatus

### ADDENDUM 2

Terms and conditions of the Request for Proposals previously issued are supplemented and modified as follows:

1. Pages 17, 21, 23 are intentionally blank.
2. The specifications do not contain any weight and height restrictions.
3. Regarding Section 2, Chassis Modification Specifications, G. Air Inlet (Page 13): a Kussmaul-type auto-eject is not required on the air inlet, but it may be bid as an option.
4. Regarding Section 3, Body Specifications, General Body Construction (Page 16): either Type #304 or #304L stainless steel is acceptable. The aluminum body or stainless steel body shall be of welded construction. A formed aluminum body is acceptable. The contractor shall detail the construction method(s) and thickness of metals in each area in their own specifications.
5. Regarding Section 3, Body Specifications, Driver Side Compartments (Page 18): the compartment dimensions are “inside” wall-to-wall (interior) dimensions and not the door opening. However, as noted, the specifications are considered to be minimum and all dimensions are “approximate” in nature.
6. Regarding Section 6, Fire Pump Intakes, (b) (Page 27): the valve may be push-pull rod operated, air cylinder operated, hand wheel gear operated with exact valve indicator on position, or electrically operated with an manual override provision and position indicator.

7. Regarding Section 8, Electrical Specifications (Page 36): the electrical system may be multi-plex or non-multi-plex.
8. Regarding Section 1, Chassis Specifications (Page 11): the fuel tank should be located on the left side of the truck.
9. Regarding Section 1, Alternator (Page 12): Higher amperage than 270 may be bid, but is not necessary.
10. Regarding Section 2, Chassis Modification Specifications, D. Auxiliary Engine Cooler (Page 13): An engine cooler is **not** required.
11. Regarding Section 6, Fire Pump Installation Specifications, Foam System (Page 29): a Foam Pro 2001 or equal system may be bid.
12. Regarding Section 6, Fire Pump Installation Specifications, Pump Panel Design and Layout, Instruments and Controls on the Pump Panel, a) Pressure Governor (Page 31): An FRC Pump Boss or equal control system may be bid.
13. Regarding Section 6, Fire Pump Installation Specifications, Pump Panel Design and Layout, Instruments and Controls on the Pump Panel, b) (Page 31): An FRC water tank level gauge or equal may be bid.
14. Regarding Section 8, Electrical Specifications, Compartment Lights (Page 39): Hansen, On-Scene LED lights or equal may be bid. Please provide the lumens and replacement availability.
15. Regarding Section 6, Fire Pump Installation Specifications, Pump Panel Design and Layout, Instruments and Controls on the Pump Panel, d. & e. (Page 32): Thuemling discharge gauges or equal may be bid.
16. Regarding Section 8, Electrical Specifications, Warning Lights (Page 37): Federal lighting or equal may be bid.
17. Regarding Apparatus Weight, Vehicle Stability, and Electrical Analysis (Page 6): Regarding Apparatus Weight, Vehicle Stability, and Electrical Analysis (Page 6): Electronic Stability Control is required. Further, bidders shall provide ***EITHER*** a tilt table test by the OEM manufacturer ***OR*** an independent third party licensed PE engineer to calculate the tilt angle, center of gravity and load balance for the vehicle.

**All other terms and conditions shall remain.**

## Selectboard Report 1-3-16 Draft

In FY'15, three major highway projects were completed –a bridge replacement on Barber Hill Road, a large culvert replacement on the Pomfret Road between Howe Hill Road and Dana Road, and rebuilding Sessions Meadow Road. Also, almost a mile of Pomfret Road was re-paved south of Stage Road. These projects were substantially funded by state grants. Two new highway trucks were purchased, a full size “scraper truck” and a one ton utility truck. Three older trucks with high maintenance costs were traded in. A new Highway Department computer program tracks time, materials and equipment on a weekly basis providing valuable information for scheduling, purchasing, and allocating resources. The highway crew continued using town equipment for roadside mowing rather than outside contractors to allow scheduling to minimize growth of invasive plants in specific areas. In response to recommendations from residents, speed studies were initiated to determine if posted speeds in the area of the Teago Store and library should be lowered and if speeds on Howe Hill Road at the Sharon end should be raised.

At the March Town Meeting the proposed FY16 budget was not approved due to concern that the amounts of surplus funds from previous years proposed to be used to offset expenses in the new budget were not accurate. The Selectboard, working with the Treasurer, Auditors, and a financial consultant prepared a new budget that was approved at a June 16 Special Town Meeting. Scott Woodward was elected to the Selectboard at the March Town meeting. He resigned April 1 and Eric Chase was appointed April 15. Chase was elected to the Selectboard at the June 16<sup>th</sup> Special Town Meeting.

The March Town Meeting authorized the expenditure of an amount not to exceed \$374,000 from the Fire Apparatus Fund for the purchase of a pumper tanker for the use by the Pomfret-Teago Fire Department. In May the Selectboard voted that this town purchase will follow the competitive bid process in the Pomfret Purchasing Policy. In July, Kevin Rice, the Fire Chief, was asked to prepare a Request for Proposals to be reviewed by the Selectboard.

In October 2014, the Selectboard resolved a long term problem by arranging to relocate the power supply line for the emergency services radio repeater/antenna to Webster family land with a direct connection to GMP. The repeater and antenna are located on a hill off of Bartlett Brook Road and facilitate radio communication for Pomfret Fire Department, FAST Squad, and Highway Department.

Phil Dechert

Michael Reese

Eric Chase