

Town of Pomfret Selectboard Meeting Agenda

5238 Pomfret Road
No Pomfret, VT. 05053
Wednesday, June 17, 2020
7:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00
2. Public Comment	Chair	
3. Agenda Review	Chair	
4. Recurring Items a. Approval of 06/03/2019 Minutes b. Warrants for Approval c. Road Foreman's Report	Joint	7:15
5. Items for Discussion or Vote a. Financial Issues, Pike Bills (cont'd) b. Pike Change Order c. Howe Hill Progress (J. Harrington & J. Potter) d. 07/01 Two Rivers Regional Planning Meeting e. Town Hall Rentals in Covid 19 f. Dog Matters g. Policy and Ordinance Update – Conflict of Interest h. Preparation for Personnel Reviews i. End of Year Finances, 2020 Tax Collection dates, etc.		
6. Meeting Wrap-Up; a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting d. Meeting Adjournment		

<https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2M0tpOE8zbjg2dz09>

Use the Above Link to Join the Zoom Meeting

Meeting ID: 953 9507 9923

Password: 306922

One tap mobile

+19292056099,,95395079923#,,1#,306922# US (New York)

June 3, 2020
Selectboard Meeting
Draft Minutes

Present: Emily Grube, Steve Chamberlin, Scott Woodward, John Peters, Chuck Gundersen

Public: Jim Potter (Road Foreman), John Moore (Planning Commission), Ellen DesMeules (Treasurer), Jon Harrington (Horizon Engineering), Cathy Peters, Tim Reiter, Harold Schwenk, Betsy Rhodes (Library), Cynthia Hewitt (Selectboard assistant)

1. The Meeting was Called to Order at 7:12
2. Public Comment: None
3. Agenda Review
Emily moved and Steve seconded the addition of Truck RFP to the agenda; unanimous roll-call vote
4. Recurring Items
 - a) Scott moved and Steve seconded approval of 05/04 & 05/20/2020 minutes with suggested changes
 - b) Emily moved and Steve seconded approval of the following Warrants. Unanimous roll-call vote.

19117	\$29,050.47	Accounts payable
19116	6,097.17	Payroll
 - c) Road Foreman's Report
The crew continues grading and ditching. Sand is being delivered. Jim is going to lease a skid-steer to clean up aprons. The rake needs new teeth, Jim was authorized to purchase them (52 teeth at \$18.75 per); the wastewater separator needs to be pumped (\$4000); he would like to obtain a dumpster for the garage; and will look into doing so. John will once again contact the radio people to have a scanning channel programmed in the radios and to look into the dead spot in the grader.
5. Items for Discussion or Vote:
 - a) Howe Hill Report: Jon Harrington reports that the culverts and reclaiming are finished; dense graded material is being added this week. Pike is using computerized load tickets to keep track of quantities. They will be grading from Robbins' to the top of the hill. Jon received a change order from Pike at the end of the day (05/03/2020), which he has not had time to read; he will go over details with Pike and report at the next meeting (06/17/2020). Jim was concerned about some "slap happy" attitudes in workmanship last week but Pike was responsive and attitudes have improved this week. Pike is way ahead of schedule and may be finished by the end of June (vs. 08/15/2020).
 - b) Jon Harrington explained that M&W Soils was brought in to perform soil compaction studies of the reclaimed base. Emily approved the expense because there was no time to have a Board meeting. M&W will also study the pavement compaction, which will cost ±\$1000. Emily moved and Scott seconded to authorize this expense. Unanimous roll-call vote. Scott moved that Jim and Jon be given a discretionary fund of \$2000 to use for such expenditures without having Board approval. The fund will be revisited if it depletes. Steve seconded; unanimous roll-call vote.

- c) Truck RFP. This RFP is a duplicate of the previous truck RFP including changed specs. A new plow and wing will also be ordered because of the additional width. Scott moved and Steve seconded the RFP be put forward as soon as possible with suggested edits. Unanimous roll-call vote.
 - d) Pike Financials. Since Pike is ahead of schedule and the grant money is not yet in-hand and the taxes are yet to be collected Emily asked Ellen to talk with Chad Hewitt re: borrowing money from a bank, redeeming CDs, or “borrowing” from other funds. Ellen will work this out and report specifics. She is in the midst of developing a sweep fund as suggested by Mr. Hewitt. Scott will check the wording on original RFP re: paying after the fiscal year. Scott explained the 3rd option is a shifting of Funds, not really borrowing.
 - e) Dog Complaints. Emily shared a previous letter to Highland Farms regarding dogs at large; John amended the letter and Emily will get it out to the three owners, with input from the Board, as a letter of warning reminding them of the ordinance. Scott suggested the event be described, the date of the complaint, and the consequence of further violation. Steve suggested a letter be included with dog registration tags as well as the ordinance.
 - f) Covid 19 and Selectboard Meetings. The Board agreed to continue meetings via Zoom.
 - g) Teago Store Project. Mr. Worden is in touch with Rita Zeto, the Bike Path and Pedestrian Specialist from VTrans. Chris Bump has a copy of the plans. Jim requested a site visit by VTrans and will make the request via email. Traffic flow with curbing etc. needs to be looked at. John reports the VTrans recommendations are included in the plans. Jon Harrington suggested the Teago engineers run an AutoTurn analysis and also mark-out the curbing, fence, etc. locations with paint. Steve would like the fire department options be closely examined. Emily will contact Mr. Worden with these suggestions.
 - h) Policy and Ordinance Updates. Scott supplied a list of items to be edited/adopted. The Board decided that the Conflict of Interest policy should be updated according to FEMA requests as soon as possible. Scott will do this. The Board also decided the Personnel Policy would be the next to update.
6. Meeting Wrap-Up
- a) Selectboard Correspondence – VTrans reports they do not know when reimbursements on grants will be available. They have yet to establish a budget. Jim is working on the Two Rivers Bunker Hill grant application. Scott reports that FEMA 4445 has obligated money to the town. The report needs to meet compliance with State Subgrant requirements. A certificate of insurance must be submitted.
 - b) Review of Assignments: Steve Truck RFP, Emily –dog letters; Worden (AutoTurn), Scott – Conflict of Interest Policy.
 - c) Agenda Items for Next Meeting: Howe Hill/Jon Harrington, Policy updates. Executive Session for Annual Review of Jim Potter and Cynthia Hewitt – Tentatively scheduled for June 24th, Scott will circulate the evaluation instrument to Board members for individual input of performance. John suggested the Crew also be asked to evaluate Jim.
 - d) Chuck moved and Steve seconded Adjournment at 9:07 pm.



PIKE INDUSTRIES, INC.

335 Plainfield Road, West Lebanon, NH 03784
Phone: 603/298-8554 Fax: 603/298-5165

AN EQUAL OPPORTUNITY EMPLOYER

ESTABLISHED 1872

To: Town Of Pomfret	Contact: Pomfret
Address: POBox 286 Pomfret, Vt. 05053	Phone: (802) 457-2767
Project Name: TO Pomfret, VT, 2020	Bid Number:
Project Location:	Bid Date: 2/13/2020

Item #	Item Description	Estimated Quantity Unit	Unit Price	Total Price
AI 1	18" Pipe Material Change	1.00 LS	\$3,880.80	\$3,880.80
AI 2	48" Pipe Material Change	1.00 LS	\$1,408.00	\$1,408.00
AI 3	Box Cut Road 40' L X 12'W X 2' Deep	1.00 LS	\$2,750.00	\$2,750.00
AI 4	Unsuitable Material Removal	110.00 CY	\$19.80	\$2,178.00

Total Bid Price: \$10,216.80

Notes:

- AC Price Adjustment shall be paid in its entirety to Pike Industries, Inc. per the Construction Contract. \$515
- Worldwide energy and petroleum markets continue to be volatile, consequently Pike Industries Inc. reserves the right to withdraw this quote if not accepted within 7 days. If we do not receive a response (acceptance subject to project award) to this quote in 7 days, it will become null and void.
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.
- Price is valid through 11/1/2020
- Pike Industries, Inc. is not responsible for liquidated damages, or any disincentives associated with the work as quoted.
- Hot Mix Asphalt (HMA) as quoted is free of Refined Engine Oil Bottoms (REOB's). For more information regarding REOB's, a listing of states that have currently banned their use and potential detriments to HMA please go the following website:

<http://commonwealthmagazine.org/transportation/004-laying-it-down-testing-it-later/>

- All items re paid by the unit done in the field.

Payment Terms:

Net 30 Days

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: Signature: _____</p> <p>_____</p> <p>Date of _____</p>	<p>CONFIRMED: Pike Industries, Inc. W Lebanon Tyson Chouinard for Caleb Connor</p> <p>Authorized Signature: Tyson Chouinard</p> <p>_____</p> <p>Estimator: Caleb Connor 603-556-2869 cconnor@pikeindustries.com</p>
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**TOWN OF POMFRET
EMPLOYEE PERFORMANCE REVIEW**

(vers. 06/05/2020)

EMPLOYEE NAME – Last, first, middle initial	Employees Grade and Step	Employees Working Title
Period of Report:	Type of Report <input type="checkbox"/> Annual <input type="checkbox"/> Salary Increase. <input type="checkbox"/> Other (Specify)	
PART I -- Review of Job Description Does the Job Description accurately and directly relate to the job performed by the employee? (If NO attach revised job description)		
Part II – Appraisal of Objectives Overall progress on Goals and Objectives <input type="checkbox"/> Above expectation. <input type="checkbox"/> Meets expectation. <input type="checkbox"/> Below expectation In the space below summarize the progress made on Goals and Objectives from last review. List new goals and objectives:		

Part III Appraisal of Employee Performance:

Rate the employee for each performance characteristic by checking the box that best indicates the employee’s level of achievement. Base each rating on the employee’s demonstrated performance. Please check the box below the appropriate choice of rating. Comments may be provided to explain a particular rating and are required when an Excellent expectation or Poor expectation rating is designated

A. Planning-- Assess the ability to develop a plan to complete the work

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

B. Initiative—Assess the ability to be enterprising and industrious to stay ahead of the job

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

C. Quality—Assess the level of accuracy, content, and thoroughness of work

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

D. Productivity – Assess the amount of work completed in relation to expectations

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

E. Knowledge – Assess the familiarity with techniques and procedures needed to complete the work

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

F. Judgement – Assess the ability to weigh alternatives and arrive at conclusions

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

G. Teamwork – Assess the ability to work with others when appropriate, to attain organizational goals and objectives

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

H. Leadership -- Assess the ability to develop and guide subordinates or coworkers to successful completion of objectives through increasing their knowledge, skills, and abilities, if applicable

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

I. Attendance/Punctuality -- Assess the reliability to be on time and honor time commitments

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

J. Interpersonal Relations – Assess the ability to communicate and listen effectively to other employees; as well as attitude and behavior.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

K. Assess the ability to communicate policies and procedures effectively and accurately to members of the public and to respond to problems and complaints in a tactful manner

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

Part IV Development and Training

Identify any developmental or training activities the employee has completed since his/her last performance evaluation.

Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities ore for improvement of current job performance.

Part V

Overall Performance

Rate the employee’s overall performance by marking the box that best indicates the employees’ level of achievement. Supervisor’s comments on the employee’s overall performance may be documented, and are required when an Excellent or Poor performance rating is designated.

1. Poor	2. Needs improvement	3. Good	4. Very good	5. Excellent

Part IV. Employee’s Comments

Employee may comment on all or any part of the information contained in this document, including the evaluation process. If the employee does not concur with the evaluation, check the appropriate box in part VII and explain the reasons for disagreement:

Part VII – Signatures

Employee's Signature

Date

I do not concur (Use part VI for comments:
Mark an X in the box.

Supervisor's Signature

Date

- Add additional sheets for more comments
- A self-evaluation may be done on a separate copy of this form
- Sections not applicable to a specific job may be marked n/a

ROAD FOREMAN JOB DESCRIPTION

Summary of Duties and Responsibilities

The Road Foreman serves as the working supervisor of the Town of Pomfret Road Crew, carrying out a variety of road and town maintenance related tasks. This person is responsible for the day-to-day operations of the Town Highway Department. This position requires experience in personnel management, road and bridge construction and maintenance, mechanical ability, record keeping, computer experience, and communication skill. The position is full-time, requiring a flexible schedule which may include nights, weekends, and holidays. The Road Foreman reports directly to the Selectboard and may be required to attend Selectboard meetings (1st and 3rd Wednesday, 7 pm, at Town Offices).

Supervisory Responsibilities

The Road Foreman's supervisory duties shall include, but not be limited to, the following:

- Plans, assigns, directs, and supervises the road crew
- Reviews and approves administrative requirements of the road crew, including time sheets, work logs, vehicle logs, maintenance logs, etc.
- Makes assignments to best utilize worker on a daily basis
- Monitors department operations and responds to problems on a daily basis, including complaints by the public
- Determines materials and equipment required to complete jobs
- Purchases supplies and arranges for repairs, under direction of the Selectboard
- Complies with all Town personnel policies, and State and Federal regulations
- Instructs Town Road Crew in proper safety procedures and monitors same
- Complies with drug testing requirements
- Performs other work as deemed necessary by the Selectboard
- Provides the Board with monthly work plan

Supervision

The Road Foreman works under the supervision of the Selectboard and reports to them directly. The Road Foreman will be required to attend Selectboard Meetings (1st and 3rd Wed, 7 PM at Town Offices).

Skill Requirements

- Knowledge and ability to operate the Town Road equipment, including but not limited to skill in handling controls for starting, stopping, driving, and backing the town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance
- Knowledge and application of safety rules and regulations for the operation of heavy equipment including: safe lifting heights, practice, loading, and load securing techniques, and dumping safety. Application of these rules is required at all times, on the public way,

and also in remote situations. Knowledge and application of the techniques and practice for safe heavy equipment.

- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.
- The initiative and mechanical ability to accomplish minor repairs, adjustments and other maintenance tasks on Town vehicles and equipment.
- Ability to communicate well and interface with the general public in a professional manner
- Ability to cooperate effectively with fellow workers and supervisors and guide and direct others
- Ability to use or willingness to learn standard office computer programs such as word processing, spreadsheets, and email.

Physical Requirements

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, arms, feet, and legs to operate the hand and foot controls standard and maintenance vehicles are requirements. Normal, or correctable to normal, vision, and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop, and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

CDL License: Maintaining current and valid Vermont Commercial Driver's License (CDL) is required.

Education: High School Diploma, GED, or similar equivalent education is required.

Terms of Employment

This is a full-time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable.

The Road Foreman will be hired by the Selectboard after interviews and reference checks. Terms of employment, compensation, and benefits will be set by the Selectboard. A six-month probationary period will be a condition of employment. The Road Foreman will pass a mandatory drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his/her employment.

Evaluations

Annual evaluations detailing the performance of the Road Foreman will be performed by the Selectboard, during which time the Foreman will be afforded an opportunity to respond to the evaluation.

Training

The Road Foreman is required to complete required ICS classes within the six-month probationary period and complete at least 6-hours of other training annually.

Compensation and Benefits

Salary and benefit package will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

Supervision

The Road Foreman works under the supervision of the Selectboard and reports to them directly. The Road Foreman will be required to attend Selectboard Meetings (1st and 3rd Wed, 7 PM at Town Offices).

