

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

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00pm-
3. Review of Agenda	Chair	7:00-7:05pm
4. Recurring Items, Including Items for Possible Vote: a) Review, discussion, and approval of minutes: 8/17, 8/30 b) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll c) Delinquent Tax Collector's Report d) Road Foreman's Report i. General Update ii. Pomfret Slope Project iii. Caper St. Intersection Update	Chair  Treasurer  Delinquent Tax Collector Road Foreman	7:05-7:10pm  7:10-7:20pm  7:20-7:30pm 7:30-7:40pm
5. Business Items for Possible Vote: a) Sand Purchase RFP b) Listers/Auditors Discussion c) Tax Mapping d) Catering Permits e) Quotes for Town Hall Painting/Insulation Work f) Outdoor Lighting/Timers/Sensors for Town Offices g) Historic Preservation Grant Opportunities h) SharePoint Discussion	Chair	7:40-8:20pm
6. Business Items for Discussion a) Selectboard Correspondence: b) Next Meeting's Agenda:	Chair	8:20-8:25pm
7. Closing Public Comments, Review of Assignments, and Adjournment	Chair	8:25-8:30pm

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

Draft Minutes of the August 17, 2016 Regular Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams (Selectboard Member), Emily Grube (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), John Moore, Orson St. John, Doug Tuthill, William B. Emmons, Sue Buckholz

1. Call to Order: Michael Reese called the meeting to order at 7:02pm.
2. Public Comment: (audio 0:01) none.
3. Review of Agenda: (audio 01.15) The Board approved the agenda with Town Plan 2016 Approval as a possible action item.
4. Public Hearing: Town Plan: (audio 02:46) Michael Reese and John Moore briefed the Selectboard on this item, and there was discussion by the public and the Selectboard. Revisions and changes were discussed, as was the approval process. The public hearing was subsequently closed.
5. Review, Discussion, and Approval of Minutes (8/03): (audio 50.40) Sheila Hopkins moved, and Frank Perron seconded, to approve the 8/03/16 Special Meeting minutes. The Board approved the motion with one abstention. Michael Reese moved, and Melanie Williams seconded, to approve the 8/03/16 Regular Meeting minutes as amended. The Board unanimously approved the motion.
6. Treasurer's Report: (audio 55:00)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to approve the warrants (#16011, #16012) as read. There was discussion, and the Board unanimously approved the motion. The Treasurer briefed the Board on last year's financial reports and the budget and there was discussion. A special meeting to discuss the budget was proposed. Frank Perron to followup on the budget process item.
7. Delinquent Tax Collector's Report: ( audio 1:02:00) The delinquent tax collector could not attend this evening's meeting but noted in an email that there was nothing new to report.
8. Road Foreman's Report: (audio 1:02:50)
  - (a) General Update: The Road Foreman briefed the Selectboard on ditching, the culverts replaced on Sugarbush and River Roads, as well as ongoing efforts at roadside mowing and hauling material around town. The steel for the sand-screen was delivered on 8/17/16. Roadside mowing to finish by 8/18/16.

- (b) River Roads/Better Roads Culvert: (audio 1:07:00) The Road Foreman and the Assistant to the Selectboard briefed the board on this item, and there was discussion. Work has concluded on the culvert replacement. Melanie Williams moved, and Sheila Hopkins seconded to authorize Michael Reese the Selectboard Chair to sign the Better Roads grant agreement. The Board unanimously approved the motion, and Michael Reese signed the document.
  - (c) Sand Purchase RFP: (audio 1:11:00) The Road Foreman briefed the Board on this item, and there was discussion. The Assistant to the Selectboard shall draft an RFP and confer with the Road Foreman.
  - (d) Pomfret Slope Project: (audio 1:16:00) Michael Reese moved, and Sheila Hopkins seconded, to award the bid to the lowest bidder (Mosher Excavating for \$72,451) as directed by VTrans. The Board unanimously approved the motion.
9. Salt Purchase Decision: (audio 1:18:00) The Assistant to the Selectboard and the Road Foreman briefed the Board on this item and there was discussion. Frank Perron moved, and Melanie Williams seconded, to have the town of Pomfret purchase the salt from Cargill at \$78.54 a ton, availability guaranteed, as quoted on 7/14/16. The Board unanimously approved the motion.
  10. Property Parcel Mapping: (audio 1:22:00) Michael Reese and the Treasurer briefed the Board on this item and there was discussion by the Selectboard and the public. The Assistant to the Selectboard shall attend a Parcel Data Standard Update Focus Group meeting in Montpelier.
  11. Town Plan 2016 Approval: (audio 1:31:22) Sheila Hopkins moved, and Frank Perron seconded, to approve the 2016 Pomfret Town Plan as amended. The Board unanimously approved the motion.
  12. Stage Road Speed Limit Petition: (audio 1:31:26) Melanie Williams briefed this Board on this item and there was discussion by the Selectboard and the public. Based on available data, the Selectboard felt the current 35 mph speed limit is appropriate and there was discussion about trying to increase enforcement in that area.
  13. Budget Tracking Discussion Date/Setting: (audio 1:40:00) Melanie Williams and Frank Perron briefed the Board on this item, and there was discussion.
  14. Update on Fire Services Study: (audio 1:42:00) Melanie Williams briefed the Board on this item, and there was discussion by the Selectboard. A report is expected to be ready by September 15, 2016.

15. Selectboard Correspondence: None.

16. Next Meeting's Agenda: 'Town Hall Painting', was placed on the agenda for the next Regular Selectboard meeting.

17. Closing Public Comments, Review of Assignments, & Adjournment: There was public comment related to the town plan and the Caper Street intersection. There was another comment made related to new town signs being stolen. Melanie Williams moved, and Sheila Hopkins seconded, to adjourn the meeting at 9:26pm. The Board unanimously approved the motion.

Date: 08/18/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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

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

Draft Minutes of the August 30, 2016 Special Selectboard Meeting

Present: Sheila Hopkins (Selectboard Member), Frank Perron (Selectboard Member), Melanie Williams (Selectboard Member), Michael Reese (Selectboard Member, by phone), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Chad Hewitt (by phone) Sherman Kent, and Laura Kent

1. Call to Order: Frank Perron called the meeting to order at 7:04pm.
2. Public Comment: (audio 0:40) None.
3. Discussion/Approval of Pomfret Slope Project Contract Documents: (audio 01:15) The Assistant to the Selectboard briefed the Selectboard on this item and there was discussion. Sheila Hopkins moved, and Emily Grube seconded, for the Selectboard to approve and sign the Pomfret Slope Project Contract Agreement (D4-FAS 0166-60), as well as approve and sign the Pomfret Slope Project Notice to Proceed dated August 30, 2016. There was discussion. Melanie Williams moved, and Sheila Hopkins seconded, to amend the existing motion to authorize Frank Perron as Vice-Chair to sign the Pomfret Slope Project Notice to Proceed dated August 30, 2016. The Board unanimously approved the motions and the documents were signed.
4. VLCT Budget Training Workshop: (audio 19:35) Frank Perron briefed the Board on this item and there was discussion. Melanie Williams moved, and Frank Perron seconded to approve Jonathan Williams The Assistant to the Selectboard to attend the upcoming VLCT Budget Training Workshop. The Board unanimously approved the motion.
5. Chad Hewitt Discussion: (audio 22:07) Frank Perron briefed the Board and there was discussion. Chad Hewitt called in to the conference call at 7:30pm, and there was discussion at length regarding his work for Vermont's municipalities, the town of Pomfret's budget, fiscal policy, and other related items.
6. General Budget Discussion: (audio 1:26:35) Frank Perron and Laura Kent briefed the Board on this item and there was discussion by the Board and the public. The Selectboard discussed setting a time/date for department heads to submit their budget numbers to the Board for review. The town auditors and listers positions were also discussed.
7. Read Only Access to NMRC: (audio memory full) Frank Perron briefed the Board on this item and there was discussion by the Board and the public. No action was taken on this item at this time.

8. Closing Public Comments and Adjournment: Sheila Hopkins moved, and Melanie Williams seconded to adjourn the Selectboard meeting at 9:11pm. The Board unanimously approved the motion.

Date: 08/31/2016

Respectfully Submitted,

Jonathan Williams, Assistant

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

# Town of Pomfret, Vermont



## **REQUEST FOR PROPOSALS Purchase of Sand September 7, 2016**

**Proposals due by Noon, September 21, 2016**

**Mail responses to:  
Town of Pomfret  
Attn: Clerk, Pomfret Selectboard  
5218 Pomfret Road  
North Pomfret, VT 05053**

**Contact Information:  
Michael Reese, Clerk, Pomfret Selectboard  
michael.reese@pomfretvt.us  
(802) 457-4770**

## Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for written quotes for the ordering, from time to time, and purchasing of sand to be delivered to the Pomfret Town Garage and used by the Town's road crew for snow and ice traction control primarily on its class 3 unpaved roads. **In prior years, the Town has purchased an average of about 6,500 tons and is expected to purchase a similar amount during the 2016-2017 snow and ice season. If prices are proposed in cubic yards, then the estimated price in tonnage should also be included in the bid.**

**Although the Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of material, it is willing to consider exceptions to the bid which requires purchasing a specific quantity.** Please note in any submitted proposal whether or not the town is required to purchase a specific quantity of material. If not, please note whether or not availability of said materials is guaranteed.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2016-2017 snow and ice season.

## Proposal Schedule

Activity	Date
RFP Issue & Publication	09/07/16
Proposals Due	09/21/16, noon
Selectboard Decision (anticipated)	09/21/16

## Instructions to Bidders

### A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Sand Proposal” on the outside, **must be received no later than Noon, September 21, 2016** at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at a subsequent Selectboard meeting.

## B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

*The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.*

## C. Change Orders

*As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.*

## D. Delivery

The sand shall be delivered to the Town Garage, 100 Labounty Road, Pomfret, Vermont.

## E. Specifications

The Town may review the quality and suitability of the sand prior to approval of quotes.

## F. Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name & Company \_\_\_\_\_