

Town of Pomfret Selectboard Meeting Agenda
Town Offices

5238 Pomfret Road

No Pomfret, VT. 05053

Wednesday December 2nd, 2020

6:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	6:00
2. Public Comment		6:05
3. Agenda Review		
4. Recurring Items a. Approval of 11/24/2020 Minutes b. Warrants for Approval c. Road Foreman's Report		
5. Items for Discussion or Vote a. Ratify 3-Way Stop at Teago b. Approval of VTrans TA-65 and TA-66 Class 2 Paving Grant Reimbursement Forms c. Unpaid Ambulance Bills d. Town General Fund Budget Review e. USDA Community Facilities Guaranteed Loan Program Application f. Dog Ordinance Enforcement g. Winter Road Maintenance		
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> to start or join a scheduled Zoom meeting
Join Zoom Meeting via Mobile Phone +19292056099,,953950799233#,,1#306922
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

November 18, 2020
Selectboard Meeting
Draft Minutes

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

Public: Neil Lamson (Lister), Ben Brickner (ZBA, Auditor), John Moore (Planning), Cynthia Hewitt (SB Asst) Cathy Peters, Jim Potter (Road Commissioner), John Ricketson (Cap Plann Comm),

1. The meeting was called to order at 6:02 pm.
2. No public comment
3. Agenda Review – Gift cards for road crew. Steve moved and John seconded this item be added to the agenda; unanimous roll-call vote.
4. Recurring Items
 - a. Approve Minutes of 11/04/2020 and 11/18/2020 – 11/04/2020 --5b. Site visit date is 01/23/2020. 11/11/2020 Teago DECISION; Meeting date is 11/24/2020. Steve moved and John seconded the minutes be approved with these changes; unanimous roll-call vote.
 - b. Emily moved and Chuck seconded the following Warrants for Payment

21040	\$ 6,194.93	Payroll 21041
	\$1,058,823.31	Accts Payable

Unanimous roll-call vote.
 - c. Road Foreman's Report. Working on the Better Roads Grant for the Pomfret Road Culvert. Will dig some test pits this week. Gearing up for winter. The loader has been running rough so had repair person come to look at it. He used some fuel cleaner and replaced a manifold injector – doing better. Second truck is in and will go into the next open slot at Viking. Jim and Chris Bump decided to leave the Pomfret Road closure at Teago for the winter. Jim will also change the Y to a T stop at Library Street/Stage Road. John moved and Steve seconded that Jim be authorized to do this. Sunapee Paving will be on site tomorrow and could do the necessary paving. Jim will also procure some barrels to help funnel the traffic. Unanimous rollcall vote. Pike sent notice re: updated charges for aggregates (3%) as of 01/01/2021; however, our contract with them begins on 07/01 thus the charges will not go up until then.
5. Items for Discussion or Vote
 - a. Winter Road Maintenance – The VTrans website had good information re: calibrating trucks on how much salt to use depending on weather conditions. John will update the Town Winter Road Maintenance Policy with these guidelines and other timely changes. Jim will work with him. Scott reminded them that the Personnel Policy also has shift info so this needs to be shared with Teresa Miele, who is working on the Personnel Policy
 - b. Parsons' Site Visit

Emily and Jim looked at this and find there is no problem. Jim would like to be sure the approval be contingent on them removing brush to retain the sight distance. John moved, Chuck Seconded; unanimous roll-call vote.

- c. Waiving of Section 3.3. of the Social Services Policy. The town will waive petitions for regular Agencies, and put the question on the ballot. New agencies will be considered for what service and number of people served they might provide to the town. Scott feels the legislature will take this up in January, to eliminate signature requirements.
 - d. SE Vermont Council on Aging and The Thompson Senior Center. Joann Erenhouse from SE VT requested inclusion in the Agenda tonight; we also invited Deanna Jensen Jones, Director of the Thompson Senior Center, who provides the Pomfret Elders with essential services. Joann explained the assistance her Council provides to seniors in Windsor/Windham Counties. She works with the Thompson as far as meals and direct services are concerned. Deanna explained the Council's financial support of her Meals on Wheels program, and other ways they help out. She has three meal routes in pomfret, she also stated that there are Pomfret residents who keep tabs of their neighbors and alert Thompson if need be.
 - e. Adoption of Australian Ballot for Town Meeting – VLTC recommended we put notice in the minutes of ratifying the Australian ballot. John moved and Scott seconded this adoption. Unanimous roll-call vote. Becky is working with the Secretary of State on the process involved.
 - f. Dog Officer. John has volunteered to act as dog officer. He needs more information and needs to take a "Humane Treatment of Animals" class.
 - g. Private Road Signs. John moved and Chuck seconded the town provide signs for roads with 3 or more houses; unanimous roll-call vote.
 - h. Schultz Burial. Scott has obtained the GPS coordinates which will be recorded in the land records.
 - i. Capital Planning Report. Scott thanked Jim Potter for his attendance and input at meetings. John Ricketsen thanked the Town for asking him to join the Committee and enjoyed the process. The report explains two different pathways for the highway budget – that of saving up for large purchases; compared to dealer financing. The baseline has been set and will now be deliberated.
 - j. Scott moved and John seconded that the Highway Crew once again be given gift certificates (Visa gift cards) in the amount of \$250; unanimous roll-call vote.
 - k. John noticed the Town Web Site is somewhat out of date, esp. re: the school board. He will talk to Becky about updating.
6. Meeting Wrap Up
- a. Correspondence – Emily has heard from an abutter re: difficulty in attending a Zoning hearing via Zoom.
 - b. Review of Assignments: Emily Parson's permit, Jim Teago Y to T. John Winter Road Maintenance, Section 3:3
 - c. Agenda Items for Next Meeting: winter road maintenance

November 24, 2020

Selectboard Budget Meeting

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

Public: John Moore (Planning Committee), Betsy Rhodes (Library), Ben Brickner (ZBA, Auditor), Neil Lamson (Lister), Cynthia Hewitt (SB Assistant)

1. The meeting was called to order at 6:07 pm
2. No public comment
3. Agenda Review – missing from the Agenda are: Dog letter, 3-way stop at Pomfret Road/Stage Road/Library Street intersection
4. Items for Discussion or Vote
 - a. Dog Letter – Emily moved we adopt the form letter as first response to problems; Scott seconded. Discussion – Scott felt the wording might lead to misunderstanding of a legal finding. John felt it could be more friendly. Chuck felt the current letter says exactly what it needs to say. Scott suggested the board discuss at an upcoming meeting. Chuck moved and John seconded that we use the current letter as the FIRST contact. Unanimous roll-call vote.
 - b. Teago Intersection – Jim has gotten permission from VTrans to replace the single stop sign to a 3-way stop at the intersection of Pomfret Rd., Stage Rd., and Library St. for the winter, with the Pomfret Rd closure extending through the winter. Chris Bump told him this temporary arrangement can be voted in by the Board with no need for a traffic study. The change should slow down the traffic and improve safety. Chuck moved and Steve seconded. Unanimous roll-call vote.
 - c. Budget – The highway budget discussion continued. Scott is researching funding sources, i.e., grants and financing options. It is understood that we need to determine a long-term solution and to adopt a long-range plan. The grader and loader need to be replaced in the next few years. Scott will research USDA grant possibilities. The board will continue to investigate options.
5. Meeting Wrap-Up
 - a. Selectboard Correspondence – Emily received the unpaid ambulance bill.
 - b. Agenda Items for Next meeting – Budget, Ambulance services and bills, reaffirm the Teago 3-way stop.
 - c. Adjournment – at 8:20 Scott moved and Steve seconded for adjournment;
 - d. Jhn moved and Steve seconded Adjournment at 9:15 pm. Unanimous roll-call vote.



VERMONT

AGENCY OF TRANSPORTATION

TA 65

Request for Reimbursement
Request for Reimbursement

MUNICIPALITY	DISTRICT NO.	EA & Contract NO.	TOWN NO.
CHOOSE ONE BELOW:		% of Work Completed: _____ %	Amount Previously Paid Town:
Final Claim	Partial Claim		
Name and address of claimant:			Emergency Fund Grant Structures Grant Class 2 Roadway Grant Other (specify)

I (WE) SWEAR TO THE CORRECTNESS OF THE STATEMENTS MADE IN THIS CLAIM AND THAT:

1. THE WORK IS COMPLETE AND HAS BEEN ACCEPTED BY THE MUNICIPALITY.
2. THE WORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE GRANT AGREEMENT WITH THE VERMONT AGENCY OF TRANSPORTATION FOR THIS PROJECT.
3. THE TOWN HAS PAID FOR THE EXPENSES SHOWN HEREON (LABOR, EQUIPMENT, AND MATERIALS).

(sign)

(sign)

(sign)

(sign)

(sign)

TA 65 Rev. 11-2015

Original Award
Amount: \$

Amended Award
Amount: \$

**Total state funds
awarded: \$**

PROJECT COSTS:

Total project costs to date: \$

Minus previous payments: \$ Minus

municipality portion: \$

Amount of payment: \$

Authorized District Representative (sign)

Approved Date _____



VERMONT

AGENCY OF TRANSPORTATION

TA 66

REPORT OF EXPENDITURE FOR MONEY USED ON HIGHWAY WORK

Instructions: This form is to be used for the Town Highway, Bridge and culvert Grant work.
Return this account to your District Transportation Administrator. Attach invoices, receipts and proof of payments.

Municipality :	Highway Class:
Highway Number:	Bridge/Culvert Number:
Grant Number:	Est. Project Costs:

DISTRICT CONTACT (name):

Phone:	E-Mail:
--------	---------

Force Account Work:

Total Force Account Labor: \$ _____
 Total Force Account Equipment: \$ _____ Total
 Force Account Work: \$ _____

Contracted Work:

Contractor Name:

1. _____	Total: \$ _____
2. _____	Total: \$ _____
3. _____	Total: \$ _____
4. _____	Total: \$ _____
5. _____	Total: \$ _____
Total Contracted Work: \$ _____	

Materials:

Vendor Name:

1. _____	Total: \$ _____
2. _____	Total: \$ _____
3. _____	Total: \$ _____
4. _____	Total: \$ _____
5. _____	Total: \$ _____
Total Material Cost: \$ _____	

Totals:

Total Force Account: \$ _____
 Total Contracted: \$ _____
 Total Material: \$ _____ Project
 Total: \$ _____

I CERTIFY THAT THIS IS A CORRECT ACCOUNT OF
THE EXPENSE OF THE WORK DESCRIBED.
Date.....Name.....
Title.....

REVIEWED:
District Office:
Date:

TA 66 gf 11/2015



Town of Pomfret, Vermont

5218 Pomfret Rd.
Pomfret VT 05053
(802) 457-3861 tel.

[Month, Day, Year]

[Recipient Name]

[Recipient Street Address]

{Recipient Town, State and Zip Code]

Dear [Recipient],

The Pomfret Selectboard has received reports that your dog(s) was involved in an incident with a member of the public. This letter does not constitute a warning of a violation. We are writing only to inform you of existence of Pomfret's Dog Ordinance, which we encourage you to review in full. I have enclosed a copy for your reference. The Ordinance is also available on the Town website at the following address: <http://pomfretvt.us/index.php/documents/>, then scroll down to "Ordinances and Regulations."

The Dog Ordinance states that dogs shall not "run at large," which means they must be kept:

- 1) Under restraint, meaning that the dog is controlled by a leash or is with a competent person and obedient to that person's command;
- 2) in a vehicle;
- 3) on the owner's property;
- 4) on the property of another with that person's permission; or
- 5) hunting with the owner.

In addition to "running at large," please review Section 4 of the Ordinance for those situations that could constitute a public nuisance. If you wish to discuss this matter with the Selectboard jointly, we would be happy to put you on the agenda for an upcoming meeting. Feel free to talk with any board member if you have questions regarding this problem.

Thank you for your attention to this matter.

Sincerely,

[Selectboard Chair Name]
Pomfret Selectboard

Town of Pomfret
Selectboard
5218 Pomfret Road No Pomfret VT 05053
802-457-3861
802-457-8180 fax

November 12, 2020

Dear,

We have received two complaints claiming that your dog(s) is/are not under control and are acting aggressively towards people and animals in the public roadway. We are writing to inform you of the Town of Pomfret Dog Ordinance. I have enclosed a copy for your reference.

The ordinance states that dogs shall not 'run at large,' which means they must be kept:

1. Under restraint, meaning that the dog is controlled by a leash or is with a competent person and obedient to that person's command
2. In a vehicle
3. On the owner's property
4. On the property of another with that person's permission
5. Hunting with the owner

If you wish to discuss this matter with the Selectboard we can put you on the agenda for the next regular meeting. Feel free to talk with any board member if you have questions regarding this problem.

Thank you for your attention to this matter.

Sincerely,

Emily M. Grube
Pomfret Selectboard

EMG/ch

https://pomfretvt.us/files/9514/1235/9819/Dog_Ordinance_Final_10-1-14.pdf