

Town of Pomfret Selectboard Meeting Agenda

Town Offices

5238 Pomfret Road

No Pomfret, VT. 05053

Wednesday, October 21, 2020

7:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00
2. Public Comment		7:05
3. Agenda Review		
4. Recurring Items a. Approval of 10/07/2020 Minutes b. Warrants for Approval c. Road Foreman's Report		
5. Items for Discussion or Vote a. Rock Salt Bids b. Greg Greene driveway change c. Road Commissioner & Foreman job descriptions d. Final payment Pike e. Feral pigs f. Teago decision g. School Board Letter h. HR Consultant i. Capital Planning Committee j. Schultz family burial ground		
6. Meeting Wrap-U; a. Select Board Correspondence b. Review of Assignments c. Agenda Items for Next Meeting d. Meeting Adjournment		

Join Zoom Meeting

<https://zoom.us/j/95395079923?pwd=ZjBEeDZuZWgvWmx2M0tpOE8zbjg2dz09>

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)

Town of Pomfret Special Selectboard Meeting
Draft Minutes
October 7, 2020

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

Public: Jim Potter (Road Foreman), Ellen DesMeules (Treasurer), John Moore (Planning Comm), Ben Brickner (ZBA and Auditor), Karen Osnoe (ZBA), Bob Coates (School Bd), Cathy Peters, Curt Peterson, Allen Stein (Standard), Dan St. Cyr, Barb Kessler, Cy Benoit (Tree Warden), Cindy LeHoullier, Barb Kessler (VSP)a, Cynthia Hewitt (SB Assistant)

1. Call to Order Executive Session 6:00
2. Public Comment – none
3. Agenda Review – none
4. Right of Way Decisions
5. Adjourn Exec. Session 7:00
6. Call To Order SB Meeting – 7:05
7. Public Comment – none
8. Agenda Review – Include authorization for Chair for signage of Teago Documents (10.h)
9. Recurring Items
 - a. Steve moved and Chuck seconded Approval of the 09/16/2020 Minutes. Unanimous roll-call vote.
 - b. Warrants for Approval

21028	\$ 9,022.78	Payroll.	(Emily moved, Scott seconded, unan vote)
21024	10,264.56	A/P	(Emily moved Chuck seconded, unan vote)
21025	9,568.88	A/P	(Emily moved Chuck seconded, unan vote)
21029	87,054.50	A/P	(Emily moved Chuck 2nd, 4 Ayes, 1 nay)

John moved and Scott seconded that we delay the vote on warrants until after a pertinent item on the agenda is discussed. Unanimous roll-call vote
 - c. Road Foreman's Report
Jim reports that painting of the garage is moving right along. The Crew continues ditching and grading. Jim has ordered road signs.
10. Items for Discussion or Vote
 - a. Truck Bids – Steve resubmitted the RFP to all venders asking them to match the specs exactly as requested. He prepared a spreadsheet outlining the final bids. Steve moved and John seconded the contract be made with Clark's for the International. Scott moved and Chuck seconded that Steve be authorized to sign the documents. Unanimous roll-call vote.
 - b. The new truck's Cab and Chassis are finished and payment is needed, Ellen will do so with the next warrants.
 - c. Grant In Aid: Two Rivers has offered a grant in aid program for hydrological road amendments. We are to return the letter of intent and Two Rivers will work on a plan with Jim. Steve moved and Chuck 2nd we pursue this financing. Unanimous roll-call vote. As an aside, Emily reported VTrans is not funding any structures grants this year, but we will remain at the same position in the queue for future years.

- d. Rock Salt Bids – Jim has obtained several bids but it was determined the State Salt Contracts needed to be considered as well. This will be on the agenda for the 10/21/2020 meeting.
- e. Barbara Kessler from Vermont State Police was invited to join the meeting tonight so that the Board could inform her of some of the problem areas in town as well as to present to the Board recent activity logs of the VSP troopers when they spend time here (attached). She explained that one of her troopers has been out with a back injury for many weeks, thus their usage has been down. The troopers have been visible checking for speeders on the flat places; Emily is concerned with speeding on Howe Hill; we've had many signs vandalized and/or stolen recently; we've had complaints of speeding ATVs and dirt bikes on many of the back roads, to the point some residents do not feel safe going out for a walk or bike ride. Barbara suggested that problems be reported directly to her in the future and she will do her best to get them addressed. Allen Stein from the VT Standard wanted to know how many signs had been removed and what the cost? Jim reports he just ordered 32 signs at the cost of ± \$1600, which does not include posts or labor.
- f. Carey Driveway Permit. This will require a joint site visit with the Board and ZBA, since there is a Flood Lane involved. Karen Osnoe has sent out the appropriate forms and will coordinate a site visit.
- g. Greene Driveway Permit – Steve moved and Chuck seconded this permit be allowed. Chuck, Steve, Emily and Jim attended a site visit and found a viable alternative as long as they install an 18” culvert and cut some trees and bushes. Unanimous roll-call vote.
- h. Teago Store Decision Approval. Scott moved and Steve seconded that the Board authorize Emily, as Chair, authority to sign the final form of the decision. Unanimous roll-call vote.
- i. Options. For School Division
John asked to put this item on the Agenda because he does not believe his children are receiving an adequate education within the current system. He regrets agreeing to the merger. He finds it disturbing how the School Board conducts their business and their meetings. John also knows this is not the forum for this discussion, however, he brings it up because there is a lack of communication with the school board.
Bob Coates, one of Pomfret's School Board members, attended the meeting to try to address some of the complications, the biggest, of course, being Covid-19, which has “turned life upside down.” Additionally, the Online Option, VTVLC, has been oversubscribed. There is an ongoing search for a Superintendent and has been frequent turnover in administration. The school is planning to send out questionnaires for students, parents and teachers. Most parents find it upsetting to have \$200,000 spent on the Prosper Valley School and it just sits. Bob suggested it may possibly open to 6th graders (or 5th and 6th). Bob and Bill are working with several Pomfret families, trying to work programs out, etc. Scott moved and John seconded the board Draft a letter to address concerns. Unanimous roll-call vote; John to draft a letter.
- j. Scott moved and Chuck seconded that we apply for the Local Hazard Mitigation Plan Update Grant. This is 75% funded by FEMA and 25% (\$14,150) funded by Town. Unanimous roll-call vote.

- k. Scott moved and Chuck seconded Adoption of the Final Conflict of Interest Policy; Ben to send PDF. Unanimous roll-call vote.
 - l. Scott moved and Chuck seconded new Appointments to the Capital Planning Committee -- Neil Lamson and John Dickerson. Unanimous roll-call vote.
 - m. HR – Tabled to future meeting
 - n. Budget Planning – Neil Lamson will track the budget and provide worksheets for various sections.
11. Meeting Wrap-Up
- a. Selectboard Correspondence: none
 - b. Review of assignments: Emily -- Mitigation grant, VSP reports. Jim – Salt contracts. Chuck – Speak with Kathleen Dolan. John – draft school board letter.
 - c. Agenda Items for Next Meeting: Rock Salt bids, HR
 - d. Scott moved and Steve seconded Adjournment at 9:04 pm. Unanimous roll-call vote



Town of Pomfret, Vermont
Road Commissioner Job Description
Approved by the Pomfret Select Board on 7/18/2018

Job Summary

The Town of Pomfret Road Commissioner is responsible for supervising the highway department, which includes truck driver/laborers and equipment operators (“road crew workers”). This position is responsible for road construction and maintenance, scheduling, coordinating and supervision of the work performed on Town roads. The Road Commissioner also is responsible for various administrative duties as required to oversee the work of the department including payroll records and budget oversight. Work is performed under the general guidance of the Selectboard, but requires the ability to work independently following established procedures and routines. This position entails extensive public contact.

Responsibilities include:

1. Supervises a crew of laborers in the construction and maintenance of municipal roads and drainage systems.
2. Must be able to carry out all the duties and responsibilities of a road crew worker.
3. Inspects work to ensure conformance with specifications and standards as specified in state statutes, local ordinances, and applicable operating procedures and given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
4. Supervises and assists in repairing streets and drainage systems; compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
5. Plans ahead and discusses all roadwork, repair, maintenance and other projects with the Selectboard. He/she must develop a work schedule detailing the work to be done, a cost estimate for the work, and the location of the work projects. This schedule will be adhered to except in emergency situations such as snowstorms or other unpredictable occurrences. The Road Commissioner will keep a log detailing the work done, material costs, and the time spent on each of the roads in the Town.
6. Will meet on a regular basis with the road crew to discuss work schedule.

7. Oversees the maintenance of all department equipment and vehicles. The Road Commissioner will keep a complete and detailed maintenance log on all Town vehicles and road equipment. These logs will be submitted to the Selectboard for semi-annual review.
8. Will, without delay, repair sudden injury to roads and bridges. In these emergency cases prior approval from the Selectboard is not required; however, the Road Commissioner must file a detailed report after the emergency repair is completed. For this purpose, an emergency is defined as any incident, which could immediately endanger life and/or property.
9. Supervises and assists in the placement and removal of street signs and decorations as required.
10. Shall keep an accurate inventory on the condition of Town roads and ways. The Road Commissioner will inspect the Town ways in October of each year and report to the Select Board the status of the Town ways and needed repairs.
11. Assists in the Highway Budget and oversees the budget after adoption. The Road Commissioner will approve all bills and code to the appropriate budget line.
12. Is responsible for the clearing of brush, loose obstructions and road debris.
13. Must work with the Tree Warden for tree cutting activities.
14. The Road Commissioner and all employees of the highway department, both full and part-time, will enter time in an electronic time clock for all hours worked for the Town.
15. Participates in required training and certification courses related to job duties and responsibilities.
16. Maintains and safely keeps records, instruments, plans, profiles, records of surveys and all other property and papers related to engineering work of every description belonging to the Town.
17. Works closely with the Town Treasurer regarding financial requirements and grants.
18. Receives and logs citizen inquiries or complaints and attempts to resolve the issues.
19. Coordinates and reviews plans and specifications prepared by consultant firms for Town projects.
20. Keeps two-way radios in working order.
21. Must possess a valid Class A CDL and be trained on heavy equipment.

Terms of Employment: The position is full-time, non-exempt. Availability for overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable. The Selectboard hires the Road Commissioner after interview(s) and

reference checks. The Selectboard sets the terms of employment, compensation and benefits. A sixmonth probationary period is a condition of employment. The Road Commissioner will pass a mandated 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. The Road Commissioner must annually authorize a Vermont DMV Record Request.

Evaluations: An annual evaluation detailing the performance of the Road Commissioner will be performed by the Selectboard, during which the Road Commissioner will be afforded an opportunity to respond to the evaluation.

Training: The Road Commissioner is required to complete required Incident Command System (ICS) classes within the six-month probationary period and complete at least 6 hours of other training annually.

Compensation and Benefits: Salary and benefits package will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

Town of Pomfret
5218 Pomfret Road
No Pomfret, VT. 05053

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

Date of Application _____

Name _____ **Date of Birth:** __ / __ / __ **Social Security #** _____

Street Address _____ **Phone #** _____ **Cell Ph #** _____

Town/State/Zip Code _____

EMAIL ADDRESS _____

Highest Level of Education _____ **Date Graduated** _____

CDL License # _____ **Expiration Date** _____ **Restrictions** _____

Driver's License # _____ **Expiration Date** _____ **Restrictions** _____

Driver Experience				
	YES	NO	Year's Experience	License Endorsments
Class A				
Class B				
Class C				
Grader				
Loader				
Excavator				
Back Hoe				

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).

Employment History

1.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
2.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
3.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
	Note: Supervisors may be contacted for References		
	Other References in addition to past Supervisors		
	Name & Address		Phone Number
1.			
2.			
3.			

Vehicle Owned

Make/Year Insurance Company Policy #

ACCIDENT HISTORY FOR PREVIOUS 3 YEARS

Date of Accident	Nature of Accident	Fatalities or Person Injuries

MOTOR VEHICLE VIOLATIONS (OTHER THAN PARKING) FOR PREVIOUS 3 YEARS

DATE OF CONVICTION	OFFENSE

Note: Background information provided is subject to confirmation

Hi Emily,

I would be glad to provide more information on the project!

Small numbers of feral swine or wild pigs have been found in the past few years free-ranging in parts of Vermont and New Hampshire. At present, we do not know how many exist or the extent of the species. Therefore, wildlife services initiated a camera trap study to address these questions. The study began in early 2020 and will run through 2021 with the survey area centered in Sullivan County, NH and Windsor County, VT. A total of 1000 cells total are included in the survey grid spanning the border between Vermont and New Hampshire.

Infrared trail cameras are used to determine the presence or absence of feral swine in defined survey cells of 4 km². Bait is a mix of either sour corn or corn and molasses and is confined with a secure PVC tube to limit non-target animal access. One camera and bait tube are deployed per 4 km² survey cell for 2-3 weeks. Camera locations are chosen based on habitat suitability, access, and landowner permission.

At present, wildlife services is not running any cameras due to hunting seasons. We will begin running cameras again in Dec/Jan dependent on snow depth at that time. Prior to deploying cameras, Wildlife Services typically notifies the land owner. Landowners are also welcome to add any special considerations, e.g. notes on access or timing of camera deployment, to the 12A form under section 19.

The parcel held by the Town of Pomfret located within one of our survey cells is the Pomfret Town Forest on Joe Ranger Road. I have attached a map showing the location of the parcel and a shapefile containing the spatial data for the parcel. Also attached is a flyer summarizing the background information on the survey project described above.

Please let me know if you or the Selectboard have more questions I can answer about the project or the 12A form. I'd be happy to speak with you on the phone, too, if that would be useful. My number is (802)505-8115.

All the best,
Katherine

From: Emily Grube <Emily.Grube@pomfretvt.us>

Sent: Thursday, October 15, 2020 6:12 AM

To: Reese, Katherine - APHIS, Berlin, VT <Katherine.Reese2@usda.gov>

Subject: Feral Swine

Hi Katherine

I am responding to your request for permission to conduct your feral swine study on Town of Pomfret Land. This is a matter the entire Selectboard will have to decide but without more information we will find it challenging to make a decision. We need some description of what your research consists of and just what parcel of land you are planning to use. Perhaps you could send more detailed information of where you are going to work and what you are

planning to do. Your permission indicates that you are going to bait for the swine. What kind of bait do you use and is there any issue with other wildlife and domestic pets and cattle? The next Selectboard meeting is next Wednesday so any information you could give us would help this project along.

Thank you.

Emily Grube

Pomfret Selectboard Chair

Feral Swine Camera Trap Survey

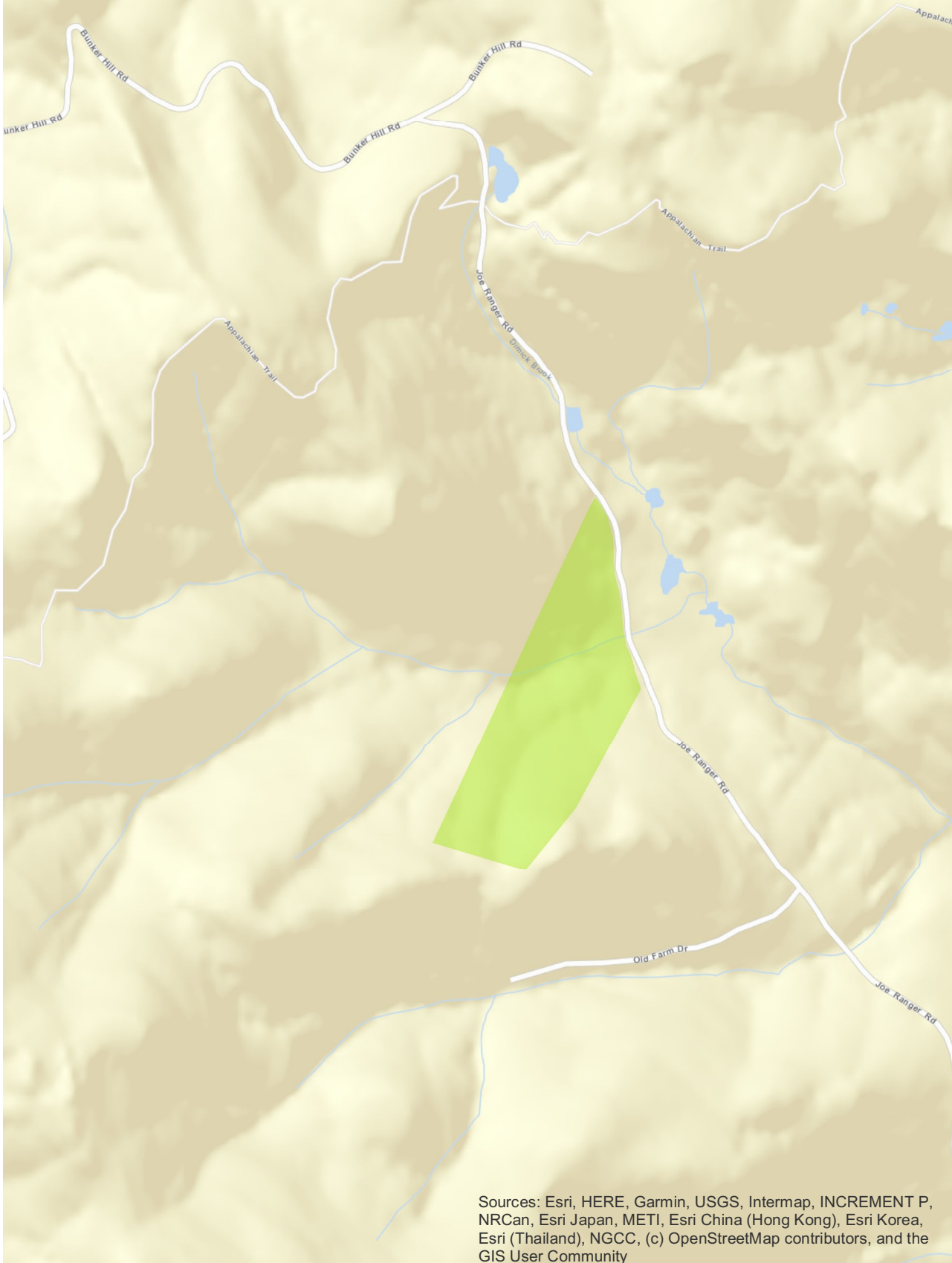


Although relatively sparse, small numbers of feral swine or wild pigs are free-ranging in parts of Vermont. It is unknown how many exist or the extent of expansion of this invasive species. Therefore, a camera trap survey has been initiated to address these questions and the significant threats these animals pose to farmers, natural resource managers, animal health officials, and the general public.

- Infrared trail cameras will be used to determine presence/absence of feral swine in defined survey blocks
- One camera is deployed per 4 km² survey cell with a total of 1000 survey cells
- Camera locations are chosen after gaining landowner permission and considering habitat and access
- Bait confined in secured PVC tubes will be used as an attractant and will limit non-target animal access
- Study will run 2020-21 and cameras will be moved to new survey cells

every 2-3 weeks ● Core study area is in Sullivan County, NH and Windsor County, VT

Please report any sightings or sign to
VT USDA-Wildlife Services
802-223-8690



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

HR ASSESSMENT MATRIX				
Town of Pomfret - February 11, 2019 -				
REVIEWED	SERVICES	PRIORITY		
		HIGH	MEDIUM	LOW
X	Compensation Analysis	X		
X	Job Descriptions	X		
X	Employee Handbook	X		
X	Performance Reviews	X		
X	Personnel Files	X		
X	Medical Files	X		
X	Leave Process (FMLA, VPFLA)	X		
X	Personnel Policy	X		
X	Labor Law Posters	Completed		
X	I-9 Forms	X		
X	Training		X	
X	Employee Benefit Orientation			X
X	Employee Benefit Process			X
X	End of Employment/Separation			X
X	New Hire Orientation			X
X	New Hire Process			X
X	Recruitment			X
X	Time & Attendance			X
N/A	Policies			
N/A	Temporary Employee Recruitment Process			
N/A	Worker's Compensation			
X	Other			

Employee Handbook

Review/Update handbook, employee "user-friendly" format. IE, add VT Earned Sick Leave, social media policy.

Form I-9

Supplement current practice with additional training and support , which incorporates review of Form I-9 to date and new hires going forward.

Job Descriptions

Consistent format/content, add trainings, sign off

Labor Law Posters

Change current process to "update" subscription. Improves efficiency/compliance. Mid-year posting requirements automatically updated and new posters are sent.

Medical Files

Separate and organize documents relative to health benefits, retirement benefits leaves of absense, doctor's notes etc.

Performance Evaluation

Update current performance document. Provide additional training/support to current practice and siting examples demonstrating knowledge, skills and ability. Implement process for performance evaluation completion.

Personnel Files

Reorganize files to allow for easy access to documents, all files contain updated information/newly implemented documents.

Leave Process

Opportunity to improve upon current practice. Supplement process with updated documents and standard procedure.

Training

Safety raining is provided to employees working in garage. Supplement safety training to include office and other required trainings such as sexual harrassment for employees and supervisors.

Employee Benefit Orientation

Improve upon current practice by updating/highlighting benefits. Consideration to add "total compensation package" to better educate employees on the value of what is offered beyond their annual wage.

Employee Benefit Process

Improve upon current practice with updated checklist, medical file set up, benefit "packet"

End of Employment/Separation

Improve upon current process with updated checklist, potential for exit interview, procedure for record retainment/disposition.

New Hire Orientation

Improve upon current process with updated checklist, personnel file set up, new hire "packet"

New Hire Process

Improve upon current practice by updating/branding current documents, adding/completing documents implementing additional best practices.

Recruitment

Improve upon current practice by updating/adding to current recruitment process, which would include advertising, telephone interviews, in-person interviews, reference checks etc. and documentation.

Time & Attendance

No documents to review. Current process seems to work, as payroll is being processed. May be opportunity to improve upon timesheet or requesting/documenting time off.

Other:

Coordinate fire extinguisher , emergency light/lighted exit sign checks