



February 5, 2020  
Pomfret Select Board Meeting  
Draft Minutes

Present: Emily Grube (phone), Steve Chamberlin, Scott Woodward, John Peters, Frank Perron

Public: Neil Lamson (Lister) Jim Potter (Road Foreman), Ellen DesMeules (Treasurer), Cynthia Hewitt (SB Assistant)

1. Scott Woodward, acting as the Chair for the meeting, called the meeting to order at 6:04pm
2. No public comment
3. Review of Agenda: The board unanimously approved the following changes to the published agenda: (1) removed HR Follow-up and PACIF grant for smoke detectors for the Town Hall and Library, (2) added renewal of CD for Highway Vehicle Reserve, SILO Distillery catering permit, Update on Radio Repeater and further action on Zoning Regulations. John Peters moved and Frank Perron seconded changes to the agenda. On a roll-call vote, the motion carried unanimously.
4. Recurring Items
  - a. CD renewals – Ellen has made the following suggestions regarding upcoming CD renewals in anticipation of truck purchases: use the \$73,100 in this year’s budget, A CD for that initial amount at Mascoma (matures July 21) and CD at MACCU for \$27,500 that matures June 1, and another one at Mascoma of \$60,700, that would amount to \$234,400. That would allow you to make a small withdrawal from the CD coming due at Bar Harbor on Feb 19 (say \$20,000) and roll that CD for another year. And also renew the other CD at Bar Harbor (about \$111,000) you have still at least \$185,000 in CDs toward future trucks. Best rate is 1.75% from Mascoma. Emily moved and Frank seconded permission to Ellen to make these arrangements. Passed.
  - b. Approval of 01/08, 01/15, 01/21, & 01/25/2020. John Peters moved and Steve Chamberlin seconded approval of the minutes. Upon discussion of the motion, Scott Woodward read changes to the 1/8 minutes and will send those changes Cynthia Hewitt for the final minutes. On a roll-call vote, the motion carried unanimously.
  - c. Warrants for Approval: John moved and Steve seconded payment of the following warrants. Motion passed

19080	\$36,560.12	Accts payable
19075	11,485.22	Payroll
19076	39,793.24	Accts payable
  - d. On discussion of expenditure related matters, the Fire Department requested advanced approval for Ellen to cut a check to pay for lock replacements at the fire station in the amount of \$1,063.25. John Peters mentioned that the unwritten policy of the fire department was that building expenses would be covered by the Fire Department instead of the Town. Emily noted that if this expense causes the Fire Department to exceed their budgeted expenses, then the Fire Department would run

out of money. Frank Perron moved and Steve Chamberlin seconded that the board approve in advance that the Town Treasurer cut the check before the invoice is approved on a warrant signed by Selectboard. On a roll-call vote, the motion carried with three votes in favor (Emily Grube, Frank Perron and Steve Chamberlin) and two opposed (John Peters and Scott Woodward). Emily Grube also noted that the Town had received a \$2,000 donation for the FAST Squad. Upon discussion, it was clarified that the Treasurer would cut and issue the check to the FAST Squad for the donation.

5. Business Items for Discussion or Vote

- a. Road Foreman's report: Jim presented an estimate for garage door repairs from Keith Manney, Overhead Door of Rutland in the amount of \$1500. Emily moved and Frank Seconded approval of this estimate. Frank suggested the replacement of the doors be considered. Unanimous. Jim asked about necessary garage repairs and Emily assured him this was underway. She has a contractor coming to give an estimate and will contact others as well. Jim and crew have started removing dead trees from the roadways. GMP will be taking out 14 on Howe Hill and Labounty Rd. Sy Benoit will also remove more complicated areas; Land owners are entitled to the wood for live trees, but the Town will offer the wood of both dead and live trees to property owners. Jim Potter also mentioned that the surplus reserve of brown sand is all that's left for the season after the next order and last order.
- b. Radio Repeater - John Peters reported that the radios have been reprogrammed re-programmed by the vendor. One radio in Truck #3 is not working and will need to be replaced. Frank Perron moved and Steve Chamberlin seconded that John Peters place an order to purchase a replacement for the radio in Truck #3 for an amount up to \$500. On a roll-call vote, the motion carried unanimously.
- c. Listers' Certificate. Steve moved and John seconded approval of the certificate of correction for the tax assessment of the Rand property on Broad Brook Rd, reducing the tax assessment by \$10,000. Neil explained this is necessary in order to set the Grand List, which cannot be done if there are any pending appeals. On a roll-call vote, the motion carried unanimously.
- d. Cloudland Structures Grant: Jon Harrington is preparing the preliminary documents. Deadline of 04/15/2020.
- e. Nancy Nutile McMenemy requested permission to hold the Covered Bridge Half Marathon, with mandatory road closures on the Stage Road, on 06/07/2020. The race organizers will notify residents, place appropriate announcements in the paper, arrange traffic control with the Sherriff, and submitted their certificate of insurance. John moved and Frank seconded; On a roll-call vote, the motion carried unanimously. Emily will notify Ms. McMenemy.
- f. Howe Hill Project Performance Bond Jon Harrington of Horizon Engineering (the Town's consultant) suggested that add an option to include a performance bond in the bid package for the Howe Hill Rd. project if we felt we needed one. Emily Grube attended the Sharon Selectboard meeting on Monday and they are in agreement to include a performance bond in an amendment to the RFP. Emily Grube moved and Frank Perron seconded. On a roll-call vote, the motion carried unanimously.
- g. "To Do" items for after Town Meeting. Scott Woodward suggested we start identifying topics for the organizational meetings – i.e., signing authority,

- appointments, etc. He will work up list of items and post an Excel spreadsheet on Sharepoint.
- h. Permission for ZBA's request for consultation with Atty. McLean. Ben Brickner has requested permission to contact legal counsel in re: Teago Store Hearing (which is currently recessed). The ZBA needs to consult an attorney in regard to findings of fact. Emily Grube moved and John Peters seconded that the board approve the ZBA to seek legal counsel from Stitzel, Page and Fletcher. On a roll-call vote, the motion carried unanimously.
  - i. Approved amendments to proposed Zoning Regulations. Further action is necessary prior to warning the 2nd Zoning Ordinance Hearing subsequent to the changes to the proposed zoning regulations that the Selectboard approved on January 15th. Scott Woodward noted that there's a statutory process that must be followed when substantial changes are made to the proposed regulations after the Selectboard's hearing. Emily Grube anticipates the reply letter from the Planning Commission on this matter. She expects necessary language changes for light industrial/heavy industrial areas as well as standards for noise levels.
  - j. Frank moved and John seconded approval for Silo Distilleries catering permit for a reception at Artistree on 02/25/2020. Carried.
6. Meeting Wrap-Up
- a. Selectboard Correspondence: Selectboard Correspondence: Pomfret was selected by the Department of Public Safety (VT) (DR 4330) to undergo an audit re: 06/2017 FEMA report. Scott Woodward attended the initial audit review in Waterbury on 2/5. The Dept. of Public Safety will issue a follow-up letter in about a week outlining areas where the Town is compliant, non-compliant and where the Town could benefit from "best practices." Scott Woodward will provide requested documents to DPS. Once the letter is received, the Town will have 45 days to respond. The DPS noted that the Towns Conflict of Interest Policy will need to change to comply with Federal procurement requirements. Scott also noted that we will need to submit our Pay Policy to the DPS.
  - b. Assignments: John Peters will make the purchase for a new radio for Truck #3. Scott Woodward will develop a spreadsheet to post to Sharepoint for things that will need to be done immediately following Town Meeting. Emily Grube will email Jon Harrington about including the option for a performance bond in the Howe Hill Rd. RFP amendment. Emily Grube will email Nancy Nutile-McMeneny with approval for the road closure for the Covered Bridges half marathon, and Emily will also email Ben Brickner with approval for the ZBA to consult with Attorney Joe McLean.
  - c. Agenda for Next Meeting: Our moderator, Kevin Geiger, will attend 02/19/2020 meeting for a pre-town-meeting review.
7. Frank moved, John seconded adjournment at 7:19 pm On a roll-call vote, the motion carried unanimously.

Respectfully submitted.  
Cynthia Hewitt  
Selectboard Assistant



**State of Vermont**  
**Department of Public Safety**  
45 State Drive  
Waterbury,  
Vermont  
05671-1300  
<http://dps.vermont.gov/>  
(802) 241-  
5000 (main)

February 3, 2020

Scott Woodward  
Town of Pomfret  
5218 Pomfret Road  
Pomfret, VT 05053

*Reference: 2018, Public Assistance, 02140-84330-027*

Dear Mr. Woodward,

Following up on our phone conversation, this letter is to confirm the on-site financial monitoring review of the above referenced Federal grant. I look forward to meeting with you on Wednesday, February 5<sup>th</sup> at 1pm. Please contact me with any questions you may have about the review.

State and federal monitoring standards require a review of a subrecipient's organizational and financial systems, to include:

- Internal Controls
- Accounting System
- Financial Management
- Grant Management
- Compliance with agreement requirements
- Compliance with federal and state requirements, as applicable

I have included a list of documents I would like to review. This list is not conclusive and may be changed during the course of the review.

The review will require your participation; it should take between one to three hours. Prior to the conclusion of my visit, I will discuss the overall review, any areas requiring additional

review, and any identified questioned compliance, which will be noted in the financial monitoring report requiring a corrective action response.

With Best Regards,



Jordan Black-Deegan  
Audit Analyst  
Vermont Department of Public Safety  
802-241-5504 (W)  
802-798-2305 (M)

cc: Brenda Buker, Operations and Internal Controls Manager  
Melissa Austin, Financial Administrator



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**Award being reviewed**

Public Assistance  
02140-84330-027  
8/16/2017  
\$52,127.44

**Primary list of monitoring documents**

Documents will be selected based on sample review

Grant Management:

- Grant Management Policy & Procedures (if organization has one)
- Certificates of insurance
- Indirect Cost Documentation if applicable
- Record Retention Policy

Purchasing:

- Employee Code of Conduct Policy
- Suspended & Debarred check (SAM.gov)
- Procurement Procedures
- Purchasing Policy
- Multiple bids & Procurement History
- Contracts
- General Ledger (expense & revenue) for sampled expenses
- Bank statements of check payments for purchase & reimbursement

Equipment Purchases:

- Inventory Policy
- Property Records
- Asset list if applicable
- Capitalization Policy if applicable

Salary Expenses:

- Employee Policy
- Payroll Policy
- Payroll records/history
- Activity Reporting
- Overtime Policy
- Benefits source documentation if applicable
- General Ledger (expense & revenue) for sampled expenses

Account/Description	Budget	Encumbrance
Balance -----		
-----150-1-00-20-000.000 Due To/From Other Funds		0.00 0.00
185,926.84		
Total Asset	0.00 0.00	185,926.84 Total
Asset	0.00 0.00	185,926.84

150-3-10-00-000.000 Fund Balance Highway		0.00 0.00
253,076.22		
Total Fund Balance	0.00 0.00	
253,076.22 Total Fund Balance		0.00 0.00
253,076.22		

Account/Description	Estimated Revenue	Received Applied for	Uncollected To Date	MTD Balance
Revenue -----				
-----				
150-6-10-00-340.010 Town Taxes	827,600.00		0.00	413,800.00
413,800.00 0.00 150-6-10-00-355.005 State Aid - Highways				132,500.00
0.00 101,860.66 30,639.34 34,319.81 150-6-10-00-355.080 FEMA DR4330 7-17 storm				
0.00 0.00 45,611.51 -45,611.51 0.00 150-6-10-00-355.085 Rudge Rd grant				
0.00 0.00 18,500.00 -18,500.00 0.00 150-6-10-00-355.090 PACIF low temp alarm				
alarm 0.00 0.00 478.77 -478.77 0.00 150-6-10-00-355.091 VBB Grant Cloudland Road	0.00	0.00	91,701.00	-91,701.00 91,701.00
150-6-10-40-375.000 Highway Misc. Income		0.00	0.00	6,391.30 -
6,391.30 0.00				
-----				
Total Revenues	960,100.00	0.00	678,343.24	281,756.76
126,020.81 Total Revenues		960,100.00	0.00	678,343.24
281,756.76 126,020.81				



Account/Description	Outstanding Budget	Unencumbered Encumbrance	Expenditures	MTD
Balance				
Expenditures				
-----				
150-7-10-70150-7-10-70 Labor and Benefits Labor and Benefits				
150-7-10-70-110.000 Gross Pay	155,000.00	0.00	112,406.89	42,593.11
29,761.49 150-7-10-70-110.010 Part Time Labor		15,000.00	0.00	3,289.00
11,711.00 198.00 150-7-10-70-220.000 FICA- Social Security			10,000.00	0.00
6,871.60 3,128.40 1,830.64 150-7-10-70-220.001 MEDI-Medicare Expense				2,200.00
0.00 1,607.04 592.96 428.12 150-7-10-70-230.000 Retirement Expense				
9,500.00 0.00 8,430.55 1,069.45 2,232.11				
150-7-10-70-230.010 Health Ins. - Town's Cost		51,600.00	0.00	29,657.86
21,942.14 2,332.80 150-7-10-70-230.015 Disability insurance			1,500.00	0.00
672.32 827.68 105.83 150-7-10-70-230.020 Employee tax on Disabilit				0.00
0.00 26.67 -26.67 0.00 150-7-10-70-235.000 Drug & Alcohol Test/DOT				
300.00 0.00 0.00 300.00 0.00 150-7-10-70-240.000 Protective Cloth/Supplies				
2,000.00 0.00 0.00 2,000.00 0.00				
-----				
Total Labor and Benefits	247,100.00	0.00	162,961.93	84,138.07
36,888.99 Total Labor and Benefits	247,100.00	0.00	162,961.93	
84,138.07 36,888.99				
-----				
150-7-15-85150-7-15-85 Insurance Insurance				
150-7-15-85-520.015 Property & Liability Ins.	9,300.00	0.00	8,962.19	337.81
0.00 150-7-15-85-520.020 Workers Compensation Ins.		18,000.00	0.00	16,389.32
1,610.68 0.00 150-7-15-85-520.025 Unemployment Insurance			1,000.00	0.00
100.00 900.00 -100.00 150-7-15-85-565.000 Highway, conf, training &				1,000.00
0.00 0.00 1,000.00 0.00				
-----				
Total Insurance	29,300.00	0.00	25,451.51	3,848.49
100.00 Total Insurance	29,300.00	0.00	25,451.51	3,848.49
-100.00				
-----				

150-7-20-75150-7-20-75 Materials Materials							
150-7-20-75-650.000	Salt		61,000.00	0.00	58,489.18	2,510.82	
37,238.08	150-7-20-75-650.005	Sand		0.00	0.00	28,026.00	-
28,026.00	28,026.00	150-7-20-75-650.006	Manufactured sand		65,000.00	0.00	
0.00	65,000.00	0.00	150-7-20-75-650.010	Crushed Stone		80,000.00	
0.00	28,859.59	51,140.41	14,123.04	150-7-20-75-650.015	Chloride		19,000.00
0.00	4,150.00	14,850.00		0.00	150-7-20-75-650.020	Cold Patch & Hot Mix	
1,000.00	0.00	573.42	426.58	0.00	150-7-20-75-650.030	Culverts & Headwalls	
	7,000.00	0.00	12,509.20	-5,509.20	0.00	150-7-20-75-650.035	Bandrail
		5,000.00	0.00	0.00	5,000.00	0.00	150-7-20-75-650.040
			20,000.00	0.00	70.48	19,929.52	Signs, snow Fence & posts
0.00	150-7-20-75-650.045	Highway Misc.	1,000.00	0.00	130.00	870.00	
0.00	-----						
Total Materials			259,000.00	0.00	132,807.87	126,192.13	
79,387.12	Total Materials		259,000.00	0.00	132,807.87		
126,192.13	79,387.12						

150-7-30-80150-7-30-80 Small Equipment Small Equipment							
150-7-30-80-330.000	Diesel		32,000.00	0.00	17,069.89	14,930.11	
7,332.70	150-7-30-80-330.002	Gasoline (small equip)		100.00	0.00	12.41	
87.59	0.00	150-7-30-80-330.005	Diesel Exhaust Fluid		500.00	0.00	282.70
217.30	141.35	150-7-30-80-330.015	Shop, oil for gen garage		12,000.00	0.00	
4,994.50	7,005.50	1,707.30	150-7-30-80-330.016	Gen vehicle maintenance		0.00	
0.00	1,388.32	-1,388.32	401.06	150-7-30-80-330.017	Bldg & office supplies	0.00	
0.00	481.79	-481.79	343.96	150-7-30-80-330.020	Tires & Chains		16,000.00
0.00	7,050.88	8,949.12	7,050.88	150-7-30-80-330.025	Blades, Shoes, Rake Teeth		
6,000.00	0.00	5,428.27	571.73	310.26	150-7-30-80-330.027	Rented Equipment	
1,000.00	0.00	395.50	604.50	27.50	150-7-30-80-330.030	Radios & Cellphones	
		600.00	0.00	356.21	243.79	50.51	150-7-30-80-330.032
			0.00	0.00	902.96	-902.96	Traffic Control Devices
						0.00	

150-7-30-80-330.040 Garage Computer & expense	100.00	0.00	1,282.06	-
1,182.06	0.00			

Total Small Equipment	68,300.00	0.00	39,645.49	28,654.51
17,365.52 Total Small Equipment	68,300.00	0.00	39,645.49	
28,654.51	17,365.52			

150-7-35-05150-7-35-05 Vehicles & Large Equip Vehicles & Large Equip				
150-7-35-05-670150-7-35-05-670 Truck 1 header Truck 1 header				
150-7-35-05-670.015 Truck 1, parts	0.00	0.00	287.23	-287.23
0.00				
150-7-35-05-670.020 Truck 1, repairs	0.00	0.00	178.67	-178.67
165.31				

Total Truck 1 header	0.00	0.00	465.90	-465.90
165.31 Total Truck 1 header	0.00	0.00	465.90	-465.90
165.31				

150-7-35-05-671150-7-35-05-671 Truck 2 header Truck 2 header				
150-7-35-05-671.015 Truck 2, parts	0.00	0.00	501.85	-501.85
0.00 150-7-35-05-671.020 Truck 2, repairs	0.00	0.00	6,611.14	-
6,611.14	414.78			

Total Truck 2 header	0.00	0.00	7,112.99	-7,112.99
414.78 Total Truck 2 header	0.00	0.00	7,112.99	-7,112.99
414.78				

150-7-35-05-672150-7-35-05-672 Truck 3 header Truck 3 header				
150-7-35-05-672.015 Truck 3, parts	0.00	0.00	402.99	-402.99
0.00 150-7-35-05-672.020 Truck 3, repairs	0.00	0.00	12,073.90	-
12,073.90	224.36			

Total Truck 3 header	0.00	0.00	12,476.89	-12,476.89
224.36 Total Truck 3 header	0.00	0.00	12,476.89	-12,476.89
224.36				

150-7-35-05-673150-7-35-05-673 Truck 4 header Truck 4 header				
150-7-35-05-673.020 Truck 4, repairs	0.00	0.00	322.20	-322.20
322.20				

Total Truck 4 header	0.00	0.00	322.20	-322.20	
322.20Total Truck 4 header	0.00	0.00	322.20	-322.20	
322.20					
150-7-35-05-674150-7-35-05-674 Truck 5 header Truck 5 header					
150-7-35-05-674.020 Truck 5, repairs	0.00	0.00	155.16	-155.16	
0.00					
Total Truck 5 header	0.00	0.00	155.16	-155.16	
0.00Total Truck 5 header	0.00	0.00	155.16	-155.16	
0.00					
150-7-35-05-675150-7-35-05-675 Chipper Header Chipper Header					
Total Chipper Header	0.00	0.00	0.00	0.00	
0.00Total Chipper Header	0.00	0.00	0.00	0.00	
0.00					
150-7-35-05-676150-7-35-05-676 Excavator header Excavator header					
150-7-35-05-676.010 Excavator, maint.	0.00	0.00	1,361.82	-1,361.82	
0.00					
150-7-35-05-676.015 Excavator, parts	0.00	0.00	39.36	-39.36	
0.00					
Total Excavator header	0.00	0.00	1,401.18	-1,401.18	
0.00Total Excavator header	0.00	0.00	1,401.18	-1,401.18	
0.00					
150-7-35-05-677150-7-35-05-677 Grader header Grader header					
150-7-35-05-677.010 Grader, maint	0.00	0.00	1,100.27	-1,100.27	
0.00 150-7-35-05-677.015 Grader, parts	0.00	0.00	637.93	-	
637.93 0.00 150-7-35-05-677.020 Grader, repairs			0.00	0.00	
1,604.95 -1,604.95 0.00					
Total Grader header	0.00	0.00	3,343.15	-3,343.15	
0.00Total Grader header	0.00	0.00	3,343.15	-3,343.15	
0.00					
150-7-35-05-678150-7-35-05-678 Loader header Loader header					
150-7-35-05-678.010 Loader, maint.	0.00	0.00	1,216.44	-1,216.44	
0.00					

150-7-35-05-678.020 Loader, repairs	0.00	0.00	7,010.33	-7,010.33
0.00	-----			
Total Loader header	0.00	0.00	8,226.77	-8,226.77
0.00Total Loader header	0.00	0.00	8,226.77	-8,226.77
0.00	-----			
150-7-35-05-679150-7-35-05-679 Tractor header Tractor header				
150-7-35-05-679.010 Tractor, maint	0.00	0.00	721.48	-721.48
0.00	-----			
150-7-35-05-679.020 Tractor, repairs	0.00	0.00	673.51	-673.51
0.00	-----			
Total Tractor header	0.00	0.00	1,394.99	-1,394.99
0.00Total Tractor header	0.00	0.00	1,394.99	-1,394.99
0.00	-----			
150-7-35-05-680150-7-35-05-680 Misc Large Equipment Misc Large Equipment				
150-7-35-05-680.010 Hotbox expenses	0.00	0.00	600.73	-600.73
0.00 150-7-35-05-680.020 Mower repairs		0.00	0.00	350.73
	350.73	0.00		-
	-----			
Total Misc Large Equipment	0.00	0.00	951.46	-951.46
0.00Total Misc Large Equipment	0.00	0.00	951.46	-951.46
0.00	-----			
150-7-35-05-681.010 Trailer maint & repair	0.00	0.00	52.98	-52.98
0.00 150-7-35-05-682.015 GN sm tool+equip-parts		0.00	0.00	514.49
-514.49	514.49	150-7-35-05-682.020 Gn sm tool+equip-repairs	0.00	0.00
187.66	-187.66	187.66 150-7-35-05-685.000 Parts, Labor, Repairs		25,000.00
0.00	268.60	24,731.40	268.60	
	-----			
Total Vehicles & Large Equip	25,000.00	0.00	36,874.42	-11,874.42
2,097.40Total Vehicles & Large Equip	25,000.00	0.00	36,874.42	-
11,874.42	2,097.40			
	-----			
150-7-40-83150-7-40-83 Garage Building Garage Building				
150-7-40-83-410.000 Garage Utilities	1,500.00	0.00	531.91	968.09
80.23 150-7-40-83-424.000 Garage Building & Grounds		5,000.00	0.00	4,059.29

940.71	535.33	150-7-40-83-530.000	Garage Telephone	600.00	0.00
289.01	310.99	40.49 150-7-40-83-622.000	Garage electricity		1,200.00
0.00	686.31	513.69	170.34 150-7-40-83-624.005	Garage Fuel Oil	5,000.00
0.00	3,193.96	1,806.04	2,027.23	-----	-----

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Total Garage Building		13,300.00	0.00	8,760.48	4,539.52
2,853.62	Total Garage Building	13,300.00	0.00	8,760.48	
4,539.52	2,853.62				

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150-7-50-90150-7-50-90	Contracts and other	Contracts and other			
150-7-50-90-550.005	Paving	0.00	0.00	201,299.00	-201,299.00
0.00 150-7-50-90-550.015	Crack Sealing	25,000.00	0.00	0.00	
25,000.00	0.00 150-7-50-90-550.020	Tree removal	10,000.00	0.00	
400.00	9,600.00	0.00	-----	-----	

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Total Contracts and other		35,000.00	0.00	201,699.00	-166,699.00
0.00	Total Contracts and other	35,000.00	0.00	201,699.00	-
166,699.00	0.00				

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150-7-50-93150-7-50-93	Special Projects & Grants	Special Projects & Grants			
150-7-50-93-630.035	Cloudland culvert	0.00	0.00	90,777.85	-90,777.85
0.00 150-7-50-93-630.050	Stormwater Permit (annual	2,500.00	0.00	0.00	
2,500.00	0.00 150-7-50-93-630.095	VT DEC: Inventory grant	0.00	0.00	
3,855.87	-3,855.87	0.00 150-7-50-93-630.100	Kenyon Hill-RJohnson		0.00
0.00	1,637.50	-1,637.50	0.00 150-7-50-93-630.105	land purch-LaFlamme	
7,500.00	0.00	0.00	7,500.00	0.00 150-7-50-93-630.110	Rudge Rd repairs
0.00	0.00	8,097.14	-8,097.14	0.00 150-7-50-93-630.115	Howe Hill pave
project	0.00	0.00	8,421.00	-8,421.00	0.00 150-7-50-93-630.120
FEMA4445-Apr 15 19 storm		0.00	0.00	7,439.30	-7,439.30
0.00					0.00 150-
7-50-93-630.125	Equip grant PACIF 2019	0.00	0.00	6,507.57	-6,507.57
0.00					

150-7-50-93-630.130 Caper Street project	0.00	0.00	10,555.69	-
10,555.69	0.00			

Total Special Projects & Grants	10,000.00	0.00	137,291.92	-
127,291.92	0.00	Total Special Projects & Grants	10,000.00	0.00
137,291.92	-127,291.92	0.00		

150-7-95-50150-7-95-50 Highway Reserves Highway Reserves				
150-7-95-50-950.000 Highway vehicle reserve	73,100.00	0.00	0.00	0.00
73,100.00	0.00			
150-7-95-50-950.010 Highway paving reserve	200,000.00	0.00	0.00	0.00
200,000.00	0.00			

Total Highway Reserves	273,100.00	0.00	0.00	273,100.00
0.00	Total Highway Reserves	273,100.00	0.00	0.00
0.00				273,100.00

Total Expenditures	960,100.00	0.00	745,492.62	214,607.38
138,492.65	Total Expenditures	960,100.00	0.00	745,492.62
214,607.38	138,492.65			

Total Highway Fund	0.00	0.00	0.00	0.00
0.00	Total Highway Fund	0.00	0.00	0.00
0.00				

=====  
 =====  
 Total Debits: 1,891,519.46 Total Credits: 1,891,519.46

**From:** Elvira Otero (CENSUS/PFLD FED) <elvira.otero@2020census.gov>

**Sent:** Tuesday, February 11, 2020 10:39 AM

**To:** Emily Grube <Emily.Grube@pomfretvt.us>

**Subject:** Please add this item to the Selectboard agenda

Emily Grube

Pomfret Chair Selectboard

Good morning,

My name is Elvira Otero and I work for the United States Census Bureau.

I am census recruiter in Windsor County and we are offering Census Takers jobs. The U.S. Census Bureau needs to increase the number of applicants in the town of Pomfret and I request the Selectboard support asking you if it is possible to place lawn signs, promoting Census jobs, in public spaces through the town of Pomfret.

The census takers will help us be counted to keep the money coming into Vermont for our schools, hospitals, roads, child centers, community centers, senior centers, public services, project services, and much more.

Thank you for taking the time to read this email and for helping the U.S. Census Bureau.

Sincerely,

Elvira Otero

Recruiting Assistant

Burlington Area Census Office

Windsor County

U.S. Census Bureau

Mobile: [\(802\) 683-1419](tel:8026831419)

Email: [elvira.otero@2020census.gov](mailto:elvira.otero@2020census.gov)







# Town of Pomfret, Vermont



## **REQUEST FOR PROPOSALS Engineering Design Specifications For Pomfret/LaBounty Road Intersection**

**Proposals due by Noon, March ?? 2020**

**Mail responses to:  
Town of Pomfret  
Attn: Chair, Pomfret Selectboard  
5218 Pomfret Road  
North Pomfret, VT 05053**

**Contact Information:**

## **Introduction**

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for a complete set of engineering design and installation specifications for a redesigned intersection where LaBounty Road and Pomfret Road meet in Pomfret, VT.

The Town is exempt from the Vermont State Sales Tax.

## **Proposal Schedule**

<b>Activity</b>	<b>Date</b>
RFP Issue & Publication	
Proposals Due	
Selectboard Decision (anticipated)	

## **Instructions to Bidders**

### **A. Delivery of Bids**

As required by the Town of Pomfret Purchasing Policy, *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. Bidders shall bid to specifications and any exceptions must be noted. A bidder 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, or 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.*

Sealed proposals, clearly marked “LaBounty Road Intersection” on the outside, **must be received no later than Noon, ????????** at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at a subsequent Selectboard meeting. Proposals can also be emailed to the Town Clerk at [clerk@pomfretvy.us](mailto:clerk@pomfretvy.us) by the same time specified above.

### **B. Evaluation of Bids**

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

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond*

requirements;

6. Bidder's financial responsibility;
7. Bidder's availability to provide future service, maintenance, and support;
8. Nature and size of bidder; and
9. The degree to which the proposals respond to all requirements of the requested specifications.

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 a n 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.

### C. 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.

### D. Scope and Deliverables

It is anticipated that between 0 and 100 LaBounty Road, highway modifications will be made to improve the intersection with Pomfret Road in order to make a safer and easier access for road travelers and Town highway equipment. The intersection is to be designed to comply with all applicable sections of the Pomfret Highway Ordinance (attached). The current 4 foot culvert will be upgraded to a 6 foot one per ANR. Maps of the area with a conceptual roadway layout are attached.

Engineering company will provide the following:

- Topographic map depicting proposed roadway and intersection improvements and the Town highway property.
- Estimate of fill amounts and material types.
- Estimate of the cost of the culvert replacement (to be used to apply for VT structures grant).
- Estimate of total project cost.

### E. Compliance with Instructions

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name & Company \_\_\_\_\_

# INVOICE

5 July 2017

**PRS, LLC**

**8597 Pomfret Road  
PO Box 304  
North Pomfret, VT  
802-457-3402**

**TO** Town of Pomfret

Repair of Starbuck Road  
Washout w/JD 490D  
excavator

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
2		Emergency repair July 1	\$140.00	\$280.00
9		Stone and hardpack placement July 2	\$140.00	\$1260.00
1		Final ditch work	\$140.00	\$140.00

**TOTAL**

**\$1680.00**

Payment Method: Cash, Check, or Credit Card

THANK YOU FOR YOUR BUSINESS!!

Damage Id 9871	UOM	07-01-17	07-02-17	07-05-17	07-06-17	Total	Damage #9871
<b>Force Account Labor</b>							
<b>Starbuck Rd. Site Summary</b>							
Arthur Lewin	HR (REG)		2.00		1.00	3.00	
Kevin Sawyer	HR (OT)	3.00			1.00	4.00	
Dale Lewis	HR (REG)		2.00		2.00	4.00	
<b>Total</b>		3.00	4.00		4.00	<b>11.00</b>	
<b>Equipment</b>							
2014 Freightliner 108SD	HR	3.00	2.00			5.00	
2015 Western Star 4700SB	HR					0.00	
2013 Freightliner 108SD	HR	4.50	2.00		2.00	8.50	
2002 Motor Grader Deere 672CH	HR				2.00	2.00	
2008 Komatsu Excavator PC78US	HR						
2010 Loader Deere 524K	HR	0.33	0.33		0.17	0.83	
<b>Total</b>		7.83	4.33		4.17	<b>16.33</b>	
<b>Aggregate Material (Town Delivered)</b>							
3/4 Inch Crushed Stone	CY		18.00		18.00	36.00	
5 Inch Ledge Stone	CY	36.00				36.00	
1, 1/2 Inch Crushed Stone	CY		18.00			18.00	
<b>Total</b>		36.00	36.00		18.00	<b>72.00</b>	
<b>Aggregate Material (Vendor Delivered)</b>							
Rip Rap	TON		104.25			104.25	80 CY
5 Inch Ledge Stone	TON		43.19			43.19	33 CY
<b>Total</b>			104.25			<b>147.44</b>	<b>113 CY</b>
<b>Contracted Services</b>							
Polar Research Services	DOL			\$ 1,680.00		\$ 1,680.00	
<b>Total</b>				\$ 1,680.00		<b>\$ 1,680.00</b>	

Comments: The Highway Crew did not record time & equipment hours to load material into trucks; 5 minutes allocated for loading each 9 cubic yard load of material (one truck load). Pike delivered 5 loads of rip rap and 2 loads of 5 Inch Ledge Stone on invoice 928469.