

Town of Pomfret  
5238 Pomfret Road  
No. Pomfret, VT. 05052  
**SELECTBOARD MEETING AGENDA**  
October 2, 2019  
7:00 PM

Agenda Item	Presenter	Timeframe
1. Call to Order	Chair	6:30
2. Public Comment		
<b>3. EXECUTIVE SESSION</b> Employment Review		
4. Call to Order	Chair	7:00
5. Review of Agenda		
6. Recurring Items a. Approval of 09/18 Minutes b. Warrants for Approval	Joint	7:30
7. Business Items for Discussion or Vote a. Road Foreman Report b. Dorman Driveway c. Harrington Driveway d. Hydro-seeder Grant e. Truck Bids f. Emergency Services fire department coverage for North Pomfret g. Roadside Debris (Cy Benoit) h. Dunn Real Estate Settlement i. Budget Schedule j. Tom Leonard Report k. Slack Software l. HR Consultant Initial Assessment Contract m. Town Hall Deficiencies Update n. Funding of Howe Hill Rd. Project	Joint	7:45
8. Meeting Wrap Up a. Selectboard Correspondence b. Review of Assignments c. Agenda Items for Next Meeting	Joint	8:15
<b>1. EXECUTIVE SESSION</b> 2. Employment Review	Joint	8:30
3. Adjournment	Chair	9:00

SELECT BOARD MEETING DRAFT MINUTES  
TOWN OF POMFRET VERMONT

September 18, 2019 | Select Board Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Jr., Cynthia Hewitt

Public: John Moore (Planning Commission), Ona Chase (Cemetery Commission), Keith Chase, Jon Harrington, Bob Harrington, Nick Clark, Jim Potter (Road Foreman)

1. Emily Called the meeting to order at 7:00 pm
2. Public Comments – None
3. Review of Agenda  
Emily moved for the following additions: Tom Leonard, Donation to the Fast Squad, Adoption of Highway Standards, Garage Roof, Municipal Planning Grant, Garage Security System Grant. Unanimous agreement  
The Dorman Driveway permit is postponed to the next meeting  
Discussion of Slack Software, Emergency Services, Cy Benoit were tabled
4. Steve motioned and John seconded approval of the 09/04/2019 minutes
5. Recurring items:  
Emily moved and Steve seconded payments of the following Warrants  
#19028           \$ 1,171.38. Tax refund  
#19027           87,864.49 School  
19025           8,148.66 Payroll
6. Howe Hill Project: Jon and Bob Harrington of Horizon Engineering presented their initial recommendations for this project for the cost of approximately \$620,000. This includes reclamation of material, 4-inch pavement base work, fabric stabilization in the worst areas. This is planned in coordination with Sharon, who is voting for a bond on October 24<sup>th</sup>. There was discussion of funding. Emily moved and John seconded for approval of an RFP based on this job as presented, with no cutting corners. Unanimous
7. Nick Clark returned to the Board with a modified plan for a regional energy coordinator position to be shared by 7 towns. He would like Pomfret to present this plan as a line item at Town Meeting. It is for a commitment of 3 years, at ± \$30,000 (for the 3 years). Discussion included costs, state laws, preferences of residents, etc. John moved and Scott seconded inclusion of this plan at the cost of ± \$10,377.15 per year for discussion at Town Meeting. Motion carried.
8. Business Items for Discussion or Vote
  - a. Road Foreman's Report. Paving will start on October 1; no call back yet from Nikon re: crack sealing. Harold Schwenk has volunteered to do roadside mowing. This cannot happen unless he is covered under some sort of employment contact due to liability issues. He can, of course, do the mowing of his own property. Kevin Sawyer continues to mow two days a week under an employment contract. Kelly Spear who lives at the end of A-Frame road, would like a Dead End sign installed. Jim was also reminded to order 5 pedestrian crossing signs. The Caper Street job is nearly

- a. finished. Scott Jensen is very happy with the results. Pictures will be taken for a Grant report. Work has commenced on Webster Hill.
  - b. Truck Bids have been received. They will be reviewed at the 10/02/2019 meeting
  - c. Collier Driveway. Mr. Collier is willing to give up the original upper driveway access. He is also planning to insert a swale to manage the run-off. John moved and Scott seconded that the permit be granted; motion carried.
  - d. Chris Bumps has reminded Emily that Pomfret needs to adopt the 2019 Road Standards and Codes. Scott moved we adopt the 2019 Standards; Steve seconded. Unanimous
  - e. Town Garage Roof – Emily reports that Black Ox will repair the damage before winter; they will need to put some of the roof back together before the standing seam can be applied.
  - f. Donation to the Fast Squad – Steve moved and John seconded that the town agrees to donate \$2000 to the fast squad – unanimous.
  - g. The PACIF grant for an updated security at the garage has been received. This will include low temperature alarms and fire alarms. Jim will contact Royal Security for installation.
  - h. John Moore spoke with Tom Leonard regarding water/electric/generator solutions. Tom presented a report with three options. To be discussed further.
  - i. John Moore reported the Municipal Planning Grant has been turned down. He asked that the Board support further application which is due on 10/01/2019. The amount would be for \$7500 with the town pledging 10% or \$750. John moved and Scott seconded that the board approve. Unanimous.
  - j. FEMA money was received two weeks ago.
  - k. Emily has asked Ellen to schedule oil burner service for all town buildings.
  - l. Town Hall Deficiencies -- The rental contract is posted on the web site. Scott and John have followed up on 8 items with Wade Masur. Art LaBrecque will examine the heat tapes; John Symes will prepare a quote for the board re: repairing the hand railing and ramp. Heat and smoke detectors will be installed as per PACIF grant. We will also check for a possible PACIF grant for a generator at the garage to run the fuel pumps. Wade is pleased with the progress report. Royal Security will submit a quote for Town Hall detectors.
  - m. HR Consultant: Theresa Miele has submitted an initial contract in which she is guaranteed 5 hours per month. The board prefers that she be paid for actual hours worked. Scott will ask Theresa to resubmit with those parameters.
  - n. Performance Reviews. Jim Potter will be reviewed at an Executive Session at 6:30 on October 2<sup>nd</sup>; Cynthia Hewitt will be reviewed at 8:30 on that date; Jim will do a quarterly review of Art and an annual review of Justin in October.
  - o. Scott asked that individual Board members make an effort to update SharePoint with any documents not yet posted.
  - p. The Financial Management Report will be presented soon. It is nearly time to begin working on the Budget.
1. Meeting Wrap Up
    - a. Selectboard Correspondence – none

- b. B. Review of Assignments: hydro-seeder grant; Budget worksheets from Library, Fire department
  - c. Agenda Items for Next meeting – Slack Software, Tom Leonard Report, Dorman Driveway, Emergency Services, Truck bids
2. Steve moved for adjournment; john seconded; unanimous. Adjourned at 9:15 pm

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

Form adopted by Pomfret Selectboard, January 6, 2010

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:

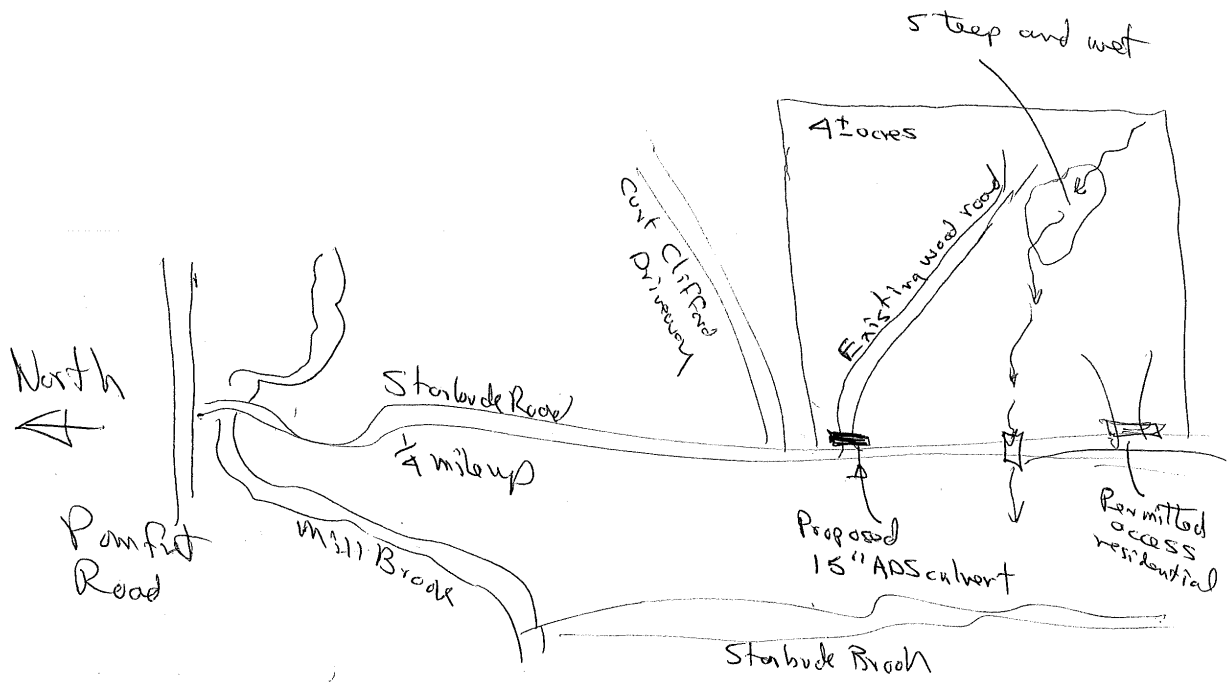
1. Google earth map with the existing road (and intersection with High Pastures) shown. I propose moving the entrance off High Pastures about 20' to the north and flagged a stake for review.
2. A map showing our entire property, known as Whitman Brook. As you can see, it includes a brook crossing just 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 Bob Harrington Phone 802-291-4525  
Address Pro. Box 248 N. Pomfret State Vt Zip 05053

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 Storbeck Road (E911 highway name)  
Town Highway No. \_\_\_\_\_ The proposed access will be located approximately 1/4 mile (ft./mi.) from the intersection of this road with Pomfret Rd. (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): Ditch deepened last year. Needs 15"

Existing wood road for wood and logging. Culvert.

(DETAILED SKETCH OF THE PROPOSED ACCESS ROAD MUST ACCOMPANY THIS APPLICATION.)

This access has existed for decades or more - Needs culvert now.  
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 See sketch on back
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. (Stake w/ orange flag)

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

Dated at Pomfret this 17<sup>th</sup> day of Sept 2019.

Bob Harrington  
Signature, Applicant or Applicant's Agent

Bob Harrington  
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

Form adopted by Pomfret Selectboard, January 6, 2010

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