

Town of Pomfret
 5238 Pomfret Road
 No. Pomfret, VT. 05052
SELECTBOARD MEETING AGENDA
 September 18, 2019
 7:00 PM

Agenda Item	Presenter	Timeframe
1. Call to Order	Chair	7:00
2. Public Comment	Chair	7:05
3. Review of Agenda	Joint	7:10
4. Recurring Items a. Approval of 09/04/2019 Minutes b. Warrants for Approval	Joint	7:15
5. Jon Harrington – Howe Hill Project		7:30
6. Nick Clark – Regional Energy Coordinator		8:00
7. Business Items for Discussion or Vote a. Road Foreman Report b. Truck Bids c. Dorman Driveway Permit d. Collier Driveway Permit e. Storm Debris (Cy Benoit) f. FEMA g. Oil Burner Service h. Town Hall Deficiencies i. Slack Software j. Silo Distillery Permits (2) k. HR Consultant Contract l. Performance Reviews that are due, including quarterly meetings m. Maintenance of Select Board records n. Status of Financial Management Committee		
8. Meeting Wrap Up a. Selectboard Correspondence b. Review of Assignments c. Agenda Items for Next Meeting	Joint	8:45
9. Adjournment		

SELECT BOARD MEETING DRAFT MINUTES TOWN OF POMFRET VERMONT
September 4, 2019

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Frank Perron Executive Session

1. Call to Order 6:00 pm
2. No public comment
3. Scott moved that we move into executive session according to 1VSA 313 a and e.

premature, public knowledge of ongoing litigation. Frank seconded. Vote unanimous

4. Frank moved and Steve seconded to exit executive session at 7:07. No action was taken after executive session pertaining to same.

Public Attendees: John Moore (Planning Commission), Heidi Bowley, Francis Cadoret, Christian Avard (VT Standard), Ben Brickner, Cynthia Hewitt (Board assistant)

1. Call to order at 7:04 pm
2. Public Comment: Christian Avard asked if there had been a decision from the Purple

Crayon executive session – nothing yet to vote on.

3. Review of Agenda: Progress of Wade Measure deficiencies, Town Hall Deficiencies, and Roadside debris discussions were tabled.

4. a. Approval of 08/07 and 08/21/2019 minutes – Frank moved; John seconded.

Unanimous

b. Emily moved and Steve seconded approval of warrants: 19022 \$22,760.95 A/P
19023. 414.52 Tax refund

19018. 5,701.28 Payroll

Motion carried

5. Recurring Items

a. Road Foreman Report. On Tuesday Jim met with Scott Jenson, John Harrington, and

Charles the contractor on the Cloudland Bridge; construction will begin on 09/11/2019. Emily will post road closure on the List Serve. Kevin Rice will inform emergency services. Laura and Sherman Kent have granted permission to put items on their property. Emily will send a letter. Jim has contacted Nikon re: crack sealing and Sunapee Paving. They are waiting for a culvert which will be shipped on Friday.

Caper Street project will begin on Thursday. Jim has called the residents who will be affected. The Dorman's have submitted a permit request for their driveway access on High Pastures Road. Jim will speak to John Harrington regarding RFP for joint Howe Hill project RFP. Caleb and Jared of Pike Industries would like to have this submitted by January in order to get the work scheduled in a timely fashion. Jim will also inspect culverts on

Howe Hill to see what may need replacing. He has sent the coring reports to John Harrington. Jim has dealt with the storm-damaged red pine trees just north of the Rudge Road. Emily contacted Nope Martin, the Road Foreman in Bridgewater, and they will continue the previous arrangement for Wayside.

Jim is taking care of Masure's list for the town garage. He is awaiting parts for the eye-wash station.

The Ledge House fence is in the town right of way. They have been told the town will not be responsible for any damage from snow removal. Emily will follow this up with a letter.

The slide on the River Road was again brought up; this is in the town of Hartford according to survey maps. Jim will notify them.

The Bowley driveway site visit was achieved, but Tommy Havill has more questions regarding current use; Emily asked Heidi Bowley to speak with Tommy to iron this out before permission can be granted.

Jim was granted permission to order pedestrian crossing/speed limit signs for posting in So. Pomfret (3 signs) and at the Town Hall crest (2 signs).

We can apply for a Vtrans structures grant. Federal money for ditching and culverts. Truck bids are deferred to 09/18/2019 meeting.

2. Scott moved and Steve seconded the Kathleen Dolan charitable contribution agreement be approved. Christian Avard asked for details. This is basically a 200% compensation in lieu of taxes contract for ten years, renewable. Emily expressed gratitude to Ben Brickner and Bob Fletcher for their hard work on this project. Motion carried
3. In regard to the Joan Dunn property reconciliation Emily has not been able to reach the Attorney in Windsor who negotiated the tax sale. Chad Hewitt has recommended the town add interest. Emily was granted permission to seek legal counsel.
4. RE: PACIF grant for additions to the security system – decisions are pending.
5. Delegate to VLCT annual meeting – no need.
6. Tom Leonard will be consulted regarding adding electrical wiring in order to consolidate the generator coverage.
7. Frank moved and Steve seconded permission for Emily to contract with Black Ox roofers for repairs to the town garage roof. Unanimous.
8. Share Point Software – Scott gave a demonstration on the use of Share Point Software

for record keeping. He showed how to narrow down searches for best results.

Further instructions to follow; Slack Software demonstration postponed.

6. Meeting Wrap Up

1. Select Board Correspondence:

Announcement from Two Rivers on a meeting 09/16/2019 to view and approve Randolph Town Plan and the Regional Plan

The USDA Bunker Hill Project Grant Application needs to be submitted

2. Review of Assignments:

John – Slack Software, Emergency Services coverage

Emily – Contract roofer; Laura Kent Letter; Dunn attorney; Ledge House letter Steve – Truck bids

Scott & John – Town Hall deficiencies

c. Agenda items for next meeting:

Dorman & Collier Driveway Permits, Storm debris (Sy Benoit), FEMA, Truck Bids, Oil Burner service, Fire extinguisher inspections

7. John moved and Frank seconded for adjournment at 9:04 pm.

Regional Energy Coordinator

Draft 5

Under a 2016 Comprehensive Energy Plan, Vermont is required by 2050 to have a 90 percent renewable energy portfolio and an 80-95 percent reduction from 1990 greenhouse gas levels. Towns can cut emissions on multiple fronts, however it is unrealistic to expect meaningful progress without accurate information, focused guidance, and leadership. Volunteers are often at capacity and hiring new staff can be cost prohibitive.

Proposal

It is proposed that Two Rivers Ottauquechee Regional Commission (TRORC) administer a 3 year service contract between Barnard, Norwich, Pomfret, Sharon, Strafford, Thetford, and Woodstock. ("towns") pursuant to V/.S.A. 24 § 4345b. This would provide a full-time (37.5 hours/week) staff position ("Regional Energy Coordinator").

Cost

TRORC estimates that the staff position will cost **\$116,885** per year (excluding mileage and other direct expenses). Towns will pay TRORC an amount proportional to each town's Equalized Education Grand List ("EEGL").

Town	EEGL	% of Total	Contribution
Barnard	\$278,736,753	9.58%	\$11,193.93
Norwich	\$763,692,520	26.24%	\$30,669.51
Pomfret	\$258,448,338	8.88%	\$10,379.16
Sharon	\$148,163,407	5.09%	\$5,950.17
Strafford	\$175,947,544	6.05%	\$7,065.97
Thetford	\$369,470,948	12.69%	\$14,837.77
Woodstock	\$916,059,893	31.47%	\$36,788.51

Job Description

The Regional Energy Coordinator will have primary responsibility for the development and management of the towns' energy planning and implementation. This includes: increasing renewable energy portfolios, reducing greenhouse gas emissions, and reducing energy consumption and overall costs. They will prioritize work with municipal governments, as well as public schools and other organizations that receive public funding. They may also assist residents, businesses, and other organizations. Essential job functions include:

- Developing and implementing medium- and long-term energy plans;
- Coordinating energy projects on a local and regional level, including serving as

a guide and keeping energy projects moving forward towards completion;

- • Advocating for local and regional energy efficiency and sustainability;
- • Tracking energy savings from completed projects; and,
- • Coordinating available resources and programs.

Specifically, they will:

- • Conduct comprehensive greenhouse gas inventories;
- • Develop and monitor annual energy program budgets;
- • Identify and secure outside public and private funding;
- • Serve as the point of contact on achieving energy efficiencies and conservation

by providing guidance on improvements to facilities, equipment, product

purchasing, vehicle use, and daily operations;

- • Oversee consultants and contractors for energy audits, energy conservation projects, and installation of renewable energy projects. Solicit, review, and negotiate bids, contracts, and price quotes;

- • Provide primary staff support to municipal Energy Committees;
- • Develop and build on existing educational programs and marketing outreach initiatives to expand renewable energy and energy conservation;

- • Review applications submitted to Zoning Boards for energy conservation opportunities. Recommend zoning changes;

- • Implement and update the energy section of Town Plans and websites;
- • Develop and present reports to towns' Selectboards and Town Managers;
- • Coordinate with elected officials, Town Managers, and appointed Boards,

Commissions, and Committees; Coordinate with Efficiency Vermont and other

energy efficiency and clean energy funding and financing resources;

- • Develop and implement a regional transportation plan;
- • Develop and implement sustainable food and composting plans;
- • Benchmark and track energy use and cost using EPA Portfolio Manager or other

benchmarking tools;

Regional Energy Committee

Each town covered by the service contract shall appoint one representative and one alternate to a Regional Energy Committee, which shall monitor implementation of the contracted services by identifying priorities, reviewing performance, and acting as a conduit of information between TRORC and their respective town.

Some initial common priorities are:

- • All-income Weatherization
- • Electric Vehicle Charging Stations
- • Municipal and School Building Improvements
- • Transportation (minivans to connect to public transit, a rideshare app, bike

lanes, etc.)

Timeline

1. Each participating town will accept participation in the outlined proposal and draft their portion of costs as a line item into their town's budget. A sample resolution might be,

"I move that we participate in a joint service contract with TRORC as outlined in the Regional Energy Coordinator proposal and budget for an estimated cost of [cost], pending budget approval(s) on Town Meeting Day."

2. Each town's budget will pass on Town Meeting Day in March, 2020.
3. Come spring, TRORC will present a service contract to the towns, which the towns will enter into.
4. The contract (and provided staff position) will begin on July 1st, 2020.

Long Term

The long term goal is to create a successful model that can:

- - Meet the continuing needs of towns;
- - Be used to lobby for sustained funding from the state; and,
- - Be replicated in other regions in Vermont.

From Clean Energy NH:

Hi Nick,

I cover all of Coös County in NH, which includes 20 incorporated towns. I am currently working with 10 towns and 2 school districts. I still need to meet with 5 of the 20 towns, and 3 school districts. The remainder of the towns do not have any projects that they wanted to work on at the moment.

I had hoped to meet with all 20 towns and school districts right out of the gate, but there has been more interest initially than I anticipated. I will need to wait a few months, likely until warrant articles are drafted, to meet with the remaining towns. The capacity to work with 7 towns will depend on the needs of the towns. If all 7 want to tackle a large number of issues immediately, that will be challenging. A couple of the towns I am working with are just doing lighting projects and benchmarking energy use at the moment, which does not take too much of my time but lays the groundwork for future projects.

Good luck,

Melissa Elander
North Country Energy Circuit Rider Clean Energy NH

From Hartford's Energy Coordinator:

Hi Nick,

I've attached a document that lists the projects I have worked on that have savings associated with them. This is a very simple depiction of the savings and/or avoided cost associated with projects I've worked on. It doesn't include an ROI analysis, but I think helps to demonstrate that there are a lot of different projects that an Energy Coordinator can work on that will save energy and money, that also can be supported through grants and incentives. I put "unknown" in the savings column for some of the FY19 projects, since they happened so recently or are ongoing and I don't have data on them yet.

While this is how I've tracked success so far, I think it's pretty rudimentary and I am looking to do a lot more on tracking progress in the coming year. We just had an update to Hartford's Town Plan approved by the Selectboard, and in the Energy Chapter is a recommendation to track the Town's GHG emissions. I've been slowly updating our Energy Star Portfolio Manager account to include all of our energy data. It's tough to focus on inputting data when there are so many other projects that seem more urgent, but ultimately that is how progress should be measured and I'm making it a much higher priority.

There are also many other things that an Energy Coordinator can do that don't result in immediate or tangible savings, but that are arguably just as important.

For example, we've had 167 people participate in weatherization events (such as Button Up and other Hartford-specific events) that I've coordinated since starting in September 2017. I'm making a big push to get condo associations (which account for a significant proportion of Hartford's housing stock) to go solar, including a recent workshop with Vermont Law School with 28 residents representing 14 different condo associations.

We will be getting a Nissan Leaf in the next month or so, and will become (I believe) the first municipality in Vermont to have an electric vehicle in its vehicle fleet. I am working to pass a Green Fleets Policy that will provide department heads with a clear process to follow when purchasing or leasing new vehicles to ensure we're using EVs as much as possible, or otherwise use the most efficient vehicles available.

I'm working on developing net-zero building standards for all new construction in Hartford. We're in the middle of a project right now where we're using Town property (the fire department roof) to host a solar array for the benefit of the Housing Foundation, Inc., which owns multiple affordable housing properties in Hartford.

I've testified and submitted comments on behalf of the Town on multiple energy issues, including the PUC's biennial review of net-metering, ANR's public hearing on the VW Mitigation Trust Fund, and the PUC's review of the joint letter provision for preferred sites.

I mention all of these things because the Energy Coordinator position goes well beyond just lowering the town's energy bill/use. Working with the public, developing town energy policies, and representing the town on energy issues at the state level are key components of the job. Having more Energy Coordinators throughout the state would amplify the messages that energy committees are working to get out into the public, and allow for local needs around energy issues to be better heard at the state level. It would also ensure that towns across the state have the right policies in place to move closer to 90% renewable by 2050.

I hope this helps. Please let me know if you have any questions, or if there's any other information I could provide that would be useful.

Best,
Geoff Martin
Energy Coordinator
Department of Planning & Development Town of Hartford, Vermont

Energy Coordinator Savings Estimates (FY 2018)

Project	Avoided Cost¹	Ongoing Savings²	Total Savings³	Fuel Savings⁴	CO₂ Emissions Avoided (lbs)⁵
LED light retrofit at the solid waste facility	\$4,500	\$3,100/year ^{2a}	\$7,600	22,537 kWh/year ^{4a}	16,398
LED light retrofit at the Department of Public Works garage	\$2,200	\$166/year ^{2a}	\$2,366	1,187 kWh/year ^{4a}	864
LED light retrofit at the fire department	\$2,500	\$600/year ^{2b}	\$3,100	600 kWh/year ^{4b}	437
Two net-metered solar projects totaling about 100kW		\$10,000/year ^{2c}	\$10,000	136,069 kWh/year ^{4c}	99,004
Electric Vehicle Charging Equipment (EVCE) grant from the Department of Housing and Community Development	\$20,885	-	\$20,885		
Curtable rate (rate with GMP that reduces demand charges through operational changes) at Wilder Well	-	\$12,000/year ^{2d}	\$12,000		
Two heat pumps in PD locker rooms	\$1,200	\$200/year ^{2a}	\$1,400	214 gal oil/year ^{4a} , kWh savings unknown	4,845
Total	\$31,285	\$26,066	\$57,351		116,703 lbs CO₂

Energy Coordinator Savings Estimates (FY 2019)

Project	Avoided Cost¹	Ongoing Savings²	Total Savings³	Fuel Savings⁴	CO₂ Emissions Avoided (lbs)⁵
Refund on bridge lighting overpayment ⁶	\$450	-	\$450		
Missed net-metering credit from GMP ⁷	\$4,000	-	\$4,000		
Incorrect net-metering credit allocation from Peck Electric ⁸	\$339	-	\$339		
100 kW net-metered solar project	-	\$3,800/year ^{2c}	\$3,800	137,340 kWh/year ^{4c}	99,929
Landfill lease payments ⁹		\$3,600/year	\$3,600/year		
Lighting at Quechee W/W	\$550	\$883/year ^{2a}		6,307 kWh/year ^{4a}	4,590
Quechee W/W blower controls	\$500	\$750/year ^{2a}	\$1,250	7,020 kWh/year ^{4a}	6,883
Town Hall HVAC System Upgrade	\$13,328	Unknown		Unknown	Unknown
USDA Community Facilities Grant	\$27,800				
GMP/EVT's Flexible Load Management Pilot Project		Unknown		Unknown	Unknown
Total	\$46,967	\$9,033			111,402 lbs CO₂

1 The avoided cost column represents savings that the Energy Coordinator was able to achieve in the procurement of goods and/or services that the Town otherwise would have had to pay for (grants, rebates, etc.). These are one-time savings.

2 Recurring savings measured on an annual basis as a result of the project. Estimates come from a) Efficiency Vermont; b) 2015 energy audit conducted by Zero by Degrees, Building Energy, and Dynamic Integrations; c)

Norwich Technologies (average of annual savings over 20 year period); d) Energy Coordinator review of Green Mountain Power bills.

3 Total savings are the sum of the "Avoided Cost" (if applicable) and the "Ongoing Savings" (if applicable). This column will only be relevant for FY 18. From FY 19 and on, only "Ongoing Savings" from project will apply, as "Avoided Cost" is a one-time savings.

4 Recurring electricity or fuel oil savings as a result of the project. Estimates come from a) Efficiency Vermont; b) 2015 energy audit conducted by Zero by Degrees, Building Energy, and Dynamic Integrations; c) Norwich Technologies (average of annual savings over 20 year period). Note: Fuel savings from solar projects are indirect, as the electricity is fed to the grid and not necessarily directly to Town facilities. Nonetheless, electricity produced by Town solar projects offsets the need to generate electricity elsewhere.

5 Emissions savings estimates based on estimated energy savings from project. Savings are recurring. Avoided emissions from electricity savings calculated using the NEWE subregion annual CO₂e output emission rate of 727.6 lb/MWh (US EPA, "Carbon Footprint Calculator", 2016). Avoided emissions from fuel oil savings calculated using 22.61 lbs CO₂/gallon fuel oil (US EPA, "Carbon Footprint Calculator", 2016).

6 Green Mountain Power had billed the Town for months for lights on the RT 5/RT 4 (Bugbee) bridge while lights were not on. Energy Coordinator worked with Green Mountain Power to refund payment for months when lights were down.

7 Energy Coordinator review of billing revealed that Green Mountain Power had not credited Town for \$4,000 worth of net-metering credits from the landfill solar array on the White River Junction Wastewater electric account, and worked with Green Mountain Power to issue the \$4,000 credit.

8 Peck Electric had been over-billing the Town for net-metering credits based on incorrect readings of the kWh generated from the Peck Electric solar array. Energy Coordinator worked with Peck Electric to issue the refund for overpayment, and correct their billing process going forward.

9 Energy Coordinator review of lease contract revealed that Greenbacker Capital needed to pay the Town an additional \$300/month in lease payments.

TOWN OF POMFRET
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner COLLIER Phone 802-457-1545
Address 37 MAXHAM RD State VT Zip 05091

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the NORTH side of BARBER HILL RD (E911 highway name) Town Highway No. _____
The proposed access will be located approximately 525 (ft/ mi.) from the intersection of this road with MAXHAM RD (TH46) (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

- Driveways and approach roads entering a town highway shall meet the following standards:
1. Be constructed at a 90-degree angle to the town highway
 2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
 3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
 4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at _____ this 4 day of SEPTEMBER, 2019.

[Signature] Applicant or Applicant's Agent DAN FRETZ Applicant or Applicant's Agent's Name
(printed or typed)

Application fee of \$50. Received Date 9/4/2019 by [Signature]

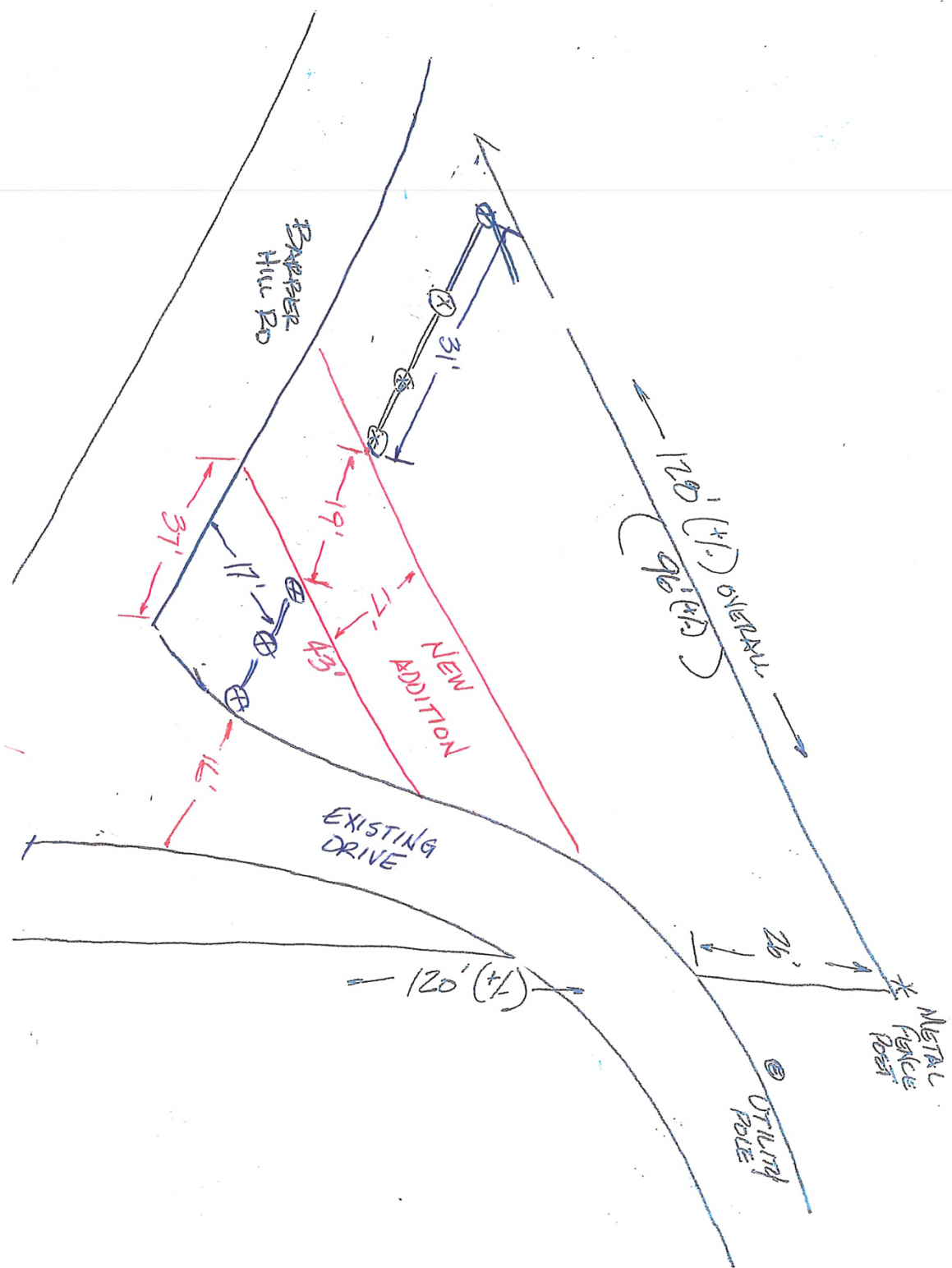
Directions, restrictions and conditions:
18-inch culvert required ___yes X no
Other restrictions or conditions _____

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this ___ day of _____, 20___.
_____ Road Commissioner _____ Chair, Selectboard

Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This ___ day of _____, 20___.
_____ Road Commissioner _____ Chair, Selectboard











MAN

WHITMAN BROOK

October 14, 2018

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

To whom it may concern:

I own a parcel of land in Pomfret with an agricultural access off High Pastures, just south of the intersection with Sugarbush Farm Road. This land abuts additional acreage I own (and lease) in Hartford (Quechee). The agricultural access long preceded my purchase in 2010 and I assume is grandfathered. I have nevertheless enclosed an Application for an Agricultural / Forestry Access Road Permit as I would like bring the entrance at High Pastures up to standards (15" culvert and 90-degree angle to High Pastures).

The purpose of the road is forestry access and field mowing. The historic logging activity that predated my ownership was careless and created significant erosion. The main access was impassible a significant portion of the year because lack of culverts and improper grade. We are in process of adding culverts and gravel where required. The finished road will be 9.5' wide and infrequently used. I have enclosed two exhibits:

1. Google earth map with the existing road (and intersection with High Pastures) shown. I propose moving the entrance off High Pastures about 20' to the north and flagged a stake for review.
2. A map showing our entire property, known as Whitman Brook. As you can see, it includes a brook crossing just west of the Pomfret town line. We have a bridge application pending with the Vermont Department of Environmental Conservation – Watershed Management Division. The State has conducted an onsite inspection and supports our plan. Final approval is expected shortly, and we hope t construct the bridge abutments this season.

I am available for questions by phone (802-296-6902) or to meet at the site.

Thank you for your help.

William (Terry) Dorman

Enc.

TOWN OF POMFRET
APPLICATION FOR AN AGRICULTURAL/FORESTRY ACCESS ROAD PERMIT

Landowner William Dorman Phone 802-296-6902
Address P.O. Box 510 Tattsville State VT Zip 05073

The undersigned requests an Access Permit to construct an agricultural/forestry access road to serve the landowner's property; located on the East side of High Pasture Road (E911 highway name) Town Highway No. ____ The proposed access will be located approximately 80 (ft./mi.) from the intersection of this road with Sugarbush Farm Road (E911 highway name).

Please describe the agricultural or forestry activity on this property (definitions of agricultural/forestry uses can be found in the Town Highway ordinance):

General forestry, mowing, restoration of prior logging damage
(DETAILED SKETCH OF THE PROPOSED ACCESS ROAD MUST ACCOMPANY THIS APPLICATION.)

Agricultural/forestry access roads entering a town highway shall meet the following standards:

1. Be constructed at a 90 degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed access road shall have stakes with ribbons to indicate desired location at point of access to the town highway.

The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at Quebec this 24 day of August 2019.

W.D. Signature, Applicant or Applicant's Agent William (Terry) Dorman Applicant or Applicant's Agent's Name
(printed or typed)

Directions, restrictions and conditions:

15-inch culvert required yes no
Other restrictions or conditions

.....
This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access road within one year of the date of approval.

Permit to construct agricultural/forestry access road is given this ____ day of _____, 20__.
____ Road Commissioner _____ Chair, Selectboard

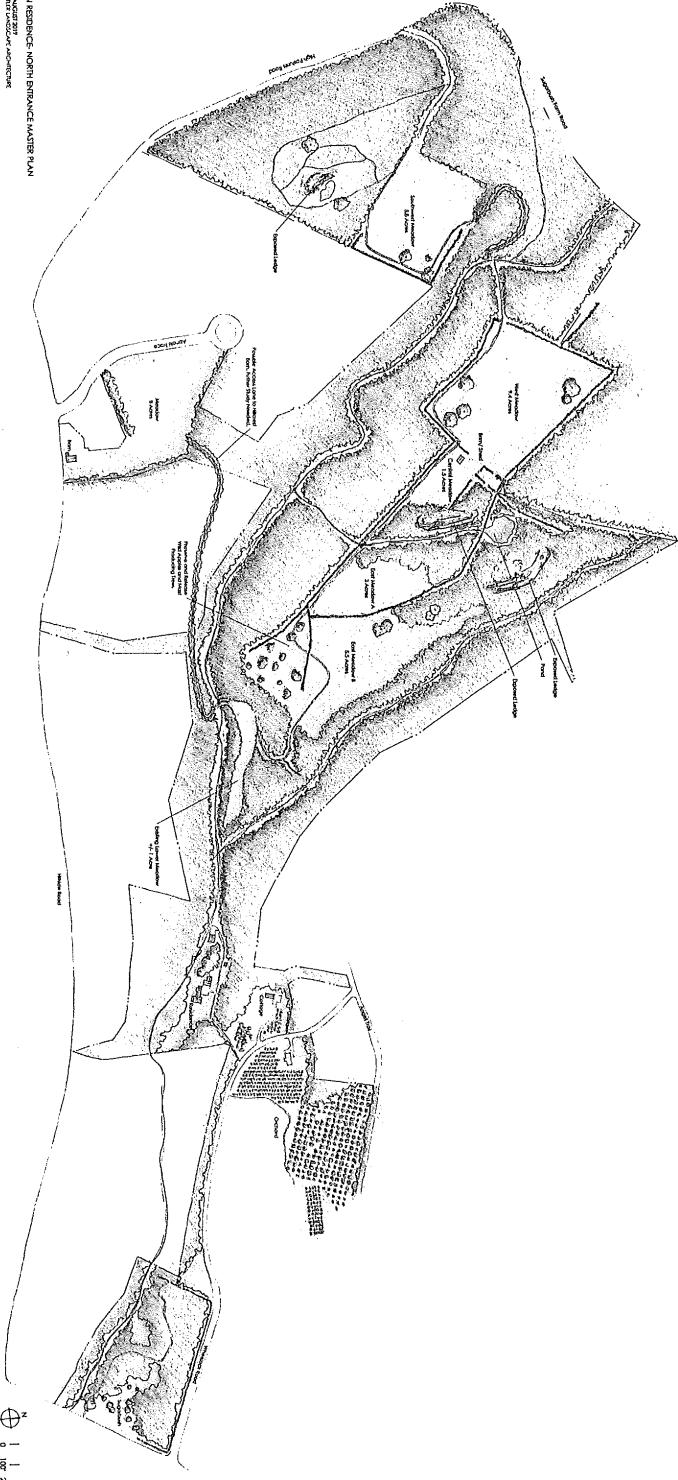
Final Approval: This access has been installed in accordance with the above conditions and is acceptable under State and local regulations. This ____ day of _____, 20__.

____ Road Commissioner _____ Chair, Selectboard

DORMAN RESIDENCE
Access Road
22 August 2019
SHEPARD BUTLER LANDSCAPE ASSOCIATES



DOMINANT RESERVE - NORTH BRUNSWICK WATER TOWER
PROJECT
SITE PLAN
SCALE: 1:1000





Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Fee (must be included)

License Number: 8039-003-CATR-001

Licensee Name: American Crafted Spirits, Inc.

Doing Business as: SILO Distillery

Street: 3 Artisans Way Town/City Windsor, VT

Contact Name & Phone: Mary Shappell 910-265-7788

Email or Fax: mary@silodistillery.com

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

1) Describe type of event: Art Exhibit Opening

2) Location of event: Artistree 2095 Pomfret Rd. So. Pomfret, VT

3) Date of event: 10/4/19

4) Hours of operation from beginning to end: 5pm - 8pm

5) Approximate number of persons expected: 75

Signed: [Signature] Date: 9/13/19

Each catered event must have approval from the Town/City before submitting this application to Liquor Control.

Please check one: [] Approved [] Disapproved

Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City clerk for approval (Town/City Clerk will send to DLC).
2) Follow all liquor control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
3) Must have a defined area for serving and consumption of alcohol with designated barriers.
4) Must have separate toilet and lavatory facilities available for both men and woman.
5) Provide sufficient number of employees for control purposes.



Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Fee (must be included)

License Number: 8039-003-CATR-001
Licensee Name: American Crafted Spirits, Inc.
Doing Business as: SILO Distillery
Street: 3 Artisans Way Town/City: Windsor, VT
Contact Name & Phone: Mary Shappell 910-265-7788
Email or Fax: mary@silodistillery.com

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

- 1) Describe type of event: Musical Concert
2) Location of event: Artistree 2095 Pomfret Rd. 50. Pomfret, VT
3) Date of event: Friday 10/11/19
4) Hours of operation from beginning to end: 7pm - 9pm
5) Approximate number of persons expected: 50-75

Signed: [Signature] Date: 9/13/19

Each catered event must have approval from the Town/City before submitting this application to Liquor Control.

Please check one: [] Approved [] Disapproved

Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

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5) Provide sufficient number of employees for control purposes.