

**Town of Pomfret**  
 5218 Pomfret Road  
 North Pomfret, VT 05053  
 Agenda for November 16, 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	7:00-7:10pm
4. Recurring Items, Presentations, Including Items for Possible Vote: a) Review, discussion, and approval of minutes: 11/01 Special Meeting, 11/02 Regular Meeting, 11/09 Special Meeting, b) Windsor County Sheriff c) Treasurer's Report i. Warrants for Payment (1) Accounts Payable (2) Payroll d) Delinquent Tax Collector's Report e) Road Foreman's Report i. General Update	Chair  Sheriff Treasurer  Delinquent Tax Collector Road Foreman	7:10-7:20pm  7:20-7:40pm 7:40-7:50pm  7:50-7:55pm 7:55-8:10pm
5. Business Items for Possible Vote: a) Capital Plan Report b) Traffic Ordinance c) Liquor Catering Permit d) Tree Cutting e) Selectboard Assistant Computer+Software Purchase f) Selectboard Assistant Phone Stipend	Chair	8:10-8:50pm
6. Business Items for Discussion a) Selectboard correspondence: b) Next meeting's agenda:	Chair	8:50-8:55pm
7. 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 November 1, 2016 Special Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member), Emily Grube (Selectboard Member), Ellen DesMeules (Treasurer), Becky Fielder (Clerk and Lister), Nancy Matthews (Auditor), John Moore (Planning Commission)

1. Call to Order: Michael Reese called the meeting to order at 6:32 p.m.
2. Public Comment: None.
3. Discussion of the Clerk, Treasurer, Auditors, Listers and Selectboard Portions of the Budget: The board discussed the Clerk's portion of the budget and the Clerk provided information about line items. The board discussed the Treasurer's portion of the budget and the Treasurer provided information about line items. The board discussed the Lister's portion of the budget and the Lister provided information about line items. The board discussed the Auditor's line item and the Auditor provided information about that item. The board discussed the Selectboard's portion of the budget and the Treasurer, Clerk and John Moore provided input.
4. Review and Adjustment of Upcoming Budget Meeting Agendas: The board discussed the agenda for the 11-09-16 special Selectboard budget meeting and made adjustments to the agenda.
5. Closing Public Comments and Adjournment: There were no public comments. Melanie Williams moved, and Sheila Hopkins seconded, to adjourn the meeting at 9:21 pm. The Board unanimously approved the motion.:

Date: 11-03-16

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 November 2, 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), Sherman Kent, Alan Graham, John S. Moore, Ona Chase, Scott Woodward, Elaine Chase, and Hunter Ulf

1. Call to Order: (audio 1:03) Michael Reese called the meeting to order at 7:03pm.
2. Public Comment: (audio 1:04) There was no public comment.
3. Review of Agenda: (audio 1:06) The ‘Pomfret Historical Society’s Storage Need’ was added to the agenda. The Board approved the agenda by consensus.
4. Review, Discussion, and Approval of Minutes (10/19, 10/19, 10/25): (audio 1:05) Sheila Hopkins moved, and Melanie Williams seconded, to approve 10/19 Regular and Special Selectboard meeting minutes, and the 10/25 Regular Selectboard meeting minutes with edits. The Board unanimously approved the motion.
5. Treasurer’s Report: (audio 04:10)
  - (a) Warrants for Payment (1) Accounts Payable (2) Payroll: Michael Reese moved, and Sheila Hopkins seconded, to approve the warrants (#16028, #16031) as read. The Board unanimously approved the motion.
6. Pomfret Historical Society Storage Need: (audio 5:15) Alan Graham of the Pomfret Historical Society briefed the Board on this item and there was discussion concerning storage needs for various artifacts of historical significance. A space of approximately 12’x15’ is needed. The Board and the public discussed possible solutions to the storage problem.
7. Capital Planning Committee Presentation: (audio 22:23) Scott Woodward presented an overview of the Draft Pomfret Capital Plan and there was discussion at length by the Board, the Capital Planning Committee, and the public. The plan and its appendices are available on the Pomfret town website.
8. Delinquent Tax Collector’s Report: (audio 53:21) The Delinquent Tax Collector was not present at the meeting but Frank Perron briefed the Board on the Delinquent Tax Collector’s ongoing efforts; another thousand dollar payment on a property has been received.

9. Road Foreman's Report: (audio 54:04)
- (a) General Update: The Road Foreman briefed the Board on storm cleanup (ditches, fallen trees, etc.). A tractor was rented to assist in work related to leaf blowing, cleaning ditches, culverts, and so on. The road crew employee hiring process/effort was discussed. There have been several applicants; the applicants' qualifications in general were discussed. A safety equipment grant program opportunity was discussed – the Road Foreman will forward the information to the Selectboard Assistant.
  - (b) Clifford Driveway: Emily Grube briefed the Board on this item and there was discussion by the Selectboard.
10. Highway Equipment Inventory: (audio 1:06:00) The Road Foreman and Michael Reese briefed the Selectboard on this item and there was discussion. Michael Reese moved, and Sheila Hopkins seconded, to approve the draft town highway equipment inventory evaluation for the 2016 Town Report. There was discussion, and the Board unanimously approved the motion.
11. Driveway Permits: (audio 1:10:00) Michael Reese briefed the Board on the driveway permits, and there was discussion.

Frank Perron moved, and Michael Reese seconded, that the Board grant preliminary approval for the driveway access permit application of Jeffrey C. Barger and Cynthia R. Barger received 10/19/16, subject to the terms of application including the installation of a 15-inch culvert. The Board unanimously approved the motion.

Frank Perron moved, and Michael Reese seconded, that the Board grant preliminary approval for the temporary road access permit application of Roderick and Amanda S. Williams received 10/19/16, subject to the terms of application including that the access may be constructed at an angle less than 90 degrees to the roadway, and that it be removed when the logging work is finished. The Board unanimously approved the motion.

Michael Reese moved, and Sheila Hopkins seconded, that the Board grant final approval for the following driveway or approach road access permit applications, because the Road Foreman informed the Board they were installed in accordance with the directions, restrictions and conditions of the respective permits and are acceptable under State and local regulations: Russell and Karen Payne at Kenyon Hill Road (6/1/16), Tom Dodge on Wild Apple Road (8/5/15), Eric Maynard on Allen Hill Road (10/1/14), and Seth and Tessa Westbrook on LaBounty Road (4/30/15). The Board unanimously approved the motion.

12. Town Officials Payment Policy: (audio 1:17:00) Melanie Williams briefed the Board on this item and there was discussion. Michael Reese moved, and Frank Perron seconded, to approve the Town Officials Payment Policy with edits. The Board unanimously approved the motion. The Selectboard Assistant shall finalize

the approved payment policy and submit it to the Selectboard for signing.

13. Discussion on Releasing Funds from FAST Squad AED Reserve: (audio 1:27:00) Frank Perron briefed the Board on this item and there was discussion by the Board and the public regarding the purchase of multiple AEDs (automated external defibrillators) for multiple locations in town. Sheila Hopkins moved, and Melanie Williams seconded, to authorize the purchase of 8 AED devices with FAST Squad AED reserve funds, and there was discussion. Frank Perron abstained from the vote. The Board unanimously approved the motion.
14. Upcoming Grant Opportunities: (audio 1:39:00) The Assistant to the Selectboard briefed the Board on this item and there was discussion.
15. Selectboard Correspondence: (audio 1:47:00) None.
16. Next Meeting's Agenda: 'Windsor County Sheriff' and 'Traffic Ordinance' were items scheduled for the Second November Regular Selectboard meeting. A Special Selectboard Meeting was tentatively scheduled for 6:00pm on 11/16/16 for the purposes of employee review.
17. Closing Public Comments, Review of Assignments: (audio 1:52:00) There was a comment from the Road Foreman related to the new Caper Street signs. A public comment was made related to unregistered vehicles left on private property. An inquiry was made by the town constable related to unregistered/unvaccinated dogs in town and there was discussion by the Selectboard. Melanie Williams moved, and Frank Perron seconded, to authorize Michael Reese to draft and sign a letter to dog owners reminding them of their responsibilities to the town, to be distributed by the town constable. The Board unanimously approved the motion.
18. Adjournment: Sheila Hopkins moved, and Michael Reese seconded, to adjourn the meeting at 9:06pm. The Board unanimously approved the motion.

Date: 11/04/2016

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 November 9, 2016 Special Selectboard Meeting

Present: Michael Reese (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Williams (Selectboard Member), Frank Perron (Selectboard Member), Emily Grube (Selectboard Member), Ona Chase (Constable), Jonathan Williams (Selectboard Assistant), Bruce Tuthill, and Kevin Rice (Fire Chief),

1. Call to Order: Michael Reese called the meeting to order at 6:38 p.m.
2. Public Comment: None.
3. Discussion of the Constable, Cemetery Commission, Selectboard Assistant, and Public Safety - to include Fire Department and Capital Plan-related budget items: There was discussion by the Board and the Constable pertaining to the constable budget line item. There was discussion by the Board and the Cemetery Commission members pertaining to the cemetery appropriation budget line item.

There was then discussion by the Selectboard and the Fire Chief pertaining to fire department and capital plan related budget items. The development of a contract between the town and the Pomfret-Teago Volunteer Fire Department was discussed. Funding and reserve funds were discussed.

Frank Perron briefed the Selectboard about the FAST Squad line items and there was discussion by the Selectboard.

There was discussion by the Selectboard regarding the communications and disaster budget line items.

There was discussion by the Selectboard and the Selectboard Assistant concerning the Selectboard Assistant's budget and expenses. The Selectboard Assistant shall add the 'Selectboard Assistant Computer+Software Purchase' and 'Phone Stipend' to the next Regular Selectboard meeting agenda. The Selectboard Assistant shall provide a list of costs for the purchase of needed computer and software.

4. Review and Adjustment of Upcoming Budget Meeting Agendas: The board discussed the agendas for the next several Special Selectboard budget meetings and made adjustments to the agendas: 11/15/16 at 6:30pm - Highway Capital Plan, Auditors, Listers, Library, Income. 11/22/16 at 6:30pm: Budget Reconciliation (Income vs. Expenses). Discussion of the Capital Plan Report and 'Tree Cutting' shall be added to the next Regular Selectboard meeting Agenda.

5. Closing Public Comments and Adjournment: There were no public comments. Sheila Hopkins moved, and Frank Perron seconded, to adjourn the meeting at 9:44 pm. The Board unanimously approved the motion.

Date: 11-11-16

Respectfully Submitted,  
Jonathan Williams, Selectboard Assistant

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

# DRAFT



# Pomfret Capital Plan

October 28

# 2016

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The Pomfret Capital Plan and creation of the Pomfret Capital Planning Committee stemmed from a voter initiated petition to create a five to seven year capital plan for the Town at the 2016 Town Meeting. This plan generally considers Town buildings and equipment and what purchases and maintenance will be required.

**Pomfret Capital  
Planning  
Committee**

**Table of Contents**

Introduction..... 3

Executive Summary ..... 3

Current Funding Structures..... 4

    Pomfret Reserve Funds ..... 4

    Current Reserve Fund Balances..... 7

    Current Grant Funding Opportunities..... 8

    Other Grant Opportunities ..... 9

Capital Plan Details..... 12

    Highway Capital Vehicles & Equipment..... 12

        Highway Capital Vehicles & Equipment Inventory, Purchase Information ..... 12

        Highway Capital Vehicles & Equipment Inventory, Service Life..... 13

    Highway Capital Replacement Plan ..... 14

        Highway, Non-capital Equipment Replacement..... 17

    Town Building Projects ..... 17

Recommendations..... 18

Appendices (separate files available on the Town website) ..... 19

    Appendix A: 2016 Town of Pomfret Reserve Funds and Balances ..... 19

    Appendix C: 2016 Town of Pomfret Highway Capital Replacement Plan ..... 19

    Appendix C: 2016 Town of Pomfret Facilities Assessment..... 19

    Appendix D: 2016 Town of Pomfret Facilities Capital Costs & Maintenance ..... 19

    Appendix E: 2016 JS Moore Town Hall Estimates for Windows, Paint & Insulation..... 19

    Appendix F: 2016 Summary of JS Moore Town Hall Estimates for Windows, Paint & Insulation..... 19

    Appendix G: 2009 UK Architects Assessment Pomfret Town Hall Renovation ..... 19

    Appendix H: Hazel Harrington Historical Notes..... 19

## Introduction

At the 2016 Town Meeting, voters approved Article #17 which advised the Select Board to create a Capital Planning Committee (CPC).

**Article #17:** In consideration of near-term capital expenditures that may range from \$1.5-2.5 million dollars, shall the Town of Pomfret vote to advise the Select Board to create a 3 to 5 person committee with the following responsibilities?

- A. Develop a combined capital plan for projected expenditures from FY17 through FY24 that includes expenditures for highway, emergency services and town infrastructure & buildings.
- B. Create a detailed capital funding strategy that relies on a variety of funding sources, e.g., grants, financing and reserve accounts.
- C. Recommend to the Select Board the three best options to fund the Town's future capital expenditures on an annual basis.

The Select Board created the CPC on April 20<sup>th</sup>, 2016. There are four members of the CPC: Sheila Hopkins, John Moore, Hunter Ulf and Scott Woodward. Since creation, CPC has met eight times between May and October.

Those meetings have included discussions with Town residents and others beyond Pomfret with specific knowledge about equipment and buildings. The CPC would like to especially acknowledge the assistance of Hazel Harrington, Anne Bower, Arthur Lewin, Doug Tuthill, and Jim & Loie Havill. Their input and assistance creating this plan was instrumental.

## Executive Summary

Initial anticipated capital plan expenditures for the next seven years were expected to be \$1.5-2.5 million dollars. The vast majority of those costs are for Highway and Emergency Services vehicles. Since establishing clearer standards on when equipment should be replaced, the CPC determined that three major pieces of Highway equipment can be replaced beyond the FY2024 planning horizon. No major capital expenditures are expected for Town buildings, but there are projects requiring major and routine repair. Over the next five to seven years, Pomfret should expect to spend about \$750,000 in capital expenditures, \$21,000 in major maintenance for Town buildings and about \$48,000 in routine maintenance on Town buildings and the Abbott Memorial Library.

A total of \$833,700 is needed for the Highway Reserve Fund in order to pay for vehicle and equipment expenditures just beyond the FY2024 planning horizon. In sum total, the projected capital costs for both Highway capital equipment and Town building capital costs and repair are anticipated to require about \$1 million. However, not all of these expenditures should come out of reserve funds. In general, maintenance costs should come out of the operating budget though the Select Board may consider using Town building reserve funds to pay the match requirement for two grants, should they get approved. The CPC did not address expenditures related to Highway paving or bridge repair, and Emergency Services.

**Expenditure by Category & Expenditure Type**

<b>Expenditure Category</b>	<b>Capital Expenditures</b>	<b>Major Maintenance</b>	<b>Routine Maintenance</b>
<b>Highway Capital Equipment</b>	\$587,911 (Reserve)	TBD (Operating)	TBD (Operating)
<b>Town Buildings</b>	\$145,885 (Reserve, Grants)	\$20,900 (Reserve, Grants & Operating)	\$37,360 (Operating)
<b>Abbott Memorial Library</b>	\$0	\$0	\$10,500 (Reserve)
<b>Emergency Services</b>	See note below	N/A	N/A

However, the numbers above do not reflect the actual amount that needs to be put into the Highway Equipment Reserve Fund. Additionally, there is another \$18,000 in other Highway equipment that will need to be purchased by FY2024 (tag trailer - \$10,000, chipper - \$8,000).

**Note:** The Committee did not address Emergency Services capital expenditures because of the recent fire study performed by John Wood on behalf of the Select Board. The assumption from that report is that the current Central States pumper located at the North Pomfret station will remain in service until or near FY2024 and if it needs to be replaced before then that there is already sufficient money in the Fire Department Vehicle Reserve fund to pay for a new truck. The current balance is \$384,763. Otherwise, the Committee did not see a need to address Emergency Services expenditures.

## **Current Funding Structures**

Pomfret primarily funds capital investments through annual reserve fund appropriations, but the town also takes advantage of grant opportunities. This section of the plan provides an overview of both funding structures. While the Town could finance some purchases, e.g., the purchase of Highway equipment, the Town has not historically done so.

## **Pomfret Reserve Funds**

There are twelve (12) reserve funds in existence that have been created over the years covering areas such as highway equipment and maintenance, Town buildings, Emergency Services and more recently the addition of a reserve fund to cover the cost of performing a Town-side property reappraisal at some point in the future. The following table lists all reserve funds that voters have created between 1978 and 2015.

### History of Pomfret Reserve Funds

<b>Fund Description</b>	<b>Year Created</b>	<b>Town Meeting Article/Approved Purpose</b>
<b>Grader/Loader Sinking Fund</b>	1978	Article #11: "To see if the Town will appropriate \$5,000 to establish a Sinking Fund for a new grader or loader, said sum to be charged against Revenue Sharing Funds, Entitlement Period 8, January 1, 1977 through September 30, 1977."
<b>Highway Bridge Reserve</b>	1991	Article #14: "To see if the Town will authorize the Selectmen to use the principal of \$25,000 plus all interest that may accumulate in a Certificate of Deposit current entitled "Kenyon Bridge" for repairs to other bridges in the Town."
<b>Highway Guardrail Reserve</b>	1991	Article #15: "To see if the Town will authorize the Selectmen to use the Certificate of Deposit dated July 24, 1991, currently reported in the Investment Fund report, principal of \$26,000 plus any interest that may accumulate for guardrail and roadway shoulder work in the Town."
<b>Highway Vehicle Reserve</b>	1992	Article #17: "To see if the Town will authorize the Selectmen to deposit monies in the Equipment Sinking Fund, originally established for loaders and graders, to be used in the future for major highway equipment purchases."
<b>Fire Department Vehicle Reserve</b>	1995	Article #20: "To see if the Town will appropriate the sum of \$5,000 to be added to the fire equipment capital fund to accumulate monies to be available to assist in future acquisition of needed major fire equipment?"
<b>FAST Squad Equipment Reserve</b>	2013	Article #10: "Shall the Town vote to create a Pomfret Fast Squad Equipment Reserve Fund to be used for the purchase and repair of equipment used by the Pomfret Fast Squad?"
<b>Abbott Memorial Library Reserve</b>	2013	Article #11: "Shall the Town vote to create an Abbott Memorial Library Building Reserve Fund to be used for the repair and maintenance of the Abbott Memorial Library?"
<b>Communications Reserve</b>	2013	Article #12: "Shall the Town vote to create a Communications Equipment Reserve Fund to be used for the purchase and repair of communications equipment used by the Fire Department, Fast Squad and town employees?"

<b>Fund Description</b>	<b>Year Created</b>	<b>Town Meeting Article/Approved Purpose</b>
<b>Town Building Reserve</b>	2013	Article #13: "Shall the Town vote to create a Town Buildings Reserve Fund to be used for the repair and maintenance of Town buildings?"
<b>Fire Department Equipment &amp; Gear Reserve</b>	2014	Article #10: "Shall the Town vote to create a reserve fund to be used to purchase non-vehicular fire equipment including, but not limited to, hose and associated accessories, self-contained breathing apparatus and personal protective equipment?"
<b>Listers Reappraisal Reserve</b>	2015	Article #13: "Shall the Town establish a reserve fund to be used for a future town-wide reappraisal?"
<b>Town Hall Reserve</b>	2015	Article #14: "Shall the Town establish a reserve fund to be used for restoration of the Town Hall?"
<b>Road Paving Reserve</b>	2015	Article #15: "Shall the Town establish a reserve fund for re-paving Town roads?"

Reserve funds are governed by 24 V.S.A. § 2804. According to the Vermont Secretary of State's Office (Opinion #16, June 2007), voters hold the power to create and put money into a given reserve fund, but once created the Select Board has the power to make expenditures from the fund, so long as the expenditure is consistent with the purpose of the fund:

"If a town has established a reserve fund for a special purpose, such as a reserve fund for highway equipment, the statute provides that the reserve fund is to be under the control and direction of the legislative body (selectboard or school board). 24 V.S.A. § 2804. Once a reserve fund is established and funded by town vote, the board may expend the funds for such purposes for which the fund was established without another town vote. If the legislative body wants to spend those reserve funds for any other purpose, then the spending must be authorized by a majority of voters at an annual or special meeting."

Additionally, the Vermont League of Cities and Towns provides the following information about the creation and management of reserve funds:

***"What is a Reserve Fund and What Can It Be Used For?"***

[http://www.vlct.org/assets/Resource/ATL/2003/atl\\_03\\_11a.pdf](http://www.vlct.org/assets/Resource/ATL/2003/atl_03_11a.pdf):

"A reserve fund is a separate, dedicated financial account that is created to fund a specific municipal purpose. Reserve funds are created by approval from a majority of voters at an annual or special town meeting. 24 V.S.A. § 2804. A reserve fund can be created for any legitimate municipal purpose. Once created, it falls under the control and direction of the legislative branch of the municipality."

***“Is there a difference between a dedicated or designated fund and a reserve fund?”***

[http://www.vlct.org/assets/Resource/ATL/2002/atl\\_02\\_02a.pdf](http://www.vlct.org/assets/Resource/ATL/2002/atl_02_02a.pdf)

“[A] reserve fund allows the selectboard to roll over money that is placed in the fund and not spent from year to year. This is contrary to the general rule of budgeting under Vermont law, which is that money not spent in a budget year must be re-allocated the following year as part of the budget approval process at town meeting. An exception to this rule is highway money, which may only be spent on highway purposes and does carry over from year to year if a surplus exists. See the [VLCT Highway Handbook](#) [pg. 30] for a detailed discussion on handling highway budgeting.

The bottom line is that a reserve fund does not exist unless the voters have approved it at Town Meeting. In fact, under Vermont law reserve funds only cease to exist if the voters vote to rescind the fund. Accordingly if you’re not sure if you have a bonafide reserve fund, check the town or special meeting minutes to see if a record of the voters creating the fund exists. If no such record exists, neither does the fund.”

## Current Reserve Fund Balances

Reserve Fund Balances as of October 18, 2016

Fund Nbr	Reserve Fund	Current Balance
?	Listers Town-wide Reappraisal Reserve	\$55,618.48
?	Town Building Reserve	\$45,296.97
?	Town Hall Reserve	\$-
420	Highway Vehicle Reserve	\$97,601.69
422	Highway Paving Reserve	\$23,142.66
424	Highway Bridge Reserve	\$75,588.91
426	Highway Guardrail Reserve	\$2,468.88
400	Fire Department Vehicle Reserve	\$349,602.52
402	Fire Department Non-vehicle Reserve	\$10,664.00
410	Emergency Svcs. Communications Equipment Reserve	\$5,762.20

<b>Fund Nbr</b>	<b>Reserve Fund</b>	<b>Current Balance</b>
<b>430 or 432</b>	FAST Squad Equipment Reserve	\$13,263.64
<b>440</b>	Abbott Memorial Library Repair & Maintenance Reserve	\$9,036.97
<b>Total</b>		<b>\$688,046.92</b>

### Current Grant Funding Opportunities

In addition to reserve funds, Pomfret also takes advantage of various grant opportunities, mostly for Highway projects, but also projects related to maintenance of Town buildings. Currently, for FY2017, there are four grant applications that have either been awarded or are in the process of review by the grantor.

#### Current Grant Applications for the Town of Pomfret

<b>Grantor</b>	<b>Grant Description</b>	<b>Actual/Expected Award Date</b>
<b>Agency of Transportation</b>	<b>Transportation Alternatives Grant:</b> Scoping study to determine what lighting, improved pedestrian access/ADA compliance, as well as any traffic calming infrastructure and equipment is needed at the Pomfret Town offices/Town Hall municipal complex; the grant total is \$20,000 with a 50% match requirement.	Expected Award Notification - January 2017
<b>Agency of Transportation</b>	<b>Better Roads Program:</b> Culvert repair work completed in August 2016; Expected reimbursement of \$4,210.07 as the town came in under budget using its own workers/equipment rather than contracting out.	Awarded; Expected Reimbursement - January 2017
<b>Agency of Commerce &amp; Community Development</b>	<b>Historic Preservation Grant:</b> Scope of the grant is drainage work, window/sill work, and roof restoration of the Old Town Clerk's Building (brick building). The maximum grant receipt amount is \$20,000 with a 50% match. The total estimated grant project cost based on received estimates is \$41,872.92.	Expected Award Notification – December 2016/January 2017
<b>Vermont League of Cities &amp; Towns (VLCT)</b>	<b>VLCT Property And Casualty Intermunicipal Fund (PACIF):</b> The scope of the grant included road crew safety equipment (helmets, chainsaw chaps, etc.) totaling \$522. We were reimbursed for half the costs of these items totaling \$211 and the other \$211 the Town paid for the 50% match.	Awarded in May 2016

## Other Grant Opportunities

There are numerous other grant opportunities that are available to Towns, including other State grants as well as grants from the Federal Government.

### Additional Grant Opportunities Available to the Town of Pomfret

Grantor	Grant Description	Application Timeframe
<b>Agency of Commerce &amp; Community Development</b>	<p><b>Community Development Program Grants</b></p> <p>Eligibility: Vermont cities, towns, and incorporated villages chartered to function as general purpose units of local government.</p> <p>Projects funded: Assists communities by providing financial and technical assistance to identify and address local needs and priorities in the areas of housing, economic development, public facilities and public services for persons of lower income.</p>	
<b>Agency of Commerce &amp; Community Development</b>	<p><b>Municipal Planning Grants</b></p> <p>Eligibility: State-funded program designed to support Vermont towns in their municipal planning efforts.</p> <p>Projects funded: Technical assistance for town planning, implementation of plans and ordinances, encouragement of citizen participation and education, and innovative demonstration planning projects.</p>	
<b>Agency of Commerce &amp; Community Development</b>	<p><b>Municipal Education Grants</b></p> <p>Eligibility: State-funded program designed to support Vermont towns in their land use education and training efforts.</p> <p>Projects funded: Provides municipalities with funds for training volunteer boards and commissions to help them perform their duties as defined under 24 V.S.A. Chapter 117.</p>	
<b>U.S. Department of Agriculture (USDA)</b>	<p><b>VT USDA Rural Development</b></p> <p>Eligibility: Households, communities, non-profit agencies and small businesses in rural Vermont.</p> <p>Projects funded: A wide variety of projects in the rural areas.</p>	

Grantor	Grant Description	Application Timeframe
<p><b>U.S. Department of Agriculture (USDA)</b></p>	<p><b>USDA, Rural Business Opportunity Grants</b>  Eligibility: Public body, nonprofit corporation, Indian tribe, or cooperative with members that are primarily rural residents.  Projects funded: Provides economic planning for rural communities, technical assistance for rural businesses, or training for rural entrepreneurs or economic development officials.</p>	
<p><b>U.S. Department of Agriculture (USDA)</b></p>	<p><b>USDA, Rural Business Enterprise Grants</b>  Eligibility: Public body, private nonprofit corporations, and Federally-recognized Indian tribal groups. The small and emerging businesses to be assisted must have less than 50 new employees and less than \$1 million in gross annual revenues. Grant Funds do not go directly to the business.  Projects funded: Funds are used for the financing or development of a small and emerging business. Eligible uses are: Technical Assistance to small and emerging businesses; purchasing machinery and equipment to lease to a small and emerging business; creating a revolving loan fund; or construct a building for a business incubator for small and emerging businesses.</p>	
<p><b>Agency of Commerce &amp; Community Development</b></p>	<p><b>Village Center Designation Program</b>  Eligibility: Village Centers that receive village center designation under the 2002 Downtown Development Act.  Projects Funded: Benefits including tax credits and priority consideration from other state programs and agencies.</p>	
<p><b>Agency of Natural Resources</b></p>	<p><b>VT Watershed Grants</b>  Eligibility: Municipalities, local or regional governmental agencies, nonprofit organizations, and citizen groups.  Projects funded: For local and regional water-related projects on public or private lands in Vermont.</p>	
<p><b>Various Federal Agencies</b></p>	<p><b>Grants.gov</b>  Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE</p>	

Grantor	Grant Description	Application Timeframe
	single access point for over 900 grant programs offered by the 26 Federal grant-making agencies.	
<b>Department of Homeland Security</b>	<p><b>Assistance to Firefighters Grant</b></p> <p>The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources needed to protect the public and emergency personnel from fire and related hazards.</p>	
<b>Department of Homeland Security</b>	<p><b>Staffing for Adequate Fire &amp; Emergency Response Grants</b></p> <p>The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).</p>	
<b>Department of Homeland Security</b>	<p><b>Fire Prevention &amp; Safety Grants</b></p> <p>The Fire Prevention and Safety (FP&amp;S) Grants are part of the Assistance to Firefighters Grants (AFG) and support projects that enhance the safety of the public and firefighters from fire and related hazards. The primary goal is to reduce injury and prevent death among high-risk populations. In 2005, Congress reauthorized funding for FP&amp;S and expanded the eligible uses of funds to include Firefighter Safety Research and Development.</p>	
<b>State of Vermont (Loan program, not a grant)</b>	<p><b>Municipal Equipment Loan Fund</b></p> <p>The Municipal Equipment Loan Fund is governed by Vermont Statute Title 29, Chapter 61.</p> <p>The Municipal Equipment Loan Fund was created for</p>	

Grantor	Grant Description	Application Timeframe
	<p>the purpose of providing loans on favorable terms to municipalities for the purchase of construction, fire, emergency or heavy equipment or vehicles.</p> <p>The amount loaned shall be no more than 75% of the purchase price of the equipment and shall be repaid in no more than five years. For loans to a single municipality the interest rate is two percent. For loans to two or more municipalities jointly purchasing equipment, there shall be no interest assessed.</p> <p>A committee, consisting of the State Treasurer, Secretary of Transportation, Commissioner of Public Safety and Commissioner of Motor Vehicles, reviews and approves applications.</p>	

## Capital Plan Details

### Highway Capital Vehicles & Equipment

The following section addresses capital expenditures related to Highway vehicles and equipment. The Town Garage is addressed in the preceding section on Town Buildings. The Committee did not address expenditures related to Highway paving, bridge repair or culvert replacement.

### Highway Capital Vehicles & Equipment Inventory, Purchase Information

#### Historical Purchase Information for Highway Vehicles & Equipment

Description	Model Year	In-Svc. Year	Purchase Price	Trade-In	Discount	Net Price
<b>Truck #2: Freightliner 108SD 4WD Truck with plow, sander &amp; wing</b>	2013	2012	\$150,000	\$4,226	\$0	\$145,774
<b>Truck #3: Freightliner 108SD 4WD Truck with plow, sander &amp; wing</b>	2014	2013	\$188,021	\$6,000	\$0	\$182,021
<b>Truck #1: Western Star 4800 4WD Truck with plow, wing &amp; sander</b>	2015	2015	\$184,500	\$71,000 (2 trucks)	\$0	\$113,496

Description	Model Year	In-Svc. Year	Purchase Price	Trade-In	Discount	Net Price
<b>John Deere 5520 Tractor with mower &amp; bucket</b>	2003	2003	\$75,231	\$22,755	\$5,476	\$47,000
<b>Truck #4: Ford 550 4WD with plow &amp; sander</b>	2015	2015	\$88,000	\$19,000	\$0	\$69,000
<b>John Deere 524K Loader</b>	2010	2010	\$127,500	\$42,500	\$0	\$85,000
<b>John Deere 672CH Grader</b>	2002	2002	\$250,000	\$129,000	\$0	\$121,000
<b>Komatsu PC78US-6 Excavator</b>	2008	2008	\$98,000	\$0	\$0	\$98,000

## Highway Capital Vehicles & Equipment Inventory, Service Life

### Highway Equipment Service Life Standards

Description	Svc. Life (Yrs)	Svc. Life (Hrs)	Total Hours	Annual Hours	Projected Repl. Yr.
<b>John Deere 5520 Tractor with mower &amp; bucket</b>	15	6,000	3,414*	263	FY2017
<b>Truck #2: Freightliner 108SD 4WD Truck with plow, sander &amp; wing</b>	7	N/A	N/A	N/A	FY2019
<b>Truck #3: Freightliner 108SD 4WD Truck with plow, sander &amp; wing</b>	7	N/A	N/A	N/A	FY2020
<b>Truck #1: Western Star 4800 4WD Truck with plow, wing &amp; sander</b>	7	N/A	N/A	N/A	FY2022
<b>Truck #4: Ford 550 4WD with plow &amp; sander</b>	9**	N/A	N/A	N/A	FY2024

Description	Svc. Life (Yrs)	Svc. Life (Hrs)	Total Hours	Annual Hours	Projected Repl. Yr.
<b>John Deere 524K Loader</b>	15***	6,000	2,450	408	FY2025
<b>John Deere 672CH Grader</b>	25***	9,000	4,761	340	FY2027
<b>Komatsu PC78US-6 Excavator</b>	20***	6,000	1,672	209	FY2028

The Capital Planning Committee decided to use a mix of factors to determine the service life of a given piece of equipment. Dump trucks, for example, will be replaced every seven years which is the current replacement cycle established in the 2015 Town Report. Although these trucks could be retained for longer, the seven-year replacement cycle was chosen because of the high utilization rate and high wear and tear, as well as the fact that the Town does not have proper facilities to perform routine or heavy maintenance. Currently, maintenance on the two Freightliner 108SD's is performed by New Hampshire Freightliner at the Lebanon, NH location and maintenance on the Western Star is performed at J&B Truck Center in Colchester, VT. Copies of the warranties are included in the addendum.

**Notes:**

\*The John Deere tractor was recently sold for \$30,000. The tractor was replaced earlier than its expected service life because of issues related to how the mower deck caused torquing of the tractor body.

\*\*The truck bed and sander will need to be replaced before expected service life of the truck. The Select Board will need to monitor when that will need to occur. The cost is estimated to be about \$10,000 and should come out of the Highway operational budget when that expense hits.

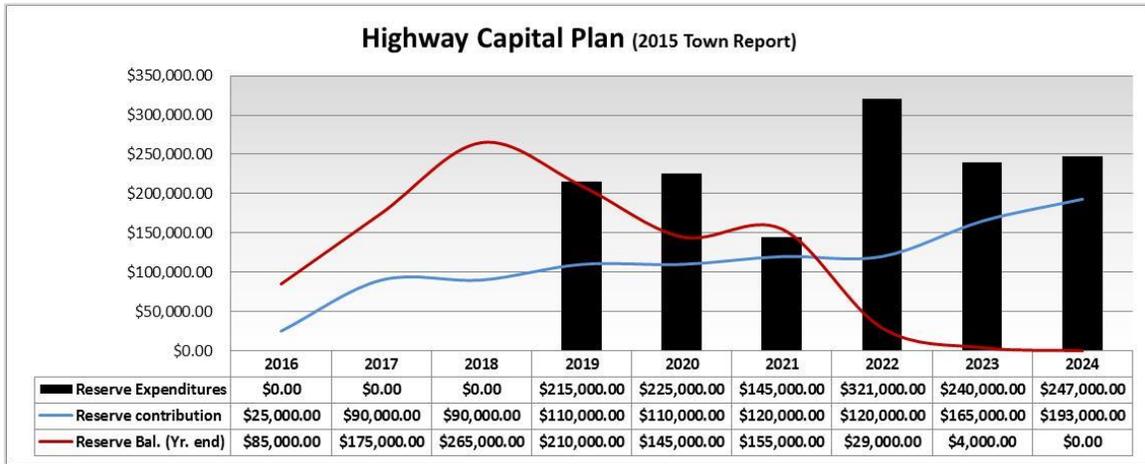
\*\*\*The remaining capital equipment – the loader, grader and excavator – will be replaced based on utilization, hours of service and maintenance condition. For example, the loader was purchased in 2010 and based on a service life expectancy of 6,000 hours it should not need to be replaced until FY2025 (at an annual average of 408 hours). Each year, during the budgeting process, the Select Board or Capital Planning Committee, should update the cumulative hours on the machine and adjust the life expectancy, as necessary. If the utilization rate goes up substantially, then the equipment may need to be replaced sooner. The service life hours in the table above were derived from a review of multiple sources of information available on the web, as well as talking to local equipment operators. These numbers are more conservative than some service life calculations and are an attempt to find the mid-point. If the equipment is still operational at the year of replacement (without expensive repair costs), then there's no reason the equipment shouldn't stay operational until it needs to be replaced.

**Highway Capital Replacement Plan**

The most recent capital replacement plan, published in the 2015 Town Report (pg. 24), shows total capital expenditures of \$1,083,000 by FY2024 for Highway equipment. This includes

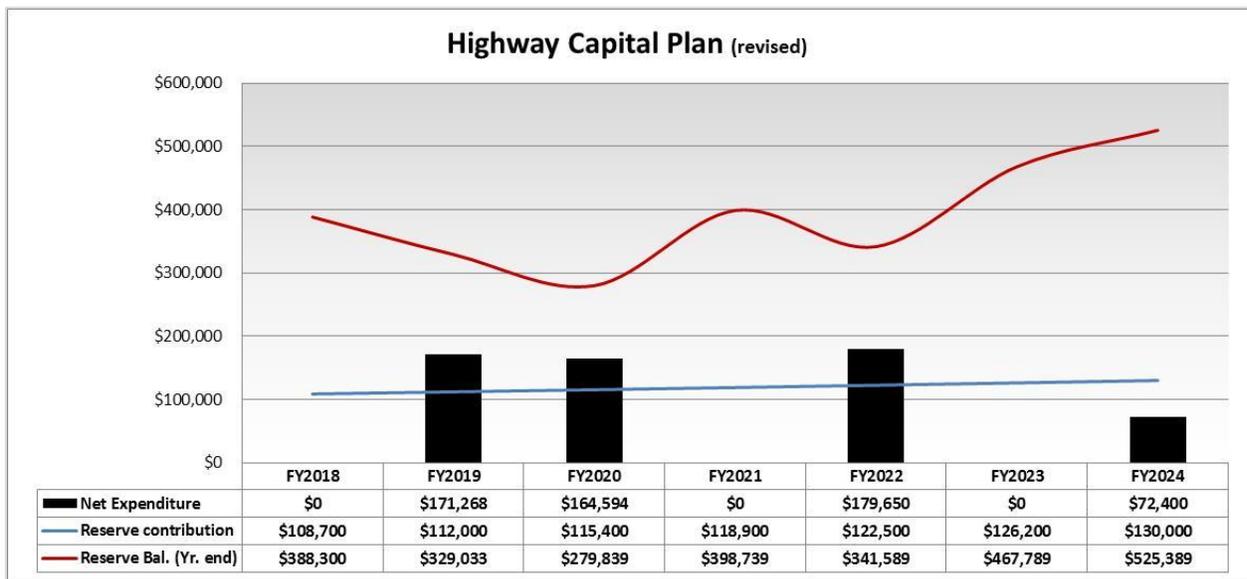
purchases of trucks, loader, grader and excavator. The annual contribution to the Highway Vehicle Reserve for this plan starts at \$90,000 for FY2017 and rises to \$193,000 by FY2024.

### 2015 Highway Equipment Replacement Plan



The plan above results in a zero dollar balance in the reserve fund by the end of the planning period, leaving no money for subsequent purchases. The uneven contributions, as well as the zero balance, are the main deficiencies in the most recent plan, both of which are addressed in this revised plan.

### 2016 (Revised) Highway Equipment Replacement Plan



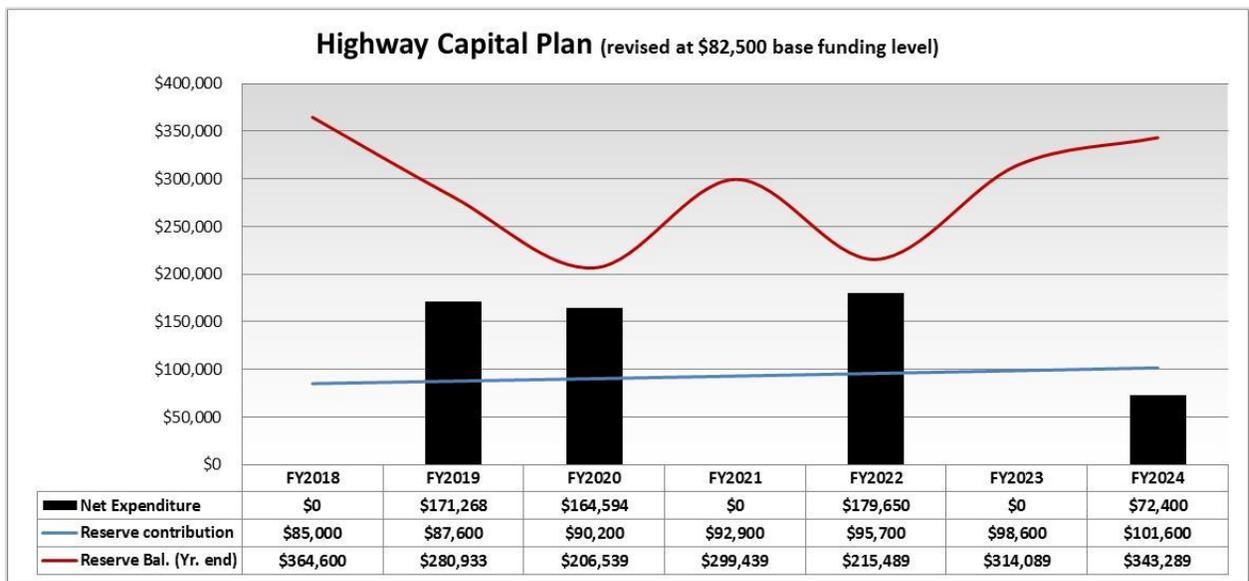
The revised Highway Capital Replacement Plan starts with a base funding level of \$105,500 per year and provides for more level reserve fund contributions over subsequent years. This approach will not result in a zero balance at the end of the planning cycle (see Appendix A for the detailed capital replacement plan). This more level approach is achieved by pushing out

several expenditures beyond FY2024 and by adjusting the contribution level by the current rate of inflation each year (3%). Between FY2025 and FY2028, the Town will need to purchase a new loader, motor grader and excavator, all of which will total about \$677,000 in new expenditures. The reserve contributions leading up to these purchases account for these expenditures. However, the Select Board may want to take a modified approach on these purchases.

Instead of funding the purchases of a new loader, motor grader and excavator completely out of the Highway Vehicle Reserve fund, the Select Board could fund half of the expenditure out of the reserve fund and then finance the remainder. The reason for this approach is that these three purchases are for equipment that will last between fifteen and twenty-five years. If the expenditures are funded entirely out of the reserve fund, then people who pay into that fund may never see the benefit. Splitting the expenditure amount balances the overall expenditure with current taxpayers and future taxpayers. Another reason is that the purchases would be funded with cheaper money, so to speak, due to net present value.

This approach would need to take into account inflation rate versus interest rates on loans. The Select Board would need to periodically reassess to ensure that interest rates do not outpace inflation rates. If the Select Board follows this option, then the base funding level would be \$82,500 instead of \$105,500, a difference of \$182,100 that would need to be put into the Highway Vehicle Reserve between FY2018 and FY2024. This is the amount that would be shifted to future taxpayers through raising taxes at the time of purchase, financing or other funding mechanisms such as municipal loan programs. In regard to the motor grader, the Town may want to consider either foregoing the purchase of a new grader and contract out the service of grading. John Moore spoke with Alan Rowell of Norwich who provides grader service at \$100/hour.

**2016 (Revised with \$82,500 Baseline) Highway Equipment Replacement Plan**



## Highway, Non-capital Equipment Replacement

There are other pieces of Highway equipment that will need to be replaced between FY2018 and FY2024. However, the Capital Planning Committee recommends that because of the relatively low cost of these items that the expenditures should come out of the General Fund. However, these expenditures should be tracked as part of the Capital Plan. These projected expenditures are:

### Highway Non-capital Equipment Replacement (Operating)

Description	In Svc. Year	Svc. Life (Years)	Repl. Year	Repl. Cost
Tag Trailer	2008	15+	2028 (replace with excavator)	\$20,000
Hot Box	2003?	15+	As needed	\$TBD
Chipper	2000	15+	2020	\$42,000
Bale Chopper	20??	15+	As needed	\$TBD
Debris Blower	20??	15+	As needed	\$TBD

## Town Building Projects

The following table outlines expected Town building expenditures within the FY2024 planning horizon. See Appendix D for more detail. The roughly \$45,000 in the Town Building Reserve Fund should help offset capital and major maintenance required for the Town Hall and the Historical Society building, both of which have grant applications pending, as noted earlier in this document. Anne Bower provided the CPC with the information that the Abbott Memorial Library will require \$1-2,000 annually for routine maintenance over the next seven years which is averaged here at a total of \$10,500 over that seven year period. The current balance in the Abbott Memorial Library Reserve Fund should be sufficient to address the routine maintenance expenses.

### Anticipated Town Building Expenditures

Expenditure Category	Capital Expenditures	Major Maintenance	Routine Maintenance
Town Hall	\$19,165	\$13,200	\$21,960

<b>Expenditure Category</b>	<b>Capital Expenditures</b>	<b>Major Maintenance</b>	<b>Routine Maintenance</b>
<b>Historical Society (“Old Town Clerk’s Building)</b>	\$62,700	\$2,200	\$7,400
<b>Carriage Shed</b>	\$37,920	\$2,500	\$0
<b>Town Offices</b>	\$600	\$0	\$8,000
<b>Town Garage</b>	\$25,500	\$3,000	\$0
<b>Abbott Memorial Library</b>	\$0	\$0	\$10,500
<b><i>Totals</i></b>	\$145,885	\$20,900	\$47,860

## Recommendations

The CPC recommends the following actions subsequent to the adoption of this plan:

- Set a schedule for when the plan should be updated. The CPC recommends that this plan be updated every two to three years either by the Select Board, or reconvening the Capital Planning Committee.
- Conduct a Town-wide survey for potential uses of Town Hall. The CPC discussed a number of possible uses that would increase the utilization of Town Hall and build more community involvement.
- Consider other models to care for Town Hall. Other towns such as Stockbridge have created 501(c)(3) organizations run by local community members to receive money to care for the building. See the Stockbridge Meeting House, for example, at [www.stockbridgemeetinghouse.org](http://www.stockbridgemeetinghouse.org). This might be one option to fund the future needs of the Town Hall without taxpayer funding. This might also help build community spirit.
- Consider adding to the budget the cost of putting out a bench or memorial for Pomfret’s veterans. For example, West Windsor has “Tribute Park” which is a small area by the Town Office with the American flag, a tree and a small plaque.
- Request that the Select Board and Town Clerk create a book containing the history of what activities have occurred with the various Town buildings. The CPC will provide all information gathering during its meetings and combine that information into a single

document that can be used as a foundation to create the information book which should include ongoing and future activities, e.g., work done the buildings, maintenance, etc.

**Appendices (separate files available on the Town website)**

**Appendix A: 2016 Town of Pomfret Reserve Funds and Balances**

**Appendix C: 2016 Town of Pomfret Highway Capital Replacement Plan**

**Appendix C: 2016 Town of Pomfret Facilities Assessment**

**Appendix D: 2016 Town of Pomfret Facilities Capital Costs & Maintenance**

**Appendix E: 2016 JS Moore Town Hall Estimates for Windows, Paint & Insulation**

**Appendix F: 2016 Summary of JS Moore Town Hall Estimates for Windows, Paint & Insulation**

**Appendix G: 2009 UK Architects Assessment Pomfret Town Hall Renovation**

**Appendix H: Hazel Harrington Historical Notes**

# catering permit

Becky Fielder

Fri 11/4/2016 9:38 AM

To: Frank Perron <Frank.Perron@pomfretvt.us>; Michael Reese <Michael.Reese@pomfretvt.us>; Emily Grube <Emily.Grube@pomfretvt.us>;  
Melanie Williams <melanie.williams@pomfretvt.us>; Sheila Hopkins <sheila.hopkins@pomfretvt.us>; Jonathan Williams  
<jonathan.williams@pomfretvt.us>;

[A liquor catering permit has been issued for the Woodstock Inn/Resort Corp for a catered lunch with cash bar at ArtisTree \(2095 Pomfret Road\) on Saturday November 5<sup>th</sup> from 12-4pm.](#)

-Becky

Becky Fielder, Town Clerk  
Town Of Pomfret  
[5218 Pomfret Road](#)  
North Pomfret, VT 05053

Phone: (802) 457-3861  
Fax: (802) 457-8081  
Hours: MWF 8:30am - 2:30pm

[clerk@pomfretvt.us](mailto:clerk@pomfretvt.us)  
<http://pomfretvt.us>

*Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.*

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

**Draft Traffic Ordinances**

Incorporating the Existing Traffic Ordinance Document and all Subsequent Amendments

1. Preamble: Pursuant to the provisions of Title 23 V.S.A. §1007 and §1008, 24 V.S.A. Chapter 59, §1971 – 1973, 24 V.S.A. §2291 (1), (4), and (5), 23 V.S.A. §1007 and 13 V.S.A. §7251. The Selectboard of the Town of Pomfret, Vermont, adopted the following Traffic Ordinance on [REDACTED], 2016.
2. Scope: This ordinance establishes special traffic regulations applicable to public highways within the Town.
3. Definitions: The definitions in Title 23 V.S.A. §4 are incorporated by reference. See the Vermont General Highway Map of the Town of Pomfret, prepared by the Vermont Agency of Transportation, dated 2015, for town highway numbers.
4. Traffic Control Devices:
  - 4.1 It shall be unlawful for any person to disobey the direction of a traffic control device except in response to the directions of a law enforcement officer.
  - 4.2 It shall be unlawful for any person intentionally to remove, injure, obstruct, deface, alter, or tamper with, any traffic control device.
  - 4.3 It shall be unlawful for any person to install any sign or device that may resemble or be mistaken for an official traffic control device without prior approval of the Town Selectboard.
5. Speed Regulations: On the basis of traffic and engineering surveys, the following maximum speeds are hereby established for traffic in both directions on the following designated portions of town highways:
  - 5.1 On T.H. 1,
    - 5.1.1 From the Woodstock town line through the center of town to the Hartford town line: 45 mph beginning at the Woodstock town line, extending northerly 0.90 miles; then 35 miles per hour to 0.99 miles; then 25 mph extending northerly to 1.25 miles from the Woodstock Town Line; then 35 miles per hour to 0.35 north of the junction of T.H. 60; then 45 mph extending northerly to 0.10 mile south of the junction of T.H. 24; then 40 mph extending easterly 4.43 miles to the Hartford town line.
    - 5.1.2 Speed limit between flashing light and “End School Zone” signs shall be as posted when light is flashing. Lights shall be flashing on days when school is in session at times agreed upon in writing between the Pomfret Selectboard and the School Board.
  - 5.2 On T.H. 2, Stage Road, from South Pomfret toward the Barnard town line: 25 mph beginning at the junction with T.H. 1, extending westerly .11 mile; then 35 mph from to bridge B13.

5.3 On T.H. 3, Howe Hill Road, from the Hewittville corner toward the Sharon town line: 35 mph beginning at the junction of T.H. 1 extending northerly 1.25 miles to 0.52 mile south of the Sharon town line.

5.4 On T.H. 29, Bunker Hill Road, 25 mph for its entire length.

5.5 On T.H. 60, Library Street, 25 mph for its entire length.

6. Stop and Yield Intersections:

6.1 The following intersections are designated as STOP intersections and shall be so signed:

6.1.1 T.H.1 southbound at the junction of T. H. 2

6.1.2 T.H.3 entering T.H.1

6.1.3 T.H.60 entering T.H.1

6.1.4 T.H.60 entering T.H.2

6.2 The following intersections are designated as YIELD intersections and shall be so signed:

6.2.1 T.H.7 entering T.H.3

7. Violations:

7.1 Each violation of a provision of this ordinance shall be deemed a separate offense.

7.2 A person who violates a provision of this ordinance shall be subject to prosecution.

8. Severability: The provisions of this ordinance are declared severable, and if any provision hereof be judged invalid, such judgment shall not affect the validity of any other provision.

9. Adoption: Subject to the provision of 24 VSA §1973 this ordinance is adopted on the [REDACTED] day of [REDACTED] 2016 by the Selectboard of the town of Pomfret and shall become effective on the [REDACTED] day of [REDACTED] 2016.

\_\_\_\_\_  
Selectboard Member, Chair

\_\_\_\_\_  
Selectboard Member, Vice Chair

\_\_\_\_\_  
Selectboard Member, Clerk

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Selectboard Member