

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, No. Pomfret 05053
January 4, 2023, 6:00 pm**

Zoom instructions below

Business Items	
1. Executive Session – Employee Matters	6:00 pm
2. Public Session – Call to Order	7:00 pm
3. Public Comment	
4. Agenda Review	
5. Road Foreman’s Report & Highway Items a. Town Highway Equipment Inventory b. Highway Access Permit Application Form c. RFP Engineering Services (culvert replacements) d. FY 2024 Highway Budget	
6. Items for Discussion or Vote a. So. Pomfret Scoping Study (next meeting schedule) b. Selectboard Annual Report Deliverables c. ARPA Funds d. FY 2024 Town Budget e. Warrants f. Approval of 12/21/2022 Minutes	8:00 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting – Technology in Meetings; SharePoint Tutorial	
8. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

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TOWN HIGHWAY EQUIPMENT
(per the Pomfret Selectboard)

	2016	2017	2018	2019	2020	2021
2010 John Deere Loader (replaces 2001 loader)	\$58,000	\$56,000	\$54,000	\$52,000	\$52,000	\$52,000
2002 John Deere Grader, model 672CH	78,000	76,000	74,000	72,000	50,000	<i>sold</i>
2021 John Deere Grader, model 627G	-	-	-	-	-	280,000
2008 Komatsu PC78US-6 Excavator	23,000	21,000	19,000	17,000	17,000	17,000
2003 John Deere 5520 Tractor, 4WD w/ mower & bucket	20,000	<i>sold</i>	-	-	-	-
2014 Truck Freightliner 4WD w/ plow, sander & wing	168,000	166,000	160,000	150,000	135,000	<i>sold</i>
2021 International 2WD with plow, sander & wing	-	-	-	-	-	171,463
2013 Truck Freightliner 4WD w/ plow, sander & wing	133,000	131,000	120,000	114,000	<i>sold</i>	-
2020 Int'l Truck tandem w/ plow, sander & wing	-	-	-	-	198,000	196,000
2016 John Deere 6110M 4WD with side mower	-	109,000	107,000	105,000	103,000	101,000
2015 Truck, Western Star 4WD w/ plow, wing & sander	188,000	186,000	175,000	160,000	100,000	<i>sold</i>
2022 Int'l tandem with plow, wing & sander	-	-	-	-	-	195,228
2015 Truck, Ford 550 4WD with plow & sander	66,000	64,000	60,000	58,000	56,000	50,000
2008 Tag Trailer	6,000	5,000	3,000	3,000	3,000	3,000
2008 Compactor	250	250	200	200	200	200
Jumping Jack Compactor	-	-	-	-	2,000	1,900
Generator	350	350	300	300	300	300
Hotbox	6,800	6,800	6,400	6,000	5,800	5,600
2000 Bandit Chipper	6,000	6,000	5,000	5,000	5,000	5,000
Flail Head Mower	700	700	<i>sold</i>	-	-	-
Austin-Western V Snowplow	250	250	250	250	250	250
Bale Chopper	3,500	3,500	3,000	2,500	2,500	2,000
Frontier Debris Blower	2,900	2,900	2,500	2,500	2,200	2,000
Pressure Washer (purchased new one in 2018)	300	300	1,500	1,500	1,400	1,300
2001 Steam Cleaner	900	900	800	800	800	800
2001 Rock Rake	800	800	800	800	800	800
Air Compressor	1,000	1,000	1,000	1,000	1,000	1,000
Snow Fence and Posts, 5000 feet	2,000	2,000	2,000	2,000	2,000	2,000
Chainsaws	500	500	400	400	800	1,000
Welder, Lincoln Wire Feed	800	800	800	800	800	800
Small Tools	28,000	28,000	29,000	29,000	29,000	30,000
Hydroseeder	-	-	-	7,000	7,000	6,000
TOTAL	\$795,050	\$869,050	\$825,950	\$791,050	\$775,850	\$1,126,641

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT
(Application fee of \$100 payable to Town of Pomfret)

Access Road Type (check one): Private Drive* Agricultural Forestry

Landowner Name: _____ Phone: _____ Email: _____

Landowner Mailing Address: _____ State: _____ Zip: _____

The undersigned requests permission to develop, construct, or regrade the first 20 feet of the access road type indicated above.

Access Road Location: on the _____ (cardinal direction) of _____ (town highway name)
at approximately _____ (feet) from the intersection of _____ (nearest town highway intersection).

Please provide a brief description of the work to be done: _____

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, or regraded access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A \$100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the property owner or owner’s agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

* Each residence will be limited to one driveway access.

Design Standards[†]

1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a point 15 feet back from edge of the traveled way and at a height of eye of 3.5 feet on the drive to a height of eye of 2.0 feet on the roadway. The “posted speed” for unposted Class 3 highways shall be deemed to be 30 mph.

Minimum Sight Distance

<i>Posted Speed (mph)</i>	<i>Minimum Sight Distance (feet)</i>
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if necessary and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

The applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or regrading of the access road within one year of the date of approval.

Applicant Signature

Applicant Printed Name

Date

[Remainder of page intentionally blank. Application form continues on next page.]

[†] Any of the standards listed herein may be waived or varied upon the applicant’s request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS **Engineering Services – Two Culvert Replacements** **January [5], 2023**

Proposals due by
Noon, January [20], 2023

Mail completed proposals to:

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053
Attn: Chair, Pomfret Selectboard

or email to: clerk@pomfretvt.us

Contact Information:
Pomfret Selectboard
(802) 457-3861

Introduction

The Town of Pomfret, Vermont (“Town”) is accepting proposals from qualified engineering firms for the scope of work described below for the following two culverts:

Wild Apple Road Culvert #15

Double Stone Culvert 48” overall
LAT 43.6872, LONG -72.5616

Pomfret Road Culvert #59

Metal culvert 48”
LAT 43.7153, LONG -72.5059

Engineering services to include:

- Collection of data to include a wetlands survey;
- Topographic survey of the existing road, the brook, any existing utilities and the existing culverts to facilitate base map for design purposes; and
- Stream flow generation and hydraulic analysis should be included to determine design flows and sizing of the new drainage structure.

Included with the final design should be the preparation of the state stream alteration permit and final construction documents. Design plans, technical specifications and bid documents for the construction of the new drainage structures should also be included. Proposers are to include a timeframe for completion of work.

The Town is exempt from the Vermont State Sales Tax. All pricing shall be good though the 2023 season.

Proposal Schedule

RFP publication: 1/[5]/2023
Proposals due: 1/[20]/2023
Bid Opening: 1/[25]/2023
Selectboard Decision: 1/[25]/2023

Instructions to Bidders

Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt.

Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any

bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.

Proposals can be emailed to the Town at clerk@pomfretvt.us or mailed to Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053, Attn: Chair, Pomfret Selectboard. If mailed, the proposal shall be sealed in an envelope, clearly marked "Engineering Services – Two Culvert Replacements Proposal" on the outside. ***Bids must be received no later than Noon, January 20, 2023.*** Proposals are anticipated to be opened and a decision made at the subsequent Selectboard meeting.

Evaluation of Bids

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

- Price;
- Bidder's ability to meet bid specifications;
- Bidder's ability to perform within the specified time limits;
- Bidder's experience and reputation, including past performance for the Town and references including bidder's customers;
- Quality of the materials and services specified in the bid and compatibility with existing materials and equipment;
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- Bidder's financial capacity and responsibility;
- Bidder's availability to provide future service, maintenance, and support;
- Nature and size of bidder; and
- Contract provisions that are acceptable to the Town; and
- Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

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

Compliance with Instructions

I have read this Request for Proposals in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____

Print Name: _____

Company Name _____

TOWN OF POMFRET

Purchasing Policy

[See attached.]

Town of Pomfret Selectboard
Draft Meeting Minutes
12/21/2022

Present: Emily Grube, John Peters, Benjamin Brickner, Steve Chamberlin, Jon Harrington

Public: Jim Potter (Road Commissioner), Doug Tuthill (Constable), Scott Pearce, Scott Barger, Carl Bulgini, Jake Astbury, Michael Schmell, Cathy Peters, Neil Lamson (Lister), Cyndy Hewitt (Selectboard Assistant)

1. John called the meeting to order at 6:02 pm
2. Public Comment – None
3. Agenda Review – Ben moved and Steve seconded adding of Storm Communications. Unanimous.
4. Road Foreman’s Report
 - a. Doug Tuthill has repaired the chipper. The loader has a new tube for the tire.
 - b. Brad Ruderman contacted Jim and requested another site visit after the holidays of the Estate of Eydt driveway access location. Emily explained that the prior proposed access had been denied by the board, and that unless the proposed access has been changed to address the board’s concerns, another site visit may not be worthwhile.
 - c. Jim reports the repeater seemed not to be attached to batteries, interfering with the Road Crew’s connectivity during the recent power outages. John and Jim will work to connect the repeater to backup battery power.
 - d. Chris Bump of Vtrans does not recommend replacing the Bartlett Brook Road sign with a granite post or moving the sign outside the highway right-of-way.
 - e. Jim asked Emily to post on Listserve his thanks to the residents for their patience during the past storm. He is very grateful to GMP for their response (they had 55 crews out) and to Keith Sawyer and Doug Tuthill for their help clearing downed trees from the narrow portion of Pomfret Road near the Harford town line. Jim stated this was a very dangerous storm and he was concerned for the safety of his crew. Scott Pearce suggested Jim could use a Pomfret Fire Department frequency in the event of emergency if Pomfret municipal frequencies were temporarily unavailable. Emily suggested that Jim use his judgment in the future whether the crew should remain in their trucks or at the garage for safety reasons.
 - f. There was further discussion about the amount of salt being used on the paved roads during winter storms. Jim indicated he was open to experimenting with new approaches to quantity, calibration and timing of salt applications, but that safety was his primary concern.
 - g. Highway Budget – The board went through the budget on a line by line basis. Jim was reminded the repairs to garage doors comes out of the building reserve, not highway budget. An anticipated 6.2% cost of living adjustment was added to road crew salaries; still need fringe benefit figures and Medicare. To be continued at the 01/04/2023 meeting.
5. Items for Discussion or Vote
 - a. Fire Department Budget – The Fire Department presented a revised budget that reduced expenses by about \$5,100, resulting in a year-over-year increase of about

- 6.5% (down from 15%). The board expressed its appreciation for the Fire Department's effort to find savings where possible. The Department will also examine assumptions in its capital plan prior to the 01/04/2023 meeting to determine whether a lower figure can be used in this year's budget.
- b. Municipal Budget – The board recognized the need for a town administrator who can take on some of their administrative work. This line item will be omitted from the FY 2024 budget, but the concept will be scheduled for further discussion at a special meeting. To be continued at the 01/04/2023 meeting.
 - c. Storm Communications – The board discussed how the town can better communicate with residents during long duration weather events and power outages. Emily will send a message to the listserv ahead of the incoming winter storm. Ben will prepare an initial draft for the board to review.
 - d. Warrants – Ben moved and Steve seconded payment of the following warrants:

23061	A/P	\$ 53,474.36
23062	Tax Refund	\$ 372.93

 Unanimous.
 - e. Approval of Minutes – Emily moved and Ben seconded approval of the 12/07/2022 and 12/14/2022 meeting minutes as presented. Unanimous (Jon Harrington abstained).
6. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – John to check repeater battery. Jim to revise town equipment inventory for annual report; follow up with Mr. Ruderman. Emily to speak with Green Mountain Mowing; send a storm notice on the listserv. Ben to circulate warning Word versions of last year's annual report deliverables from the selectboard (selectboard report, budget narrative, annual meeting warning, officer list); prepare draft winter storm listserv email.
 - c. Agenda for Next Meeting – FY 2024 budget; SharePoint tutorial.
7. Adjournment – Ben moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:20 pm.