

Town of Pomfret
 5238 Pomfret Road
 No. Pomfret, VT. 05052
 SELECTBOARD MEETING AGENDA
 December 4, 2019
 6:00 PM

Agenda Item	Presenter	Timeframe
1. Call to Order	Chair	6:00
2. Public Comment	Chair	
3. Review of Agenda	Joint	6:10
4. Recurring Items a. Approval of Minutes b. Warrants for Approval	Joint	6:15
a. Business Items for Discussion or Vote b. Road Foreman Report c. Truck Purchase d. Teresa Meile, HR assessment e. Alan Graham, Pomfret Historical Society f. Sunapee Paving Invoice g. Palmer Power Pole Easement h. Cloudland Road Culvert Proposal i. Budget worksheets & Planning (see attached memo and spread sheets) j. Highway Budget k. Repeater Channel and Deckert easement		6:30
5. Meeting Wrap Up a. Selectboard Correspondence b. Review of Assignments c. Agenda Items for Next Meeting	Joint	7:45
6. Adjournment		

November 20, 2019. Select Board Draft Minutes

Attendees: Emily Grube, Steve Chamberlin, John Peters, Frank Perron

Public: Becky Fielder (Clerk), Neil Lamson (Lister), Cynthia Hewitt (SB Asst)

1. Call to Order at 7:07 pm
2. Public Comment: None
3. Review of Agenda: Emily moved and Steve seconded the following changes in the agenda: Zoning Regulations – Set time for hearing; Neil Lamson has volunteered to keep the budget spread sheets; Catering permit; Health Insurance for road crew
4. Approval of 10/06/2019 Minutes with the following changes: Art Lewin requested an executive session on 12/08/2019. Steve moved, John seconded; unanimous.
5. Business Items for Discussion or Vote:
 - a. Road Foreman's Report. Jim Potter is absent due to family issues. Emily met with Sharon re: Howe Hill project. They will close the road to through traffic. RFP will be prepared by Jon Harrington (Horizon). He will be asked to include analyzing the bids and overseeing the construction. This will be ready in early January. A hydraulic study will not be necessary for the culvert at Brooks; Scott Jenson has approved installation of a 4-foot culvert. A request to both Horizon and Willis for preliminary cost estimates and design for the Cloudland Road culvert; a Structures grant application will also be submitted, for which we will need a letter of support from Two Rivers
 - b. Truck Bids – Cynthia will prepare a spreadsheet detailing the offered bids and including trade-in and warrantee prices. Bids were received from ATG and Clarks.
 - c. Listers' Errors & Omissions. This involved the reported acreage for a parcel purchased in 1987 by Rob and Marlene Rand. The attorneys misread the deed. Frank moved and Emily seconded approving the certificate for tax refund for one year. Passed
 - d. Palmer Power Pole Easement. The power pole is in place and outside of the right-of-way. The lines will cross over the road and pose no problem for driving beneath. John moved and Steve seconded approval; Frank moved and John seconded that Emily be approved as the authorized representative to sign the deed. Unanimous.
 - e. Cloudland Road Posting: Jim is working with Chris Bumps and seeking permission from the State.
 - f. Emily moved and Steve seconded approval of Silo Distillery's request for Catering Permit for December 18-19, 2019. At the Grange Theater at Artistree for the Vermont Symphony Orchestra event. Unanimous
 - g. Budget Worksheets. Neil Lamson has offered to keep the budget worksheets in his computer. This was approved by all.
 - h. Zoning Hearing. The hearing will be held on January 8, 2020 at 6:00 pm, followed by the regular Select Board hearing. Becky has the instructions regarding warning, etc.
 - i. Central. Office Budget – Becky Fielder provided line-item figures for the Central Office Budget. Discussion of the Highway Budget was postponed to next meeting. Neil will put the office and highway budgets into spread sheets and submit to the

Select Board prior to the 1st December meeting. The Cemetery budget is in, the Library Budget is in preparation; Emily has received requests from Visiting Nurses (\$3950); Job Bank (\$300); Public Health Council (\$0 for this year).

- j. Health Insurance for Highway Crew. Some members of the road crew would like the option of paying extra for 'Platinum' plan of their health insurance. The town supplies the 'Gold' plan. Emily moved and Frank 2nd approval as long as the individual employees pay the difference, which they do with a payroll deduction. Passed.
 - k. Frank reminded the Board that they had approved "winter hours" for meetings; thus starting on December 4th, meetings will begin at 6 PM.
6. Meeting Wrap-Up
- a. Selectboard Correspondence – None
 - b. Review of Assignments. Emily – will speak with Karen regarding building permits for the budget; she will put out RFPs for the cloudland culvert; renew the groundskeeping contract; find the electrical repair person information for consultation at the town offices. Cynthia will prepare the truck bid spreadsheet.
 - c. Agenda Items for Next Meeting: Repeater Channel and Deckert easement Highway Budget; Truck Bid spreadsheet
7. Frank moved for Adjournment at 9:18 pm; Steve seconded. Unanimous

Pomfret Municipal Plow Truck Bids 2019

10 wheeler w/ Viking body

	Vehicle	5-yr extended warranty	Trade-in	Net Price
Clark International standard transmission	\$ 187,437	\$ 9,180	\$ 57,777	\$ 138,840
Clark International automatic transmission	\$ 196,303	\$ 9,180	\$ 57,777	\$ 147,706
ATG Freightliner automatic transmission	\$ 193,665	\$ 7,133	\$ 40,000	\$ 160,798
ATG Western Star automatic transmission	\$ 204,037	\$ 7,133	\$ 40,000	\$ 171,170

10 wheeler w/ Fairfield body

Clark International standard transmission	\$ 199,573	\$ 9,180	\$ 57,777	\$ 150,976
ATG Freightliner automatic transmission	\$ 205,590	\$ 7,133	\$ 40,000	\$ 172,723
ATG Western Star automatic transmission	\$ 215,962	\$ 7,133	\$ 40,000	\$ 183,095

6 wheeler w/ Viking body standard transmission

Clark International	\$ 159,785	\$ 9,180	\$ 62,777	\$ 106,188
ATG Freightliner	\$ 162,782	\$ 7,133	\$ 40,000	\$ 129,915
ATG Western Star	\$ 173,418	\$ 7,133	\$ 40,000	\$ 140,551

Sunapee Paving LLC dba
Springfield Paving

10 Caajm Rd
Claremont, NH 03743

Invoice

Date	Invoice #
10/7/2019	1344

Bill To
Town Of Pomfret 5218 Pomfret Rd North Pomfret, VT 05053

Job Location

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Installation of asphalt pavement over 1.75 miles X 23' wide. Asphalt to be installed in 2 courses for a finished depth of 1.75". Approximately 2343 tons of asphalt will be applied. Pricing to include emulsion and traffic control. Price per ton in place is \$81.80 X approximately 2,343 tons for a total estimated pavement cost of \$191,667.	191,667.00	191,667.00
	Shoulder gravel to be installed at 1.5' wide 2" thick and rolled. Traffic control to be included. Estimated total gravel is 172 yards @ \$56 per yard. Estimated total is \$9632.	9,632.00	9,632.00
	installation of pavement for culvert on Galaxy Rd 10 ton	818.00	818.00T
	Asphalt pricing is based on current VTRANS liquid asphalt index of \$583.00 and is adjustable to index at time of pavement installation.		
	Vermont 6% Sales Tax	0.00%	0.00
Total			\$202,117.00

Sunapee Paving LLC dba

PROPOSAL

Springfield Paving

Proposal # 2154

10 Caajm Rd
Claremont, NH 03743

jeremy@sunapeepaving.com

(603) 763-5300 (802) 886-3300

Proposal Submitted to:	Customer Phone	Date
Town Of Pomfret 5218 Pomfret Rd North Pomfret, VT 05053		4/20/2019
		Job #

We hereby submit specifications and estimates for:	Total
Installation of asphalt pavement over 1.75 miles X 23' wide. Asphalt to be installed in 2 courses for a finished depth of 1.75". Approximately 2343 tons of asphalt will be applied. Pricing to include emulsion and traffic control. Price per ton in place is \$81.80 X approximately 2,343 tons for a total estimated pavement cost of \$191,667.	0.00
Shoulder gravel to be installed at 1.5' wide 2" thick and rolled. Traffic control to be included. Estimated total gravel is 172 yards @ \$56 per yard. Estimated total is \$9632.	0.00
Asphalt pricing is based on current VTRANS liquid asphalt index of \$583.00 and is adjustable to index at time of pavement installation. Vermont 6% Sales Tax	0.00

WE PROPOSE hereby to furnish material and labor, complete in accordance with above specifications, for the sum of: ~~-\$0.00-~~
not to exceed 201299.00

Payment to be made as follows: Due upon completion

All material is guaranteed to be as specified. All work to be completed in a substantial workman-like manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature
Jeremy Zullo
Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL
The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.
Payment will be made as outlined above.

Signature: *Emily M Grube*
Site board chair

Date of Acceptance: *7/10/19*

determine its ability to assure service throughout the term of the contract.

• Change Orders

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

• Delivery

The Town wishes to complete the paving job before the end of the summer, 2019.

• Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

• Minimum Specifications

• Locations:

- Bartlett Brook Road to Teago Store .95 miles 1 apron.
 - Stage Road by Edna Luce Home .15 miles
 - Pomfret Road South from former Jaycox home past Pomfret School to Pomfret Town line .55 miles
 - Library Street between intersection with Pomfret Road and Stage Road .1 mile
 - Apron at intersection of Galaxy Hill Road and Pomfret Road by Desmeules home.
 - Patch intermittent Howe Hill Road, patches needed will be marked
- Asphalt emulsion Type IV, 1 inch shim, ¼ inch overlay;
 - End joints shall be milled;
 - Traffic control;
 - Shoulder fill to be installed , at a separate and optional price - which shall be broomed and roller packed;
 - Please provide estimates of amount material and prices per ton for installing both the asphalt and shoulder fill

• Additional Information

A. Standard paving width shall be 23'

B. Shoulders shall be 1.5 ft; _____

C. Budget for project will be finalized once bids are received.

F. Compliance with Instructions

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

Signature:  Date: 6/18/19 Print Name & Company: Jeremy Zull Springfield Paving

MEMORANDUM

To: Pomfret Selectboard
From: Pomfret Audit Board
Date: November 26, 2019
RE: Pomfret Annual Report Timeline

As it is budget time again, the Audit Board presents the following recommended timeline to assist the Selectboard in its budget deliberations and decision-making. Meeting these deadlines is important for the timely preparation of the Pomfret Annual Report. We also will appreciate knowing the Selectboard member who has been delegated to draft and submit each of the reports listed below.

December 18, 2019

- **Final Budget Town and Highway**
- **Selectboard Report**
 - Please keep to one page
- **Selectboard Budget Narrative**
 - Please keep to one page
- **Reserve Funds:** Anticipated spending from reserve funds FY 2020 & FY 2021
- **Draft Warning**

January 22, 2020

- **Final Warning**

Other Reports/Policies of Interest

We are requesting the above timeline so that the Audit Board can receive all that is required from the Selectboard by middle of December. The final budget and spreadsheets we have provided give you the information you need to complete, at the same time, the Selectboard Report, the Selectboard Budget Narrative, anticipated spending from the reserve funds, and the Warning draft.

The Audit Board is working hard to assemble, proof, prepare our own reports, and format all the elements provided by your Board and many other contributors at an earlier date this year. In the past, we have been able to obtain reports from most of the other contributors on a timely basis. We are now dependent on the Selectboard to provide us with your reports to finish our work so that we can format our final Annual Report document to meet the deadlines of the printer.

We thank you for your cooperation and timely assistance.

Nancy Matthews
Regina (Gennie) Lawrence
Ben Brickner
Town of Pomfret Auditors

