

**Town of Pomfret**  
 5218 Pomfret Road  
 North Pomfret, VT 05053  
 Regular Selectboard Meeting Agenda  
 June 19, 2019

Agenda Item	Presenter	Timeframe
1. Call to Order	Chair	7:00pm
2. Public Comment	Chair	7:00-7:10pm
3. Review of Agenda	Joint	7:10-7:15pm
4. Recurring Items, Including Items for Possible Vote: a) Approval of May 31 <sup>st</sup> and June 5 <sup>th</sup> Minutes b) Warrants for Approval c) Road Foreman’s Report, including bi-weekly Road Maintenance Work Plan	Joint	7:15-7:45pm
5. Business Items for Discussion or Vote: a) Review & Approve Draft of Dump Truck RFP b) Paving Bid Reviews and Vendor Selection c) Rudge Road Grant Project Completion d) Caper Street Grant Project e) Grants in Aid Municipal Roads f) Grants in Aid Equipment Purchase g) Review of Supervisory Responsibilities and Personnel Policy with Road Foreman h) Amendment of Road Crew Worker Job Description i) Hiring of a 4 <sup>th</sup> Road Crew Member j) Appointment of Designated Employee Representative (DER) for Drug Enforcement Testing k) DEC Base Offer l) Purple Crayon Productions Payment in Lieu of Taxes Negotiations m) Agenda Development and Amendment of Meeting Rules of Procedure n) LaBounty Probate Form Approval o) Dunn property p) Follow up on Human Resources (HR) Contract Assistance	Joint	7:45-8:50pm
6. Meeting Wrap-up: a) Selectboard Correspondence b) Review of Assignments c) Agenda Items for Next Meeting	Joint	8:50-9:00pm
7. Adjournment	Chair	9:00pm

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

**Draft** Minutes of the May 31, 2019 Special Select Board Meeting

Selectboard members present: Emily Grube, Steve Chamberlin Scott Woodward (telephonically)  
Others present: Cynthia Hewitt (Selectboard Assistant) (7:00pm), Ona Chase (7:00pm), Jim Potter (from 6:00 to approx. 6:45pm)

Emily Grube called the meeting to order at 6:04pm.

No members of the public were present for the beginning of the meeting. Emily Grube moved and Steve Chamberlin seconded to enter into in executive session, pursuant to 1 V.S.A. § 313. Upon roll call vote, the motion failed to achieve a majority vote. The board remained in an open meeting for a discussion of standard employee benefits that Jim Potter would receive as a Town employee. The board briefly discussed the personnel policy as it relates to paid vacation time. Jim Potter asked if his previous employment with the Town would count toward paid vacation, to which the board did not have a clear answer. The personnel policy does not explicitly address whether a break in employment alters the years required for different levels of paid vacation.

After completing the discussion with Jim Potter about employment benefits, the board paused the meeting from approximately 6:40pm until 7:00pm when Cynthia Hewitt and Ona Chase arrived for the remainder of the meeting.

At 7:00pm, Emily Grube restarted the meeting and called for public comment. Ona Chased asked why the May 25<sup>th</sup> Selectboard meeting had been canceled, to which Cynthia Hewitt explained that she had mistakenly posted the wrong information, thus the need to reschedule.

During agenda review, the topic of the Town paying for Cynthia Hewitt's attendance at the VLCT Employment Law and Human Resources Workshop.

The board briefly discussed a motion to approve the hiring of Jim Potter to which Scott Woodward explained was not necessary. The board had already extended the offer of employment to Jim Potter, conditioned on the completion of all necessary paperwork. Jim Potter accepted the offer and all paperwork had been completed, so no further board action was required to finalize the hiring process.

The board then discussed the paving RFP. Emily would like to get the RFP for paving submitted. Scott asked whether a person's name was sufficient identification of where paving needs to occur and whether we should put the actual address, to which Emily replied that the road will need to be marked regardless. Emily stated that if we do not put the RFP out soon, we may not be able to have any paving done due to contractors being booked up for the paving season. Scott raised the point that in considering the paving project, we should be mindful of whether we're going to have a deficit and whether the paving project would exacerbate a possible deficit and that the board needs to also consider how it will address a potential deficit. Steve asked if the paving fund has been used to cover anything else this year and if the rainy-day fund could help cover if needed. Emily moved that the RFP be put out with bids due June 19<sup>th</sup>, to be opened at the scheduled Board meeting on that date; Steve 2<sup>nd</sup>; upon roll call vote, the motion carried unanimously.

Road Foreman Job Description: The job foreman job description reflects the change in supervision from road commissioner to Selectboard; Scott proposed to add a bullet point under responsibilities "Supervision of Maintenance Logs." Scott also proposed that the foreman provide the board with weekly work plans. Emily feels a monthly work plan would be more appropriate. Scott disagreed, saying that the board should have more frequent work plans available for the board and the public. The topic of amending the Road Foreman's job description was tabled until the next meeting.

Gramling Driveway Permit. The board will allow the driveway excavation with the following caveats: a) They must divert the water above the driveway; b) They must maintain site distance by clearing brush on both upper and lower sides; c) They must create a 20 foot. Plateau at driveway entrance on to Graves Road. Emily called the motion; Steve 2<sup>nd</sup>. The motion called with a unanimous roll call vote.

Emily proposed the board approve the \$60 registration for Cynthia to attend a VLCT Workshop on Human Resources on June 5<sup>th</sup>. Cynthia had already signed up for the workshop. Scott disagreed that the Town should pay for Cynthia's attendance at the workshop because the board had not discussed the matter previously and had not approved Cynthia's attendance and that the subject matter was not within Cynthia's current job description as the Assistant to the Selectboard. The discussion was tabled.

The meeting adjourned at 7:30 pm

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

**Draft** Minutes of the June 5, 2019 Regular Select Board Meeting

Selectboard members present: Emily Grube, Frank Perron, Scott Woodward , Steve Chamberlin, John Peters

Others present: Cynthia Hewitt (Selectboard Assistant), Jim Potter (Road Foreman), Ona Chase, Joanna Long, John Moore (Planning Commission Member), Christian Avard (Vermont Standard), Jim Morgan, Art Lewin, Jack Peters, Christina Chamberlin, Ellen DesMeules (Town Treasurer)

Emily Grube called the meeting to order at 7:04 PM.

Public Comment: Ona asked why the May 2019 Meeting Minutes disappeared from the web site; she was assured that the documents would be restored.

Agenda Review: Additions to the agenda included Dunn Property, Road Foreman and Road Worker job descriptions.

Review and approval of draft meeting minutes: Scott Woodward noted that the permit for Silo Distilleries was for catering permit, not a liquor license from the May 22<sup>nd</sup> meeting. Other issues with the minutes exist and the board decided to postpone approval of past minutes until the minutes were updated and corrected.

Warrants for Payment: John Peters moved the board approve warrant #18112 for \$40,490.09, including truck repairs and warrant #18111 for \$9,9195.64 for payroll. Steve Chamberlin seconded the motion. The motion carried unanimously.

Certificates of Deposit: Ellen submitted a list of CD amounts and maturity dates, and asked for input regarding CDs coming due. John Peters moved the CD's coming due soon be renewed for six months. Scott seconded the motion. The motion carried unanimously.

Howe Hill Rd. Paving Project: Emily and Scott attended the Sharon Selectboard meeting on 05/20/2019. A joint program was suggested for regrinding and paving of Howe Hill Rd. This has the potential of saving Pomfret between \$40 and \$60,000. Since this is a substantial savings John moved that the board wait until next year to pave Howe Hill Rd., pending the outcome of a bond vote in Sharon. Steve Chamberlin seconded the motion. The motion carried unanimously.

Rudge Road Repair Project: The Town has received a one-month extension on this project, which will include 5 culverts and ditching both sides of the road as well as tree removal. Joanna Long reported a private citizen had removed one tree but also there is a dangerous "widow maker" hanging. The board postponed action and will revisit this topic at the next meeting.

Frank has received a "Better Roads" grant for Caper Street to include culverts. Scott Jamison would like to advise on this undertaking.

Review FY19 Financials, including a potential deficit in the Highway Fund. Because the paving project will not occur until after the close of the fiscal, it does not appear that there will be a deficit for FY19, but Scott Woodward pointed out that when the expenses fall on the other side of FY19, that there could be potential fund balance issues early in the new fiscal year.

A brief discussion on the RFP for the new dump truck purchase was deferred to next meeting until the RFP is more ready.

Hiring of a 4<sup>th</sup> Road Crew Member: Further conversation is needed; however, this position is not budgeted. Item postponed since the new Road Foreman is just coming on board and it remains to be seen if he requires an additional crewmember.

Road Foreman: Jim Potter has all documentation required to begin the job as Road Foreman except the VT DMV driving report. He will drive to Montpelier in the morning to obtain same. John Peters moved that Jim be allowed to do this, with appropriate financial compensation; Steve seconded the motion. The motion carried unanimously.

Neil Lamson had a number of questions for the board in regard to the FY19 and FY20 budgets. An extended question and answer period followed (see attached questions and answers).

Crack Sealing Bids: Frank reports only one bid from Seal Coating, Inc. They no longer bid by the day. No bid was received from Nikon. Art has the information and will send to Emily. Ona mentioned one crack from which water is coming out. Was explained this is due to excessive rain.

Hiring of Bob Merrill for computer tutorials. Becky has spoken with Bob regarding a paid contract on an hourly basis. He is interested but currently very busy. Scott moved and Frank seconded that the Town contract for Bob's services. Scott withdrew the motion after realizing the board did not have an hourly rate for Bob's services. The board agreed for Scott to consult with Bob about what rate he would like to be paid.

Hiring of Human Resources Assistance: Scott will contact Jill Muhr to see what her availability would be. This is a part time need of perhaps 5 hours a month.

Meeting Rules of Procedure: Scott noted that when the board changes the ways meetings are run that the board needs to update its rules of procedure. No action was taken on this subject.

Interpersonal dynamics: Scott noted the tension and controversy have been noted amongst board members and urged the board to work more effectively with each other.

Expanded Scope of Attorney Services with Stitzel, Page and Fletcher: Joe McLean has been consulted regarding many different issues. John Moore explained that he believes the Planning has independent authority authority to hire consultants and he thanked the board members for referral of Mr. Mclean. Scott explained to John that he was not sure whether that's the case, but that Joe McLean had none the less asked the board to approve an expanded scope of services. Scott Woodward moved that the scope of services be expanded to include planning, zoning, and land use. Frank seconded the motion. The motion carried unanimously.

Settlement of the Dunn property is deferred to the next meeting after obtaining further input/clarification of Karen Hewitt.

Road Foreman and Road Worker Job Descriptions: The board made changes to the Road Crew Worker and Road Foreman job descriptions. Scott Woodward moved that all references of "Road Commissioner" be replaced with "Road Foreman" in the Road Crew Worker job description. Steve Chamberlin seconded the motion. The motion carried unanimously. Scott Woodward moved that all references to "Road Commissioner" be replaced with "Selectboard," that quarterly documented reviews will occur between the Selectboard and the Road Foreman and that the Road Foreman will provide the board with a verbal bi-weekly work plan at regular selectboard meetings. Frank Perron seconded the motion. The motion carried unanimously.

Selectboard Correspondence: Scott has heard from the Secretary of State's office that Secretary Condos will come to Pomfret this coming fall during his Transparency Tour. Frank has received a complaint of water running from Stanwood's through the church apron, which is not paved. Emily stated that the VT 100 race will have a working traffic site at Edna Luce's.

Assignments: Scott will contact Jill Muhr at VLCT about HR contract assistance.

Scott moved for adjournment at 9:29 pm. John Peters seconded the motion. The motion carried unanimously.

Lamson questions and **answers** for the Selectboard

Why did the Selectboard split the treasurer's salary into salary, tax collector and bookkeeper (Line 93)?  
**See December 19, 2017 minutes and listen to recording.**

FY2018 started with a \$137,715 highway fund surplus.

- a. Why was it necessary for the Selectboard to transfer \$26,793 from Highway Rainy Day fund to the highway fund in FY2018 (Line 5.)? **The Selectboard is required by statute to resolve any potential or actual deficit. The money was transferred to prevent a deficit from occurring.**
- b. Why is there no mention of the FY2018 highway fund deficit in the budget narrative? **Because there was no deficit. We finished the year with a zero balance in the Highway Fund. See Treasurer's recap ([http://pomfretvt.us/files/7415/3356/2624/2017-18\\_FY\\_recap.pdf](http://pomfretvt.us/files/7415/3356/2624/2017-18_FY_recap.pdf)) stating that the projected deficit was the result of not receiving FEMA money related to DR-4330. See also Treasurer's notes from July 23<sup>rd</sup>, 2018 ([https://pomfretvt.us/files/1615/3243/3610/2017-18\\_Treasurers\\_comments\\_to\\_post\\_on\\_website.pdf](https://pomfretvt.us/files/1615/3243/3610/2017-18_Treasurers_comments_to_post_on_website.pdf)).**
- c. Why didn't the Selectboard replace the \$26,793 transferred from the Highway Rainy Day fund? **Because the Rainy-Day Fund, even without that amount, is carrying the requisite balance recommended by the Auditors.**

The FY2018 ending highway fund balance was \$0 on June 30, 2018 (Line 119). How did the Selectboard pay highway bills in July 2018? **Don't confuse cash with fund balance. You might want to ask Ellen this question since she's the one who pays the bills.**

In FY2017 \$75K was collected for the Cloudland Culvert Project and \$0 was spent (Line 95). Why didn't the Selectboard move that \$75K into the bridges reserve? **There was no requirement to do so and the Bridge Reserve is not an actual reserve fund under 24 V.S.A. 2804. See also #6 below.**

Please explain why the Selectboard spent \$244,121 on crushed stone in FY2018 (Line 46).

- a. If it was an unanticipated expense, why didn't the Selectboard purchase crushed stone above the \$65K budget from the Highway Rainy Day fund? **By law, any surplus in the Highway Fund must be used for the next year's expenses. There's no distinction between unplanned and planned expenditures.**

In FY2018, the entire balance of the guardrail (band rail) reserve fund (\$2,471) was transferred to the highway operating account (Line 18 and pg 32).

- a. There was no band rail purchased in FY2018 (line 50). Since there was a FY2018 highway fund deficit of \$26K, it is certain that all the highway fund was spent. Would it be accurate to say that the Selectboard spent guardrail (band rail) reserve funds on something other than guardrails?
- b. Who authorized the transfer?

**See Selectboard minutes from April 18, 2018 and Treasurer's notes of March 31<sup>st</sup>. The Guardrail Reserve is not a voter created reserve fund (nor is the Bridge Reserve). See also the 1991 Town**

Report, articles #14 and #15 which authorize expenditures for guardrail and bridges, but did not actually create reserve funds.

In 2017 the Selectboard recommended in town meeting articles that the town and highway fund surpluses be transferred to reserve funds. In 2018 the Selectboard recommended that only the \$73K FY2017 town fund surplus be transferred to the buildings reserve and used to reduce taxes. Why didn't the Selectboard recommend that the \$137K FY2017 highway fund surplus be transferred to reserve funds?

I don't think there's a single viewpoint of the board. Different board members have different viewpoints on what to do with surpluses. Ultimately, whatever the outcome each year, it's the result of deliberations and a majority vote of the board. The voters have final say and can reject whatever the board puts forward at Town Meeting.

On March 5, 2019 the town passed Article 8: *Shall the amount of \$32,624 from the FY2018 Town fund balance (surplus) to be used to offset taxes for FY2020?* Where does this transfer (\$32,624) appear in the addendum to the 2018 annual report?

See footnote on pg. 17 of Town Report Addendum ([http://pomfretvt.us/files/4315/5231/1048/Addendum\\_to\\_the\\_2018TownReport.pdf](http://pomfretvt.us/files/4315/5231/1048/Addendum_to_the_2018TownReport.pdf))

In 2019, the Selectboard proposed that \$32,624 from the FY2018 town fund balance (surplus) be used to offset taxes. This surplus (\$32,624) appears in lines 280 and 284 FY-2018 Actual of the addendum to the 2018 annual report. In 2018, the Selectboard proposed in Article 8: "Shall the combined amount of \$73,492 from the Town fund balance (surplus) be deposited into the following?..." Lines 280 and 284 both show a \$84,449 deficit in FY-2017 Actual.

- a. Please explain how the Selectboard intended to use a surplus, when there was actually a deficit in lines 280 and 284?

This question is better asked of the auditors. The Selectboard followed the advice of the auditors in how to show the surplus against the FY20 budget; that in order to use the surplus to pay down taxes, "deficit spending" had to be shown in the budget, but there is no actual deficit since the surplus is used to fill the gap.

- b. Do any other towns require a town vote to spend surplus funds? (pg. 161 Handbook for Vermont Selectboards)

There are several. You can google the warnings for various towns in Vermont and see that many do in fact warn separate articles for voters to approve what to do with surpluses, as Pomfret has done now for the last three years. Pomfret also follows the guidance of VLCT that the disposition of surpluses in the General Fund require voter approval and voter approval is required for Highway Fund surpluses if the Selectboard wishes to propose doing something other than using the money to pay for the next fiscal year's expenses.

The Selectboard has indicated that there will be some \$500k reserve fund expenditures in FY2020, but there is no mention of it in the 2018 town report. Why didn't the Selectboard include in the town report a detailed report for reserve funds which included past and anticipated revenues and expenditures in a similar format as the budget?

I don't know where the \$500,000 number comes from. If that's an accurate number, some of it is surely tied to the purchase of a new truck. There are also anticipated expenses related to the Town Hall and Town Garage. There's still specific planning to do in terms of anticipated expenditures. It would be nice if that planning could be done by the time the Town Report is printed, but we're not there yet. Bear in mind that there's plenty of public oversight of reserve fund expenditures through regular and special Selectboard meetings. The public will have plenty of opportunity to weigh in on reserve fund expenditures.



TOWN OF POMFRET Accounts Payable  
Check Warrant Report # 18116 Current Prior Next FY Invoices  
For checks For Check Acct 01(General Fund) 06/21/2019 To 06/21/2019

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1150	BCBSVT	6-4-2019 health ins, chng in crew	960.45	0.00	960.45	3520	06/21/19
1272	CASELLA WASTE SERVICES	0491848 garage utilities	50.53	0.00	50.53	3521	06/21/19
1320	CONSOLIDATED COMMUNICATIONS	JUNE 3 2019 May phones	270.34	0.00	270.34	3522	06/21/19
1465	DEPT. OF PUBLIC SAFETY #73816	78470 police patrol	1386.65	0.00	1386.65	3523	06/21/19
1620	FASTENAL COMPANY	NHWES79693 shop	41.94	0.00	41.94	3524	06/21/19
1756	GREEN MOUNTAIN MOWING LLC	418 spring clean + mow	755.00	0.00	755.00	3525	06/21/19
1770	GUVSWMD	06142018-19 permit transmittal-Ivo	458.00	0.00	458.00	3526	06/21/19
1770	GUVSWMD	P-PC19-50 -J 50 punch cards	2150.00	0.00	2150.00	3526	06/21/19
					-----		
					Check Total	2608.00	
1810	HARTFORD PROBATE COURT	LABOUNTY annual probate fee	85.00	0.00	85.00	3527	06/21/19
1910	IRVING ENERGY	116547 26.0 gals LP-town hall	40.64	0.00	40.64	3528	06/21/19
1910	IRVING ENERGY	446881 206.2 gals ULS Diesel	569.20	0.00	569.20	3528	06/21/19
1910	IRVING ENERGY	654997 105.5 gals ULS Diesel	311.12	0.00	311.12	3528	06/21/19
					-----		
					Check Total	920.96	
2050	LINCOLN NATIONAL LIFE INSURANC	PR-06/07/19 Payroll Transfer-revised	40.38	0.00	40.38	3529	06/21/19
2100	MAGEE OFFICE PRODUCTS	C01033877 copier color fees	69.26	0.00	69.26	3531	06/21/19
2144	MEMBERS ADVANTAGE CREDIT UNION	LISTER RES town + State funds	20159.50	0.00	20159.50	3532	06/21/19
2380	PIKE INDUSTRIES, INC.	1026640 497.76 tons 3.4" Allen H	6645.11	0.00	6645.11	3533	06/21/19
2380	PIKE INDUSTRIES, INC.	1027244 3" stone, 21.94 tons	354.34	0.00	354.34	3533	06/21/19
2380	PIKE INDUSTRIES, INC.	1027244-2 3/4" mostly Allen Hill	10258.55	0.00	10258.55	3533	06/21/19
2380	PIKE INDUSTRIES, INC.	1028243 67.23 tons 3.4" shop	897.52	0.00	897.52	3533	06/21/19
					-----		
					Check Total	18155.52	
2580	SABIL & SONS, INC.	35859 shop small tools	11.32	0.00	11.32	3534	06/21/19
2580	SABIL & SONS, INC.	84796 Pomf FD Engine 1	1668.63	0.00	1668.63	3534	06/21/19
2580	SABIL & SONS, INC.	84882 Rescue vehicle service	140.95	0.00	140.95	3534	06/21/19
2580	SABIL & SONS, INC.	84883 Teago E1 annual service	530.39	0.00	530.39	3534	06/21/19
2580	SABIL & SONS, INC.	84905 Teago Engine 2 service	301.36	0.00	301.36	3534	06/21/19
					-----		
					Check Total	2652.65	
2670	STAPLES CREDIT PLAN	9799714880 town office supplies	263.59	0.00	263.59	3535	06/21/19
2690	STITZEL, PAGE & FLETCHER, P.C.	49893 Purple Crayon	4428.98	0.00	4428.98	3536	06/21/19

06/17/19  
03:06 pm

TOWN OF POMFRET Accounts Payable  
Check Warrant Report # 18116 Current Prior Next FY Invoices  
For checks For Check Acct 01 (General Fund) 06/21/2019 To 06/21/2019

Page 2  
edesmeules

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
2730	TED GREEN FORD, INC.	74962	annual service T 4	595.68	0.00	595.68	3537 06/21/19
2850	TWO RIVERS-OTTAUQUECHEE REG. C 19-141	grant-consult svc	3833.16	0.00	3833.16	3538 06/21/19	
3000	VLCT	2019-20681	conf,mileage,etc	60.00	0.00	60.00	3539 06/21/19
3110	VT DEPT OF HEALTH	06132019	100 sheets-Engrav paper	10.00	0.00	10.00	3540 06/21/19

TOWN OF POMFRET Accounts Payable  
Check Warrant Report # 18116 Current Prior Next FY Invoices  
For checks For Check Acct 01(General Fund) 06/21/2019 To 06/21/2019

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			57,347.59	0.00	57,347.59		

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 \$ \*\*\*\*57,347.59 Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Emily Grube, Chairman

\_\_\_\_\_  
Steve Chamberlin

\_\_\_\_\_  
Frank Perron

\_\_\_\_\_  
John Peters, Jr.

\_\_\_\_\_  
Scott Woodward

**APPENDIX: Municipal Roads Grants-in-Aid Pilot Project**  
**Hydrologically Connected Roads by Vermont Municipality**  
(Excerpt from VDEC Data Map Layer: <http://anr.vermont.gov/maps/nr-atlas>)

	Town	State Estimate: Connected Road-Mile by Range	DEC Grant Offer	20% Local Match (Cash or In-Kind)	Total	Eligible for Equipment Purchase
1	BARNARD	40-45 Connected Road-miles	\$19,600	\$4,900	\$24,500	Yes
2	BETHEL	45-50 Connected Road-miles	\$21,900	\$5,475	\$27,375	Yes
3	BRADFORD	25-30 Connected Road-miles	\$12,700	\$3,175	\$15,875	No
4	BRAINTREE	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	Yes
5	BRIDGEWATER	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	Yes
6	BROOKFIELD	25-30 Connected Road-miles	\$12,700	\$3,175	\$15,875	Yes
7	CHELSEA	35-40 Connected Road-miles	\$17,300	\$4,325	\$21,625	Yes
8	CORINTH	45-50 Connected Road-miles	\$21,900	\$5,475	\$27,375	No
9	FAIRLEE	10-15 Connected Road-miles	\$5,700	\$1,425	\$7,125	No
10	GRANVILLE	15-20 Connected Road-miles	\$8,100	\$2,025	\$10,125	Yes
11	HANCOCK	5-10 Connected Road-miles	\$3,400	\$850	\$4,250	Yes
12	HARTFORD	60-65 Connected Road-miles	\$28,900	\$7,225	\$36,125	Yes
13	HARTLAND	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	Yes
14	NEWBURY	45-50 Connected Road-miles	\$21,900	\$5,475	\$27,375	No
15	NORWICH	45-50 Connected Road-miles	\$19,600	\$4,900	\$24,500	No
16	PITTSFIELD	10-15 Connected Road-miles	\$5,700	\$1,425	\$7,125	Yes
17	PLYMOUTH	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	Yes
18	POMFRET	35-40 Connected Road-miles	\$17,300	\$4,325	\$21,625	Yes
19	RANDOLPH	35-40 Connected Road-miles	\$17,300	\$4,325	\$21,625	Yes
20	ROCHESTER	25-30 Connected Road-miles	\$12,700	\$3,175	\$15,875	Yes
21	ROYALTON	40-45 Connected Road-miles	\$19,600	\$4,900	\$24,500	Yes
22	SHARON	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	Yes
23	STOCKBRIDGE	25-30 Connected Road-miles	\$12,700	\$3,175	\$15,875	Yes
24	STRAFFORD	40-45 Connected Road-miles	\$19,600	\$4,900	\$24,500	No
25	THETFORD	25-30 Connected Road-miles	\$12,700	\$3,175	\$15,875	No
26	TOPSHAM	40-45 Connected Road-miles	\$19,600	\$4,900	\$24,500	No
27	TUNBRIDGE	40-45 Connected Road-miles	\$19,600	\$4,900	\$24,500	Yes
28	VERSHIRE	30-35 Connected Road-miles	\$15,000	\$3,750	\$18,750	No
29	WELLS RIVER VILLAGE	0-3 Connected Road-miles	\$2,000	\$500	\$2,500	No
30	WEST FAIRLEE	15-20 Connected Road-miles	\$8,100	\$2,025	\$10,125	No
31	WOODSTOCK VILLAGE	5-10 Connected Road-miles	\$3,400	\$850	\$4,250	Yes
32	WOODSTOCK	55-60 Connected Road-miles	\$21,900	\$5,475	\$27,375	Yes
			<b>\$475,900</b>	<b>\$118,975</b>	<b>\$594,875</b>	



## INVITATION TO PARTICIPATE IN MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

**TO:** Selectboard Chair, Town Clerk, Road Foreman, Transportation Advisory Committee,  
TRORC Commissioners  
**FROM:** Peter G. Gregory, Executive Director. *PEG*  
**DATE:** May 30, 2019  
**RE:** Letter of Intent to Participate in the SFY'20 Municipal Roads Grants-in-Aid Program;  
Funding Assistance in Municipal Road General Permit Compliance

Vermont's Regional Planning Commissions (RPC) and the Department of Environmental Conservation (DEC) invite your municipality to participate in the Municipal Roads Grants-in-Aid Program. This program provides funding for municipalities to implement best management practices (BMPs) in compliance with the DEC Municipal Roads General Permit (MRGP).<sup>1</sup>

DEC has set aside \$2.9 million to support BMP implementation under this program. In addition, DEC has allocated \$100,000 for purchase of equipment for communities that have the majority of their land base in the White River, Ottawaquechee-Black and Southern Lake Champlain watersheds. DEC will work with the RPCs to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation commitment letter). Your municipality must return the signed letter by **July 3, 2019** to be eligible (page 3 of this invitation letter).

DEC will offer funding to participating municipalities to implement BMPs on hydrologically connected road segments that currently do not meet standards.<sup>2</sup> A municipality's funding award depends upon:

- The number of hydrologically connected roads, sorted into five-mile increments; and
- The number of participating municipalities. Additional funds may become available should some municipalities decide not to participate. **Refer to the attached DEC Base Offer for your municipality to see the amount of funding you are eligible to receive.**

Grants-in-Aid awards will be made available through RPCs, which will submit reimbursement requests to DEC on behalf of municipalities. DEC will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads.

### Participating municipalities agree to:

- Construct the additional BMPs on hydrologically connected roads to bring road segments into full compliance with MRGP standards.
- Complete the project by October 31, 2019, or if more time is necessary, by the final completion date of June 30, 2020.
- Sign the commitment letter to confirm the municipal responsibilities of the program.
- Decant project costs and provide a minimum of 20% local match (cash or in-kind) for BMP construction.
- Match for BMP construction can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- If eligible, provide 20% local cash match for purchase of equipment.

<sup>1</sup> MRGP available at: <http://dec.vermont.gov/watershed/storawater/permit-information-applications-fees/municipal-roads-program>.

<sup>2</sup> Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as defined by the MRGP.



**MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
EQUIPMENT PURCHASE**

**TO:** Vermont Municipal Officials in the White River, Ottawaquechee-Black River and Southern Lake Champlain Watersheds  
**FROM:** Peter G. Gregory, Executive Director *PGG*  
**DATE:** May 30, 2019  
**RE:** Letter of Intent to Participate in the SFY 2020 Municipal Roads Grants-in-Aid Program: Equipment Purchase

Vermont Department of Environmental Conservation (DEC) offers select municipalities funding to purchase up to one piece of equipment that will support Municipal Roads General Permit (MRGP) implementation. Your municipality is eligible for equipment funding, as the majority of your municipality is located within the SFY 2020 targeted watersheds: White River, Ottawaquechee-Black River, and Southern Lake Champlain. Equipment eligible for purchase is described below. Municipalities must enroll in the SFY 2020 Grants-in-Aid program and construct best management practices on hydrologically connected municipal road segments in order to be eligible for equipment purchase grants.

DEC will reimburse up to 80% of the municipality's documented equipment cost, up to the State maximum award amount in the table below. If demand exceeds available funding, then equipment purchase will be prioritized for municipalities with the greatest number of hydrologically connected municipal road miles.

Please fill out, sign, and return the Letter of Intent to Participate in the Equipment Purchase program on the following page.

**Equipment eligible for purchase:**

Equipment type	Total maximum amount	State maximum award (80% of equipment cost)	Cash match required (20% of equipment cost)
Roller compactors for attachment to grader to improve road crown	\$7,500	\$6,000	\$1,500
Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging	\$5,500	\$4,400	\$1,100
Hydroseeders to accelerate revegetation of disturbed soil areas	\$7,500	\$6,000	\$1,500
Plate or jamming jack compactors to install drainage culverts	\$4,000	\$3,200	\$800
Tractor-mounted shoulder discs to reverse high road shoulders	\$8,000	\$6,400	\$1,600
Haybale spreader to distribute hay mulch on disturbed soil areas	\$7,600	\$6,080	\$1,520

If you have any questions about the Municipal Roads Grants-in-Aid Program equipment purchase, please contact **Rita Seno**, [rseno@trorc.org](mailto:rseno@trorc.org) / 802-457-3188. For questions about the Municipal Roads General Permit please refer to the DEC website: <http://dec.vermont.gov/watershed/stormwater/permits-information/applications-fees/municipal-roads-program>.

Thank you for your attention, and we look forward to hearing from you soon.

Sincerely,  
  
 Peter G. Gregory, AICP  
 Executive Director



## **Town of Pomfret, Vermont**

### **Road Crew Worker Job Description**

**Approved by the Pomfret Select Board on 6/5/2019**

#### **Job Summary:**

A Road Crew Worker for the Town of Pomfret is primarily responsible for the maintenance and repair of the Town highway system and associated equipment, and secondarily responsible for maintenance of town facilities and buildings. Under the direction of the Road Foreman, the Road Crew Members operate the equipment and provide the labor to maintain and repair the Town facilities including, but not limited to: road grading, mucking, snow plowing and sanding roads, brush clearing, road repair, light building and facility maintenance and other tasks as assigned.

#### **Responsibilities include:**

1. Safely operate Town Road maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and woodchippers, and other equipment required for the maintenance of the roads.
2. Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers, welders, shovels, picks, rakes and other hand operated equipment necessary for road and buildings maintenance.
3. During the winter months the duties chiefly require snow plowing, snow removal, sanding, salting, patching, and culvert thawing. These duties frequently occur at irregular times and hours.
4. During Spring, Summer and Fall duties include major repair, rebuilding, construction, grading and re-grading of gravel roads and the repair and patching of asphalt roads. Activities include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing guard posts and rails, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the Town roads.
5. Road Crew Members are responsible for the general maintenance of the Town Road Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility through out the year.
6. The Road Crew Members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on equipment logs and the Town's electronic time keeping system.
7. In addition to the above duties, Road Crew Members are also responsible for routine

maintenance of town buildings and facilities, including but not limited to cleaning, trash collection and minor building repairs, assistance to other Town employees and contractors when appropriate, and other duties as assigned.

**Supervision:** Road Crew Members report to the Road Foreman and receive specific instructions from the Road Foreman, who is responsible for carrying out established policies and procedures. The employee is responsible to receive these instructions, and accomplish the task assigned in a safe, timely, and cost efficient manner.

**Skill requirements:**

- Knowledge and ability to operate the Town road equipment, including but not limited to skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radius, braking distances, and backing clearance.
- Knowledge and application of safety rules and regulations for the operation of heavy equipment including: safe lifting heights, practice, loading and load securing techniques, and dumping safety. Application of these rules is required at all times, on the public way, and also in remote situations. Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.
- Ability to keep accurate records of time and materials.
- This position requires skill in communication and interpersonal relations to:
  - Interface with the general public in a professional manner,
  - Understand and follow oral and written instructions,
  - Cooperate effectively with fellow workers and supervisors.

**Physical Requirements:** The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

**CDL License:** Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required.

**Education:** High School Diploma, GED, or similar equivalent education is required.



**Terms of Employment:** The position is a full-time, non-exempt position. Availability for overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable. The Selectboard hires Road Crew Members after interview(s) and reference checks. The Selectboard will set terms of employment, compensation and benefits. A six-month probationary period is a condition of employment. Road Crew Members will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his/her employment. Road Crew Members must annually authorize a Vermont DMV Record Request.

**Evaluations:** Annual evaluations detailing the performance of the Road Crew Members will be performed by the Road Foreman, during which the Road Crew Members will be afforded an opportunity to respond to the evaluation.

**Training:** All Road Crew Members are required to complete required Incident Command System (ICS) classes within the six-month probationary period and complete at least 6 hours of other training annually.

**Compensation and Benefits:** Salary and benefits package will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

Dunn property recap / Tax Sale to Johnson

June 2019

From Ellen DesMeules

Karen Hewitt provided the attached spreadsheet showing an amount due as of redemption date of:

\$23,445.75

To the best of my knowledge, the only additional costs to the town are:

Legal fees as closing:	250.00
Newspaper ads	174.40
New total:	\$23,870.15
Purchase price was:	\$35,100.00
Difference:	\$11,229.85

There was no insurance on the property, nor were there any repairs done to it that I am aware of.

If there are other costs the town can claim, I have no knowledge of them.

# Joan M Dunn Parcel 0707

P.O. Box 225, Quechee VT 05059 for 1502 Allen Hill

Dates	How Contacted	Notes	Amount due	Interest due	Amount Paid	Date Paid	Balance
5/17/2016	mailed tax notice	hand wrote a note introducing myself, giving contact info	\$ 16,444.16		-		\$ 16,444.16
6/16/2016	mailed tax notice	included the new Delinquent Tax Collection Policy	\$ 16,562.40				\$ 16,562.40
7/18/2016	mailed tax notice	wrote a note about setting up a payment plan	\$ 16,680.64				\$ 16,680.64
7/27/2016	mailed tax lien	to homeowner					
8/27/2016	mailed tax notice	mailed tax notice	\$ 16,798.88				\$ 16,798.88
9/19/2016	mailed tax notice	mailed tax notice	\$ 16,917.12				\$ 16,917.12
10/20/2016	mailed tax notice	mailed tax notice	\$ 17,035.36				\$ 17,035.36
11/25/2016	mailed tax notice	mailed tax notice	\$ 17,153.60				\$ 17,153.60
12/26/2016	mailed tax notice	mailed tax notice	\$ 17,271.84				\$ 17,271.84
1/3/2017	mailed intent to sell	mailed intent to sell notice First class and Certified					
1/23/2017	mailed tax notice	mailed tax notice	\$ 17,390.08				\$ 17,390.08
2/20/2017	held notice	tax sale pending	\$ 17,508.32				\$ 17,508.32
2/23/2017	mailed intent to sell	mailed 2nd intent to sell notification F.C mail since the certified letter came back as unclaimed					
3/1/2017	held tax sale	held tax sale, sold property to the Town of Pomfret			\$ 20,933.67		\$ 20,933.67
3/6/2017	tax sale report	created tax sale report					
3/8/2017	filed report	filed tax sale report with the town clerk, mailed a copy to owner and redemption statute					
4/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 21,143.01
5/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 21,352.35
6/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 21,561.69
7/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 21,771.03
8/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 21,980.37
9/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 22,189.71
10/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 22,399.05
11/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 22,608.39
12/1/2017		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 22,817.73
1/1/2018		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 23,027.07
2/1/2018		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 23,236.41
3/1/2018		Interest 1% accrued per month if redeemed	\$ 209.34				\$ 23,445.75

Plus current  
taxes and  
expenses  
Sale amount