

Town of Pomfret Special Selectboard Meeting Agenda
Town Offices

5238 Pomfret Road
 No Pomfret, VT. 05053
 Wednesday, March 17th, 2021
 7:00 p.m.

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7 PM
2. Public Comment		
3. Agenda review		
4. Items for Discussion or Vote <ul style="list-style-type: none"> a. Approval of 03/03 & 03/09/2021 Minutes b. Warrants Transfer Funds to Collector of Delinquent Taxes c. Road Commissioner Report 		
5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Grader Paperwork b. Pilot Driveway Permission c. Road Posting Draft Documents d. Sand RFP e. Rules and Procedures for Selectboard -- Discussion and Adoption f. Black River Ottauquechee Watershed Mapping g. Appointments to Various Boards h. Capital Plan Adoption i. Credit Card Policy Discussion. And Adoption j. Furnace Replacement town Offices k. LEMP l. Zoom Info 		
6. Meeting Wrap-up		
7. Select Board Correspondence		
8. Review of Assignments		
9. Agenda Items for Next Meeting		
10. Meeting Adjournment		

- <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09> 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

Town of Pomfret Select Board Meeting
March 3, 2021. Draft Minutes

Present: Emily Grube, Steve Chamberlin, Jon Harrington, John Peters, Chuck Gundersen

Public: Scott Woodward, Jim Potter (Road Foreman), Nancy Matthew (Auditor), Cathy Peters, India, Joanna Long

1. The meeting was called to order at 6 PM
2. No Public Comment
3. Agenda Review: Trafalgar Square exemption from road closing. Steve moved and John seconded this exemption be granted. Unanimous roll-call vote.
4. Recurring Items
 - a. Approval of 02/17 and 02/20/2021 Minutes. Jon was in attendance at 02/17/2021 and will be added to participants. John moved and Chuck seconded approval of minutes with noted change. Unanimous roll-call vote
 - b. Warrants for approval:

21071	12383.99	Payroll
21072	4.75	Tax refund
21073	5030.64	Acct. Pay
21076	\$29,547.64	Acct. Pay

Emily moved and Chuck seconded approval of 3 warrants; John moved and Chuck seconded payment of 4th warrant. 4 ayes and 1 abstain. Passed.
 - c. Road Foreman's Report: Jim asked permission to post the roads. He set up an account with DMV and listed roads and town highway bridge restrictions. Jim found that Hidden Ridge, Graves Road, and Old King's Highway did not have numbers; he assigned numbers which were not in use: Hidden Ridge 27, Graves 36, Old King's Highway 9. John will check the E911 maps and Jon will check with Mr. Ashcroft at Vtrans. The roads were named/numbered for E911 when Hazel was clerk. It would be wise to do some research to confirm unnumbered roads. Scott stated that Vtrans has all current and historical maps. Jim has been talking with Teresa re: employee handbook and has issue with a section regarding personal insurance covering town business. This will be looked into. Jim was winging the roads with the grader and a small leak was discovered in the wing hose; this has been repaired. Sand is holding up. The new truck is doing well. Jim will need to order some hardpack.
5. Items for Discussion or Vote
 - a. Select Board Organization

Chuck moved and Steve seconded Emily be reelected as Chair
Chuck moved and Steve seconded John be reelected as Vice Chair
There is no need for a. clerk.
 - b. Adoption of Rules and Procedures for Select Board Meetings – John displayed a slightly edited version which added Zoom and video feed. Jimmy got several responses from people regarding the color of lettering on the new trucks. He questions if this public assembly could pose a security issue. Steve suggested we add the video discussion to the agenda for the next meeting, since this was added specifically for town meeting. All agreed. Scott mentioned that the legislature is

looking at making electronic meetings a permanent feature. Cathy. Peters commented that she hoped the Zoom meetings would continue as she was not able to attend in person meetings and enjoyed attending via Zoom.

- c. Road Posting – Reduced weight-limit road posting is in effect from 03/01/2021 to 05/15/2021 unless conditions permit earlier lifting of restrictions. Trafalgar Square has an exemption. Jim asked that they be asked to check the weather forecast and arrange to meet the driver to pick up the load. He had two experiences this winter which each took up nearly a full day of his time getting Trafalgar Square delivery trucks from blocking roads.
 - d. Grader Paper Work – postponed to next meeting
 - e. Credit Card Policy – Nancy Matthews presented a draft Credit Card Policy which the Financial Management Committee had created using the VLCT standards and language. A discussion developed regarding when does a draft document become a public document. John will ask VLTC their opinion/guidelines.
 - f. Furnace – Town office – The existing equipment is 15-years old and needs to be replaced prior to the next winter heating season. We have proposals from 3 vendors. John will make further inquiries as well as check the available space.
 - g. Appointment of Officers – Emily will contact those whose terms end to see if they are willing to continue. Chuck will talk with Sheila Murray about the Town Services Officer position.
6. Meeting Wrap Up
- a. Correspondence - The TA 60 report must be done
 - b. Review of Assignments – Emily – officer appointments, Trafalgar letter; Steve grader report; Chuck Sheila Murray, Teresa Miele; Jon/Jim Paving RFP, Structures Grant, Sand RFP; John VLCT, Furnace
 - c. Agenda for Next Meeting – YouTube; Grader; Posting draft documents; Road Foreman/Commissioner Job Descriptions; Sand RFP

Town of Pomfret
Select Board Special Meeting Draft Minutes
March 9, 2021

Present: Emily Grube, Steve Chamberlin, Jon Harrington, John Peters, Chuck Gundersen
Public: India Mazzucco, John Moore, Ellen DesMeules, Nancy Matthews, Scott Woodward,
Cathy Peters

1. Meeting Called to Order at 6:03 pm
2. Public Comment: None
3. Agenda Review: None
4. Items for Discussion or Vote
 - a. Warrants Emily moved and Chuck seconded approval of the following warrants for payment:

21068	\$ 3686.96	Tax Refunds
21075	3830.64	A/P
21077	3346.84	A/P
21079	10240.27	Payroll
 - b. Unanimous roll-call vote
 - b. Suicide Six Liquor License Renewal – John moved and Chuck seconded renewal of S-6 license. Unanimous roll-call vote
 - c. YouTube. John has found several towns who either post a YouTube video or closed-circuit TV recording of their public meetings. Pomfret used YouTube to Videotape Town Meeting results (03/03/2021), and the 02/17 & 02/20/2021 Town Meeting Informational Sessions. After discussion the Board decided not to pursue further use of YouTube. It was felt that Zoom meetings and audiotaping, provide adequate transparency. All agreed that ZOOM is an excellent platform and will be continued, even after we commence in-person meetings. Future use of YouTube is not ruled out.
5. Meeting Wrap-Up
 - a. Correspondence – LEMP report needs to be completed. Kevin Rice is working on it.
 - b. Review of Assignments – John – further Zoom information
 - c. Agenda Items for Next Meeting – Further Zoom information
 - d. Chuck moved and John seconded Adjournment at 6:50 pm. Unanimous roll-call vote

Town of Pomfret, Vermont

REQUEST FOR PROPOSALS

Purchase of Sand

March 18, 2021

Proposals due by Noon, April 21, 2021

Mail responses to:

Town of Pomfret

Attn: Pomfret Selectboard

5218 Pomfret Road

North Pomfret, VT 05053

Contact Information:

Emily Grube Pomfret Selectboard chair

Emily.Grube@pomfretvt.us

(802) 457-2994

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for written quotes for the ordering, from time to time, and purchasing of sand to be delivered to the Pomfret Town Garage and used by the Town's road crew for snow and ice traction control primarily on its class 3 unpaved roads. **In prior years, the Town has purchased an average of about 3,500 tons and is expected to purchase a similar amount during the 2021-2022 snow and ice season. If**

prices are proposed in cubic yards, then the estimated price in tonnage should also be included in the bid.

Although the Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of material, it is willing to consider exceptions to the bid which requires purchasing a specific quantity. Please note in any submitted proposal whether or not the town is required to purchase a specific quantity of material. If not, please note whether or not availability of said materials is guaranteed.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2019-2020 snow and ice season.

Proposal Schedule

Activity	Date
RFP Issue & Publication	03/18/2021
Proposals Due	04/21/2021
Selectboard Bid Opening	04/21/2021
Anticipated Selectboard Decision	04/21/2021

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), 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 "Sand Proposal" on the outside, **must be received no later than Noon, April 21, 2021** at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at the subsequent Selectboard meeting.

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. Delivery

The sand shall be delivered to the Town Garage before September 1, 2021, 100 Labounty Road, Pomfret, Vermont. E. Specifications

The Town may review the quality and suitability of the sand prior to approval of quotes.

F. Compliance with Instructions

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

Signature _____ Date _____

Print Name & Company _____

**The Pomfret Planning Commission
William B. Emmons, III, Chairperson
1101 Cloudland Road
Woodstock, VT 05091**

Emily Grube, Chairperson
Pomfret Selectboard
Town of Pomfret, Vermont
5218 Pomfret Road
North Pomfret, VT
05053

March 13, 2021

Dear Emily,

The Pomfret Planning Commission wishes to recommend, for the Selectboard's consideration and hopeful approval, two new members and one standing member wishing to continue serving for another term as a commissioner.

Nelson Lamson, who has served for several terms and has been an important voice for Pomfret, having lived here his entire life, wishes to continue for another full term. Our two new potential members are Tim Reiter, General Manager of Suicide Six, who would like to fill out the unexpired term caused by the tragic loss of our dear friend Orson St. John. Orson will be deeply missed, not only by our community but especially by the planning commission as he was a long-time member and was instrumental in all our planning endeavors from the Town Plan to the recently adopted Zoning Ordinance. His shoes will be hard to fill but Tim has a wealth of experience, a young family and a passion for organizing lasting results.

Our second new member recommendation, Tyler Haire, grew up in Lyme, N.H., attended Hanover High School, and has returned to the Upper Valley and is "working from home" for Hypertherm as a marketing automation specialist. He and his fiancée live in South Pomfret and are snowboarders, musicians and home-owners. Tyler will make an excellent commissioner and seeks a full term.

The Planning Commission recommends these two gentlemen and feels very strongly that they will bring new energy and ideas to our town. We are very fortunate to have such enthusiast newcomers to our group and especially to our community.

On behalf of the Planning Commission, I thank you for considering our recommendations.

Sincerely,

William B. Emmons, III
Chairperson

Tim Reiter – Bio/ CV:

Born and raised in Central Pennsylvania, son of 2 public school teachers, large extended family, many of which are beef cattle farmers. Attended University of Pittsburgh (GIS/ English). After college, I moved to Vermont, having never been here- to take a job designing and programming the control systems for Killington's Snowmaking system- at the time, the largest in the world.

I met the love of my life in 2012, Sarah, who at the time was graduating Vermont Law School. She's a Naval Academy grad, marine scientist, Law professor, and competitive open-water swimmer. Why she married a ski bum like me, I will never know- but we have two fantastic kids (Orion, 4 and Hazel Ray, 2) and I'm the luckiest man in the world. We are blessed to call Pomfret home and moved to Skyline Drive in September of 2019.

I have a vast and widely varied career path that informs a lot of my thinking, as well as have traveled extensively and am a voracious reader. Below is a sampling of some of the more interesting jobs I've undertaken, but I am grateful to be managing S6 and felt immediately at home since I took over the reins in 2016.

Clipped Resume:

- **General Manager; Suicide Six Ski Area**
 - **Woodstock Inn & Resort**
- **Sure Shot Consultants LLC**
 - **Management Consultant** Client list to Include:
 - Rutland Motorcars LLC
 - Management restructuring and marketing campaign to increase profitability
 - Brokered high-end and classic automobiles for the principal and for a select client base
 - Attended auctions/ bought, sold, and curated automobiles and motorcycles
 - Developed website, SEO strategy, CRM package, and inventory control system, as well
 - as RO system for repair facility and restoration shop
 - RepliData Inc.
 - Marketing Director
 - Creative Director of Marketing and web strategy including search engine placement, statistical analysis, advertising, and positioning.
 - Grew a small business into a leading supplier of CD/DVD duplication devices, worldwide
 - Created national campaign, strategy, logos, and branding
 - Brightstar Care
 - Director of Operations and Human Resources
 - Completely restructured management and workflow for expanding multi-region home health care agency

- Developed processes and systems enabling remote management of over 800 nurses and 5 salespeople to operate profitably
- Hired and trained management team for continued success
- Upwelling Consulting LLC
 - A minority women and veteran-owned legal and environmental consulting firm with an impressive client list. Work included marketing strategy, brand management, logo design, web design, and communication tools.
- **TechnoAlpin**
 - **Western US Sales Manager**
 - A technically savvy snow lover with a strong sales background, an emotional connection to winter sports, and a passion to excel. Leveraging on many years of ski industry knowledge and contacts. Covering a diverse customer base of 120+ resorts and increasing sales and consultations by more than 18% within the first season.
 - Responsibilities include:
 - Acquiring new customers
 - Managing the existing customer network
 - Managing and enhancing customer data
 - Preparing quotes for highly customized user requirements
 - Preparing and negotiating contracts
 - Coordinating the progress of projects
 - Representing the company at regional and national trade shows and events
 - Planning, Forecasting and Budgeting
 - CRM systems management
- **Jaguar Land Rover**
 - **Director, Land Rover Experience at Quail**
 - Experiential marketing concept execution
 - Event planning and management logistics
 - Daily operations of off-road driving school and staff
 - Effective management of vendors, corporate partnerships, media relations and multi-scale group business
 - Development of school curriculum, and expanding of scope
 - ☑ Bridging the gap between core business (experiences) and adventure programs through new ideas, formats, and marketing initiatives
- **Killington**
 - **Mountain Operations Manager**
 - Managing all aspects of Lift Operations, Ticket Checking/ Loss Prevention, Summer

- Adventure Park, Mountain Biking Operations
- Recruiting, staffing, training, logistics and operations
- Create, manage, and more importantly consistently beat an operating budget of over \$3 million, not including capital projects
- Facilitator and high-level liaison between Executive team and Resort Management Team
- Engaged all aspects of resort operations including, but not limited to: Marketing,
- Events and Partnerships, Food and Beverage, Facilities, Snowmaking, Grooming, Mountain Patrol, Snowsports School, Vehicle Maintenance, Lift Maintenance and Electrical
- System developer, analyst, and designer of control systems
- Analyzed and redesigned enterprise control systems, for machinery and workflow,
- diagnosed systems failure; improved/ modernized previous control system and streamlined day-to-day practices, increasing efficiency and productivity by over 50%

- **Tropical Aquaculture Products**

- **West Coast Sales and Logistics Manager**

- Account manager for largest producer/importer of fresh tilapia in the world
 - Routinely sold over 1 million pounds of fresh fish per week, and managed its timely importation and distribution
 - Focused growth of sales in the Pacific Northwest by 22% first year
 - Inventory control specialist/ Logistics coordinator
 - Controlled a daily rolling inventory of nearly 300,000 pounds of fresh product (of over 40 item codes) that covered four ports of call, four warehouses, and their staff
 - Business Development/ Marketing
 - Presented at industry tradeshow across the country
 - Small dynamic start-up firm
 - 11 employees, managing a diverse customer base totaling over \$58 million in annual sales

- **Link Computer Corporation**

- **Project Manager/ technical sales**

- Consulted on a variety of projects, working for a varied array of customers, from small family-owned businesses (< \$100k) to large financial institutions (> \$30 Billion)
 - Graphic Designer (Web and Print)
 - Developed and maintained large corporate intranets, spanning multiple offices and the database structure supporting them

- Manufacturers and Traders Trust Company (under subcontract); 4/2001 – 1/2002
- Developed Brokerage Trading System, dubbed “Client Organization Management Processing And Sales System” (COMPASS)
- Planned and organized large financial systems encompassing over 2500 users, across five states, and over 3000 cost centers.

- **From:** Bill Emmons <wbemmons3@gmail.com>
Sent: Saturday, March 13, 2021 9:55 PM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Subject: Tyler Haire bio.

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- Tyler Haire moved to the Upper Valley in 2001 at the age of 13 when his mother took a job at DHMC. He graduated from Hanover High School in 2007 and was the captain of the boy's crew team and all-state musician for the classical bass. He received his bachelor's degree from Davidson College in North Carolina with a Spanish major and an economics minor. After graduating, he moved to Boston and started his career in digital marketing, working at several startups including the Boston-based, industry-leading software company called HubSpot. Fluent in Spanish, he moved to Madrid, Spain for two years while he worked at a HubSpot marketing agency firm as a consultant while his now-fianceé focused on travel writing about Europe for Vogue and other publications.

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- Finally, in 2019, Tyler took a job at Hypertherm in Lebanon as the marketing automation specialist and fulfilled a decade-long dream of moving back to the Upper Valley. After a long house hunt, they had a wonderful feeling about the Webb's house on Pomfret Road and decided to make an offer that same day while enjoying cookies and iced coffee from Teago and sitting on the picnic tables by the Pomfret Brook.

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- When not working, Tyler enjoys home improvement projects, hiking with his two rescue dogs, fly fishing the numerous waterways in the area, attending environmental seminars at Billings Farm, and finding hidden swimming holes. He is a lifelong snowboarder and decided to learn how to ski this year at Suicide Six for the added challenge. He hopes that his unique background can provide a helpful perspective on the planning commission and looks forward to serving the Pomfret community.

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- William B. Emmons, III
- Cloudland Farm
- 870 Cloudland Road
Woodstock, VT 05091
www.cloudlandfarm.com

From: Benjamin Brickner <benjamin.brickner@pomfretvt.us>
Sent: Monday, March 8, 2021 7:56 PM
To: Karen Hewitt Osnoe <karen.hewitt@pomfretvt.us>
Cc: Emily Grube <Emily.Grube@pomfretvt.us>
Subject: Re: Fw: Discovery for Black-Ottauquechee Watershed

This could be useful to get floodways and/or BFEs defined in Pomfret. If we had BFEs already defined, Log Cabin Road would have been much easier to resolve (and the Carey Driveway, and Teago, and . . .). We may get only a few flood permits each year, but I suspect that number will increase, assuming folks actually seek permits for work that requires them.

If FEMA is offering to do the work free of charge, I don't see much downside . . . for the town. But any shift in the SFHA could move someone new into a flood zone (and vice-versa). That would be a deeply unwelcome development for the particular land owner. But overall probably a better outcome for the town -- more accurate/modern maps and better information about where the hazards lie.

Looks like the offer isn't to review an entire town (that would be a lot of work), but for specific problem areas identified by local officials. To my mind, based on what I've seen through the ZBA, that might include Barnard Brook and Broad Brook, and portions of Mill Brook outside the ravine (where the steep topography limits how much area a flood would actually inundate).

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Benjamin Brickner | Town of Pomfret
5218 Pomfret Road | North Pomfret, Vermont 05053
benjamin.brickner@pomfretvt.us | <http://www.pomfretvt.us/>

Please note that any response to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

On Mon, Mar 8, 2021 at 7:05 PM Karen Hewitt Osnoe <karen.hewitt@pomfretvt.us> wrote:
Wondering if this is something that we should look into for possible flood hazard mapping for Pomfret? It may lessen the need for the BFE determination...but then again...given the few permits we do have?

Karen Hewitt Osnoe
Collector of Delinquent Taxes/
Zoning Administrator
5218 Pomfret Road
North Pomfret, VT 05053

Phone: 802-299-8211

Karen.hewitt@pomfretvt.us

<http://pomfretvt.us/>

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

From: Rodriguez, Alexandra D. <Rodriguezad@cdmsmith.com>

Sent: Friday, February 19, 2021 2:33 PM

To: Emily Grube <Emily.Grube@pomfretvt.us>; Becky Fielder <Clerk@pomfretvt.us>; Karen Hewitt Osnoe <karen.hewitt@pomfretvt.us>

Subject: Discovery for Black-Ottauquechee Watershed

Good Afternoon,

I am writing to inform you of the Federal Emergency Management Agency's (FEMA's) upcoming Risk Mapping, Assessment, and Planning (Risk MAP) Discovery process for the Black-Ottauquechee Watershed. This effort is for the communities in the Vermont portion of the watershed, which includes all or portions of your community.

Risk MAP is a FEMA program that helps communities identify, assess, and reduce their flood risk. By combining quality engineering with updated flood hazard data, FEMA provides accurate and easy-to-use information to enhance local mitigation plans, improve community outreach, and increase local awareness to flood hazards.

The Discovery process commences at the beginning of a Risk MAP project and assists in identifying the scope of the watershed study. Through the Discovery process, we will work with your community to collect data and information that will provide a more holistic picture of where vulnerabilities exist, the current flood hazards within your watershed, and opportunities to facilitate mitigation planning to help your community take further actions to reduce flood risk across the watershed. A Discovery meeting with local stakeholders will also be held as part of this process. Although FEMA has not scheduled Discovery meetings yet, it is anticipated that these meetings will occur virtually in April 2021.

We have enclosed a questionnaire for your community to complete to assist in our data gathering. If you do not have time to complete this questionnaire or if you do not know enough about any of these topics, please let us know, as this is also important information. We encourage you to share this email and questionnaire with all stakeholders in your community with a vested interest in the Black-Ottauquechee Watershed's floodplain management. This may include community leaders, emergency managers, GIS specialists, and local planners. The completed questionnaires will assist FEMA in preparation for the Discovery meeting by better understanding the needs of each community.

To support a secure transfer of data, we recommend that you upload the questionnaire, along with supporting data, to FEMA's Floodmaps File eXchange (FFX) <https://www.floodmaps.fema.gov/ffx/>. Registering for a login account with user ID is free. We will follow up with you to arrange to obtain any further relevant data that you have, if indicated on the completed questionnaire. We request that all questionnaires are submitted by April 1, 2021.

If you choose to fill out a hard copy of this questionnaire, please send to me, Diana Rodriguez, Project Manager for Compass, a contractor to FEMA for this study, at:

Diana Rodriguez
Compass Project Manager
c/o CDM Smith

125 South Wacker Drive, Suite 700
Chicago, IL 60606
(312) 780-7710

In March, we will email dates and times for the virtual Discovery meetings as well as a draft Discovery Report and Maps for your community to review. These will outline and display data that we have compiled to date for your community. Please note that these draft products will not reflect the information provided in the questionnaires.

At the Discovery meeting, you will have an additional opportunity to provide data and input on your community's flooding issues. Information collected from your community will be added to these draft Discovery products following the Discovery meeting. Your feedback is important for identifying local needs for consideration. The information we collect will help FEMA **prioritize** and **better define** which areas within the watershed will receive restudy.

We are sending this email to those in your community who may be interested or involved with floodplain management. For purposes of future correspondence, please let us know if you should be removed or if there are additional, appropriate community officials and stakeholders who should be included.

If you have any questions regarding the Discovery process or the data requested, please contact me by email or phone. Also available to answer any questions is the FEMA Project Manager, Christopher Markesich, by email at Christopher.Markesich@fema.dhs.gov or by phone at (617) 832-4712.

We look forward to working with your community through this Discovery process.

Thank you!

Diana Rodriguez, CFM
Compass Project Manager
CDM Smith, a member of Compass PTS JV
125 S. Wacker Dr, Suite 700, Chicago, IL
O: 312.780.7710

CONFIDENTIALITY NOTICE: The transmission of personally identifiable information (PII) such as an individual's social security number, date and place of birth, and other information that is linked or linkable to the individual is strictly prohibited. Such information should not be included, whether embedded or in an attachment, in any communication sent to this email address. The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or such individual's agent, or if this message has been addressed to you in error, please alert the sender immediately by reply email and then delete this message and any attachments. If you are not the intended recipient, please be advised that any use, dissemination, copying, or storage of this message and any attachments is strictly prohibited.

**CREDIT CARD POLICY DRAFT
TOWN OF POMFRET, VT
Revised 2/26/21**

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Town outside those purchases which are regularly billed to the Town and paid by check. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

CARD HOLDERS AND LIMITS. The Clerk, Treasurer, and Road Foreman may have credit cards, with maximum credit limits of \$2500, though purchases in excess of \$1000 shall be explained, in addition to providing documentation. No Selectboard member may have a credit card, as that that would be considered access to cash, and is a conflict of interest with Selectboard duties and responsibilities.

Before a credit card is issued, it is required that the user sign the Credit Card Acknowledgement form after reading the Credit Card Policy and the Purchasing Policy to understand how to comply with their requirements.

CREDIT CARD USE. Credit cards issued under this policy may only be used by the named cardholder and is limited to Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. The card is also limited to purchases authorized for their particular responsibility for the town. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Authorized users and employees may be subject to cancellation of their town credit card and/or disciplinary action for misuse of a Town credit card, up to and including termination.

Credit card purchases are subject to the Town's Purchasing Policy and spending limits. For each purchase, there must be an invoice submitted to the Treasurer in the name of the town (not the name of an individual or business) or a receipt with all items dedicated for town use. The credit card should not be used for purchases eligible for efficiency rebates or grant reimbursements.

SECURITY. Authorized credit card users are responsible for the card's protection and custody. Any unauthorized activity or loss of a card shall be reported immediately to the Treasurer, who is responsible to report this promptly to the issuing bank. The Treasurer shall report any such incidents to the Selectboard, as well as their resolution. The Treasurer shall cancel cards when officials leave the town's employ. Any notifications or changes to the credit cards by the Town must be communicated to the credit card issuing bank on a timely basis by the Treasurer after consultation with the Selectboard.

DOCUMENTATION. As soon as possible after the purchase, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the budget line item, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice billed to the Town of Pomfret and a customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order conformation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor. Receipts and other documentation are then matched, by the Treasurer, to the monthly credit card bank statement and are to be retained on file. The failure to provide receipts to the Treasurer, on a timely basis, or failure to comply with the requirements of this policy is grounds for credit card termination.

SEPARATION. The Treasurer shall cancel cards when officials leave the town's employ.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Pomfret, Vermont, this ____ day of _____ and is effective as of this date until amended or repealed.

_____ Chairperson

CREDIT CARD POLICY ACKNOWLEDGEMENT BY AUTHORIZED USER

TOWN OF POMFRET, VT

I have read the Credit Card & Purchasing Policies and will comply with their requirements.

Signed by Credit Card Holder _____ Date _____