

Town of Pomfret Special Selectboard Meeting Agenda
Town Offices

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

Agenda	Presenter	Time Frame
1. Call to Order	Chair	7:00 pm
2. Public Comment		
3. Agenda review		
4. Recurring Items <ul style="list-style-type: none"> a. Approval of 03/17 and 03/24/2021 minutes b. Warrants for approval c. Road Foreman's Report 		
5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Woodstock Resort Corp/Suicide 6 Act 250 Application; Hearing Participation b. Paving RFP c. Sand RFP d. Pilot Driveway e. Making a driveway that now serves more than one home on a private road f. Hunnewell Driveway g. TA 60 Report h. Capital Plan Adoption i. Teago Intersection j. Dolan donation for highway items at Teago intersection k. LEMP l. Dog Complaint m. Open Meeting Law Requirements; Streaming/Video Discussion n. Furnace Replacement Town offices o. Proposed Veterans' Memorial p. Structures Grant q. Highway Grant 		
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=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

Town of Pomfret
Select Board Meeting
Draft Minutes
March 17, 2021

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

Public: Nancy Matthews, Ben Brickner, John Moore, Jon Ricketson, Jim Potter, Cynthia Hewitt, Cathy Peters, Kevin Rice, Neil Lamson, India Mazzucco, Scott Woodward, Ellen DesMeules, Marge Wakefield, Christine Pilot

1. Emily called the meeting to order at 7:01 pm
2. No Public Comment
3. John moved and Steve seconded to Approve the Agenda. Unanimous roll-call vote
4. Recurring Items:
 - a. John moved and Steve seconded to approve the minutes for both 03/03/2021 and 03/09/2021. Unanimous roll-call vote
 - b. Warrants for Payment

21081	\$317,174.36	Delinquent Taxes transfer to Collector of Delinquent Taxes
21082	13,394.35	Accounts payable
21083	823.00	Truck trade-in balance
21084	16.03	Tax refund

Steve moved and Chuck seconded approval for payment of all warrants. Unanimous roll-call vote
 - c. Road Foreman's Report. Rich and Gail Gardner asked Jim for permission to loop their driveway around. Jim told them to fill out a driveway permit request and they could be on the agenda for the 04//07/2021 meeting.
Jim received a quote from Mr. Mitchell for painting the trucks -- \$414.46 for all 4 doors. They will come to the shop to apply. The other vendor has not replied. Chuck moved and Steve seconded to have the trucks painted. (Gold leaf would add half again as much money) Unanimous roll-call vote. The crew is working on pot holes, doing proactive patching in mud spots, and will get out the hot box when it warms up. They will return to tree cutting on the north side of town.
5. Items for Discussion or Vote
 - a. Grader Paperwork –Steve presented a spread sheet comparing the bids from Nortrac and Milton Cat. He and Jim decided the Nortrac John Deere was the best options because of the larger cab, no exposed hoses and other reasons. Milton Cat's bid was missing several key factors and they were not willing to bring a machine down for inspection. Scott explained the bids/paperwork were necessary for the Board to articulate factors of the decision. (see paperwork at end of minutes)
 - b. Pilot Driveway – Christine Pilot submitted a permit to change her driveway. She intends to have a tree removed so that she may create parking space on the front lawn. The existing driveway is not used because it has a steep grade which is hard to maneuver in the winter. It is also over her well. John Peters feels what she wishes to do is actually much safer than what is there now. This is a perfect example of houses built closer to the road in the pasts. Jon Harrington would like to do a site visit at the home. John moved

and Steve seconded approval of the new plan with the condition that Jon Harrington agrees after a site visit (which he will perform in the next day or two). Unanimous roll-call vote.

- c. Road Posting – Jim did the road posting administration online; he posted all the roads; Becky has the “official” document to post in three areas.
- d. Sand RFP Emily will send the RFP to Jon Harrington for correct language and approval at the next meeting. We submit this RFP early in order to be sure that DRY sand is delivered.
- e. Selectboard Rules and Procedures – John Peters presented the amended Rules and Procedures. Steve moved and Chuck seconded adoption of this document. Unanimous roll-call vote. A copy will be left with Becky for signatures. John posted it to the web site.
- f. Black River Ottawaquechee Watershed Mapping project is turned over to the Planning Commission and liaison with the Board by Jon Harrington.

g. The following Appointments to Various Boards were made:

- Animal Control Officer -- No appointment, vacant
- Citizen Trustee of Labounty Fund -- No appointment, vacant
- Collector of Delinquent Taxes -- No appointment, Karen Osnoe continues indefinitely
- Constable -- Doug Tuthill, term ends 2022
- e911 Coordinator -- Becky Fielder, term ends 2022
- ECFiber Representatives -- Alan Graham, Kristin Esty and Betsy Rhodes, terms end 2022
- Emergency Management Coordinator -- No appointment, Kevin Rice continues indefinitely
- Fire Wardens -- No new appointments needed, current terms expire 2025
- GUVSWD Representatives -- Vern Clifford (primary) and Doug Tuthill (alternate), terms end 2022
- Health Officer – Hugh Herman, M.D. Appointed by the State
- Planning Commission -- Tim Reiter, Nelson Lamson, Tyler Haire, terms end 2024
- Poundkeeper -- No appointment, vacant
- Road Commissioner -- No appointment, vacant
- Town Agent -- No appointment. The Board feels Joe McLean and Stitchell Page fulfill this position.
- Town Service Officer -- Sheila Murray, term ends 2022
- Tree Wardens -- Cy Benoit (primary) and Alan Graham (deputy), terms end 2022
- Two Rivers Board Representatives -- Bill Emmons and Phil Dechert, terms end 2022
- Two Rivers Transportation Advisory Committee Representative -- No appointment, vacant
- Zoning Administrator -- Karen Osnoe, term ends 2024
- Zoning Board of Adjustment -- Alan Blackmer, term ends 2024

Selectboard Committees:

- Capital Planning Committee -- No appointments, current members continue indefinitely
 - Energy Committee -- No appointments, Heidi Gennaro's seat vacant, Frey Aarnio's seat has no term defined
 - Financial Management Committee -- No appointments, current members continue indefinitely
- h. Capital Plan – Steve reported that the Adopted Capital Plan was for creating reserve funds and paying cash for equipment vs. financing or grants. The board feels this is the best route to take since financing adds several thousands of dollars of unnecessary interest charges. The Plan also shortened the replacement cycle, i.e., trucks used for 5 years vs. 7, fewer hours for grader, loader, etc. It is understood that things may change in the future. (See attached spread sheet)
- i. Credit Card Policy – Nancy made one change to this document. Steve moved and John seconded adoption of this policy. Unanimous roll-call vote.
- j. Furnace for Town Office – Three bids were received. John recommended Ottawaquechee Plumbing be awarded the contract. Steve seconded. Unanimous roll-call vote.
- k. LEMP – Kevin Rice is working on this report. He needs to update information re: at-risk residents. It will be ready for the board to adopt before May 1st.
6. Meeting Wrap-Up
- a. No correspondence
 - b. Review of Assignments – Jon to check Pilot driveway and to look into Paving RFP; John to contact Ottawaquechee Plumbing; Emily to call Heidi Gennaro and Doug Tuthill, Kevin to complete LEMP
 - c. Agenda Items for next meeting: Gardner driveway Permit, Sand RFP, Paving RFP, LEMP _____

Town of Pomfret Special Select Board Meeting
Wednesday, March 24, 2021

Present: Emily Grube, John Peters, Jon Harrington, Chuck Gundersen
Public: Ellen DesMeules, Cynthia Hewitt

1. The meeting was called to order at 7:01 pm
No Public Comment
No change to agenda.
2. Items for Discussion or Vote
Warrants for Payment

21085	2686.86	Accounts payable
21086	6766.62	Payroll
21087	8928.22	Accounts payable

John moved and Chuck seconded to accept agenda.
Unanimous roll-call vote
Unanimous roll-call vote
3. Meeting wrap-up
 - a. No correspondence
 - b. Assignments – Paving RFP - Jon; dog complaint – John
 - c. Chuck moved and Jon seconded adjournment at 7:20 pm

APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

owner Christine Pibot Phone 802 281 9721
Address 1933 Pongjet Rd. State VT Zip 05056

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located Rt side of Pongjet Rd, Highway #1 (E911 highway name) Town Highway No. 1

The proposed access will be located approximately 0 (ft./ mi.) from the intersection of this road with Pongjet Rd. (E911 highway name).

Landowner

Address

on the

road with

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90-degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway.

applicant agrees to maintain said road, March, 2021. The access and adhere

Signature, Applicant's Agent Christine Pibot to the directions, restrictions and conditions forming a part of this permit. Dated this 4 day [

Applicant or Applicant's Name
{printed or typed)

Application fee of \$50. Received Date

BY

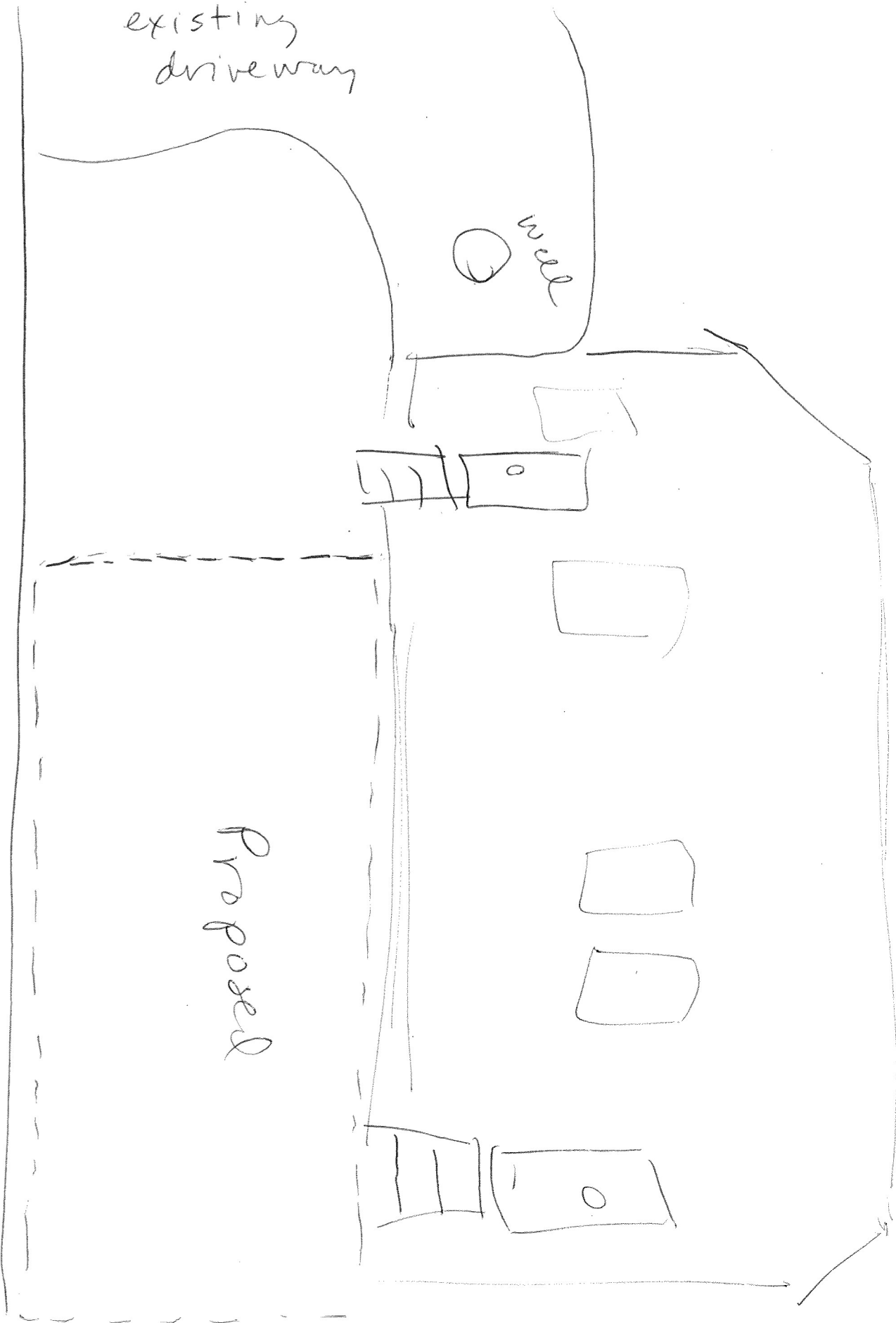
Directions, restrictions and conditions:

existing
driveway

well

Highway # 1

Proposed



TOWN OF POMFRET
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner Hunnewell Ogden Irrevocable Trust Phone _____
Address 922 Barber Hill Road, Pomfret State VT Zip 05091

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the Southern side of Barber Hill Road (E911 highway name) Town Highway No. 5
The proposed access will be located approximately 1/2 mi. (ft./ mi.) from the intersection of this road with Cloudland Road (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90-degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at _____ this 2 day of March, 20 21.

Nina Hunnewell Signature, Applicant or Applicant's Agent Nina Hunnewell Applicant or Applicant's Agent's Name
(printed or typed)

Application fee of \$50. Received Date 3/24/2021 by RL JF

Directions, restrictions and conditions:

18-inch culvert required yes no

Other restrictions or conditions

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this _____ day of _____, 20____.

Road Commissioner _____ Chair, Selectboard

Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This _____ day of _____, 20____.

Road Commissioner _____ Chair, Selectboard

Form adopted by Pomfret Selectboard June 21, 2017

ACT 250 HEARING NOTICE
APPLICATION #3W0223-7
10 V.S.A. §§ 6001 - 6111

On March 23, 2021, Adventure ORX, LLC, One Parklane Blvd, Dearborn, MI 48126 and The Woodstock Resort Corporation, 9 Cross Street, Woodstock, VT 05091 filed application #3W0223-7 for a project described as (1) constructing a 6,500 square foot structure to accommodate a maximum of 30 vehicles, equipment, and supplies and a 2,640 square foot concrete wash pad for vehicle washing situated behind a new 200-foot wooden fence, together with associated utilities and infrastructure on south side of Barnard Brook, all outside of wetland and stream buffer zones; using the existing maintenance and woods roads during non-skiseason months for Ford Bronco customer driving experience at slow speed over various terrain and obstacles; and (2) erecting a temporary, fenced area on the existing Ski Area parking area for washing and storing vehicles to allow operation of the Project until the permanent structure and wash pad have been constructed. The project is located at the Suicide 6 Ski Area, 247 Stage Road, in Pomfret, VT. This project will be evaluated by the District 3 Environmental Commission in accordance with the 10 environmental criteria of 10 V.S.A., § 6086(a). A copy of the application and plans can be reviewed online at the Natural Resources Board's website <https://nrb.vermont.gov/> and clicking "Act 250 Database" and entering 3W0223-7 as the Project Number.

The Commission intends to narrow the scope of the hearing to Criteria 1B (wastewater and stormwater), 1G (wetlands), 4 (erosion), 5 and 9K (traffic issues), 8A (wildlife), and 8 (aesthetics and noise) unless that scope is expanded by the Commission at the hearing.

Note to Prospective Parties: Pursuant to Vermont statute and Act 250 Rules, any person seeking to participate as a party to this proceeding **MUST** make such a request "on or before the first hearing." Accordingly, all prospective parties must log in or call into the hearing scheduled below, or file a written party status petition (including email address, street address, and mailing address) in advance with the Commission at NRB.Act250Springfield@vermont.gov. Failure to timely appear on the hearing call or video conference call, or to timely file a written request by the date of the hearing might result in the forfeiture of your rights relative to this matter.

A hearing is scheduled to convene:

Date: Wednesday, April 14, 2021

Virtual Hearing: 9:00 AM via Microsoft Teams (see below)

Virtual Hearing Instructions: Due to the coronavirus (COVID-19), this hearing will be conducted remotely via Microsoft Teams video conferencing software (Teams). To receive a Teams invitation, please e-mail the District Coordinator, Linda Matteson, at

Linda.Matteson@vermont.gov by no later than 4:30 PM on Tuesday, April 13, 2021. If you are unable to participate using Teams, you may still call in to the hearing:

- **Dial:** **802-828-7667**
- **Enter Conference ID:** **190 436 764#**

Hearing Notice

Act 250 Permit Application #3W0223-7

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If you plan to introduce any new exhibits into the record or reference any documents during the hearing, please submit any such items to the District Coordinator and the Certificate of Service no later than April 13, 2021 at 4:30 PM so that all parties may have the opportunity to review prior to the hearing.

At about 8:55 AM sign in or call in to the hearing. The Coordinator will initiate the Teams meeting at 8:45 AM for those who want to arrive early. The Commission's Hearing will not commence prior to 9:00 AM.

If you experience technical difficulties or need assistance troubleshooting with Teams, the Technician, Gina St. Sauveur, will be available by phone at 802-7510120.

The following persons or organizations may participate in the hearing for this project:

1. **Statutory parties:** The municipality, the municipal planning commission, the regional planning commission, any adjacent municipality, municipal planning commission or regional planning commission if the project lands are located on a town boundary, and affected state agencies are entitled to party status.
2. **Adjoining property owners and others:** May participate as parties to the extent they have a particularized interest that may be affected by the proposed project under the ten criteria.
3. **Non-party participants:** The district commission, on its own motion or by petition, may allow others to participate in the hearing without being accorded party status.

If you plan on participating in the hearing on behalf of a group or organization, please provide: 1) a written description of the organization, its purposes, and the nature of its membership (T.10, § 6085(c)(2)(B)); 2) documentation that prior to the date of the hearing, you were duly authorized to speak for the organization; and 3) that the organization has articulated a position with respect to the Project's impacts under specific Act 250 Criteria.

If you wish further information regarding participation in this hearing, please contact the district coordinator (see below) before the date of the first hearing. If you have a disability for which you need accommodation in order to participate in this process (including participating in a public hearing, if one is held), please notify us as soon as possible, in order to allow us as much time as possible to accommodate your needs.

The District Commission members hearing this project will be Tim Taylor from Post Mills (Thetford), Roderick Maclay from South Strafford, and Suzanne Butterfield from Stockbridge. If you feel that any of the members may have a conflict of interest, or if there is any other reason a member should be disqualified from sitting on this case, please contact the district coordinator as soon as possible, no later than prior to the date of the first hearing.

Hearing Notice
Act 250 Permit Application #3W0223-7
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Dated this 30th day of March, 2021.

By: Linda Matteson
Linda Matteson
District Coordinator
100 Mineral St., Ste 305, Springfield, VT 05156-3168
Tel: 802-289-0598 / Linda.Matteson@vermont.gov

If necessary, a site visit will be scheduled for another day at the hearing.

E-Notification CERTIFICATE OF SERVICE # 3W0223-7

I hereby certify that I, the undersigned, sent a copy of the foregoing Hearing Notice on March 30, 2021 by U.S. Mail, postage prepaid, to the individuals without email addresses, and by electronic mail to the following with email addresses. All email replies should be sent to NRB.Act250Springfield@vermont.gov. **Note: Any recipient may change its preferred method of receiving notices and other documents by contacting the NRB District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify the District Office of any email**

address changes.

Adventure ORX, LLC One Parklane Blvd Dearborn, MI 48126
tmccarty@jacksondawson.com

The Woodstock Resort Corporation
9 Cross Street
Woodstock, VT 05091

David R. Cooper, Esq.
Facey Goss & McPhee, P.C
PO box 578 Rutland city, VT 05072
dcooper@fgmvt.com

Craig Jewett, P.E. jewett@fgmvt.com

Pomfret Selectboard Emily Grube, Chair
John Peters Jr., Vice-Chair
5218 Pomfret Road North Pomfret, VT 05053 emily.grube@pomfretvt.us
john.peters@pomfretvt.us

Pomfret Town Planning
William B. Emmons, Chair
1101 Cloudland Road Woodstock, VT 05091
wbemmons3@gmail.com

Two Rivers-Ottauquechee Regional Commission c/o Lori Kay
128 King Farm Road Woodstock, VT 05091
lkay@trorc.org

ANR Office of Planning & Legal Affairs
1 National Life Dr., Davis 2 Montpelier, VT 05620-3901 anr.act250@vermont.gov
elizabeth.lord@vermont.gov District 3 Environmental Commission
100 Mineral Street, Suite 305
Springfield, VT 05156
Tim Taylor, Chair
Roderick Maclay, Suzanne Butterfield
NRB.Act250Springfield@vermont.gov

FOR INFORMATION ONLY

VT Department of Libraries
linda.bullard@vermont.gov

The Vermont Standard
ads@thevermontstandard.com

John Lippman, Valley News
jlippman@vnews.com

Pomfret Town Clerk
Rebecca Fielder
5218 Pomfret Road North Pomfret, VT 05053
clerk@pomfretvt.us

Pomfret Zoning Administrator
Karen Hewitt
5218 Pomfret Road North Pomfret, VT 05053
karen.hewitt@pomfretvt.us

Public Service Department
112 State Office Building Montpelier, VT 05620-2601
barry.murphy@vermont.gov

Vermont AOT, Utilities and Permits
1 National Life Drive, Montpelier, VT 05633 AOT.Act250@vermont.gov

Agency of Agriculture, Food & Markets
116 State St., Drawer 20
Montpelier, VT 05620-2901
AGR.Act250@vermont.gov
Ari.rockland-miller@vermont.gov
Division for Historic Preservation
National Life Building, 6th Floor Drawer 20, Montpelier, VT 05620-0501
Accd.projectreview@vermont.gov

VT Dept. of Forests, Parks & Recreation
100 Mineral Street, Suite 304 Springfield, VT 05156-3168 nate.mckeen@vermont.gov

VT Fish & Wildlife Department lael.will@vermont.gov
lee.simard@vermont.gov

VT Dept. of Environmental Conservation
rebecca.chalmers@vermont.gov

ADJOINING LANDOWNERS

Ryan & Allison Longfield
10 Gerrish Lane
New Canaan, CT 06840

Joseph & Cara Defoor

PO Box 219
South Pomfret, VT 05067

George & Linda Racicot
18 Elm Street
Woodstock, VT 05091

Charles & Alice Gunderson
PO Box 104
South Pomfret, VT 05067

Christine Pilot & Simon Shepard PO Box 323
North Pomfret, VT 05053

Raymond & Doris Roberts
PO Box 4
South Pomfret, VT 05067

Sharlene Kelly PO Box 125 South Pomfret, VT 05067
cmsllc3@gmail.com

Mary Ann Barbi
17 Crest Road
Hillsdale, NJ 07642

Purple Crayons Production, Inc. PO Box 158
South Pomfret, VT 05067

White Family Trust
PO Box 1702
New London, NH 03257

Gregory & Meghann Carroll
50 Prospect Street
Topsfield, MA 01983

Lisa Parsons
29 Brown Street
Marblehead, MA 02481

Gully Road, LLC
36 Valley Road
Wellesley, MA 02481

Kristian Friedrich

47 Magnolia Terrace
Westfield, MA 01085

Matthew Maya
1869 Pomfret Road
Woodstock, VT 05091

The Appalachian Trail
PO Box 50
Harper's Ferry, WV 25425

F. Dean Merrill
828 Austin Road
Woodstock, VT 05091
merrillvt@myfairpoint.net

Matthew Stout
Woodstock Area Mountain Biking Assoc.
3420 Cox District Road Woodstock, VT 05091
mgstout@gmail.com

Seth Westbrook
PO Box 43 So. Pomfret, VT 05067
sethwestbro@gmail.com

Janis Murcic
PO Box 218 So. Pomfret, VT 05067
janism@sover.net

By: _
Gina St Sauveur
Natural Resources Board Technician

PLEASE NOTE: this is not a comprehensive treatment of the Open Meeting Law; it does not address topics such as electronic participation at meetings and the use of executive session and deliberative session. FAQs on these topics are available on the VLCT website at:

<https://www.vlct.org/resource/open-meeting-law-faqs>.

TYPES OF MEETINGS:

- "**Regular meetings**" are meetings that take place at a regularly occurring, pre-arranged time and day.
- "**Special meetings**" are meetings that take place at any time or date outside of the "regular" meeting schedule.
- "**Emergency meetings**" may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body. 1 V.S.A. § 312(c)(3).

ANNOUNCING / POSTING NOTICE OF A MEETING:

Regular meetings must be clearly designated by ordinance or resolution of the public body and this information shall be available to any person upon request. 1 V.S.A. § 312(c)(1). Designation of the regular meeting schedule should take place at the body's first meeting after Town Meeting day. Although not required by law, we recommend posting notice of the regular meeting schedule in a prominent place in town for the entire year.

Special meetings must be "publicly announced" at least 24 hours in advance. This means that notice is:

- (1) given to all members of the body either orally or in writing (unless previously waived by that member);
- (2) given to an editor, publisher or news director of a newspaper or radio station serving the area (although there is no requirement that the notice is actually published or broadcasted);
- (3) given to any person who requests to be notified of special meetings;
- (4) physically posted in or near the clerk's office; and
- (5) physically posted in at least two public places in town that have been designated for posting. 1 V.S.A. §§ 312(c)(2), 310(4).

Emergency meetings "may be held without public announcement, without posting of notices and without 24hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting." 1 V.S.A. § 312(c)(3).

AGENDAS:

- Required for all regular and special meetings but not required for emergency meetings.
- At least 48 hours in advance of a regular meeting and 24 hours in advance of a special meeting, must be:
 - (1) physically posted in or near the municipal office;
 - (2) physically posted in at least two other public places in town that have been designated for posting; (3) posted electronically to a website, if one exists, that is maintained or has been designated as the official website. 1 V.S.A. § 312(d); and
 - (4) available to a person prior to a meeting upon specific request.
- If a quorum or more members will attend electronically, the agenda must designate at least one physical location where a member of the public can attend and participate in the meeting. 1 V.S.A. § 312(a)(2). At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

MINUTES:

- Must be taken at every public meeting. Minutes need not be taken in executive session, but if they are, they are not subject to a public records request. 1 V.S.A. §§ 312(b)(1), 313(a).
 - Minutes must give a true indication of the business of the meeting - which may require supplementing the following statutorily-required elements: (1) the members present; (2) active participants; (3) motions, proposals, and resolutions made, offered, and considered, and what disposition is made of the same; (4) the result of any votes taken; and (5) a record of individual votes if a roll call is taken. 1 V.S.A. § 312(b)(1). □ Must be kept by the secretary or clerk of the public body (not necessarily the Town Clerk). 1 V.S.A. § 312(b)(1).
 - Five calendar days after the meeting minutes must be available for inspection and copying and must be posted to a website, if one exists, that is maintained or has been designated as the official website. 1 V.S.A. § 312(b)(2).
 - Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken. 1 V.S.A. § 312(b)(2).
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Town of Pomfret
Selectboard
5218 Pomfret Road No Pomfret VT 05053
802-457-3861
802-457-8180 fax

November 12, 2020

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

Proposed Pomfret Veterans' Memorial

The Pomfret Historical Society would like to propose the construction of a public space to be used as a memorial to honor the veterans of Pomfret. This would have a 12'x12' timber frame structure sited on town land between the Town Offices and Red Brick Building as shown in Figure 1 below. A top view of the memorial, as seen in Figure 2, shows details from above. The structure would have a ground-mounted base to display the Pomfret church bell. This has been stored, untouched, in the balcony of the Town Meeting Hall for over 150 years. A low stone-topped back wall would provide seating along with two wooden benches. The space behind the back wall would allow for a small low-maintenance garden. On the support holding the bell, a plaque would be mounted with the words, "For Those Who Served." The memorial would have a smart phone bar code with a direct link to a PHS webpage on the town website with information about all the veterans serving in all the wars and conflicts. At the proposed location, two free WiFi connections are currently available, one from the Pomfret Town Offices and the through the Pomfret Historical Society. The bell could be rung for special occasions.

We estimate that the construction cost of the Pomfret Veteran's Memorial would be around \$8,000. With donated time and equipment, the cost would be much less. The Town of Pomfret has appropriated \$1,000 for this project. An anonymous doner has pledged another \$3,000. The Pomfret Historical Society will match donations up to \$2,000. If you would like to help with the project or donate money, please contact Alan Graham at PomfretHistoryVT@gmail.com or 802457-1021. All donations to the Pomfret Historical Society, a 501(c)3 organization, are tax deductible.

Details about the Project

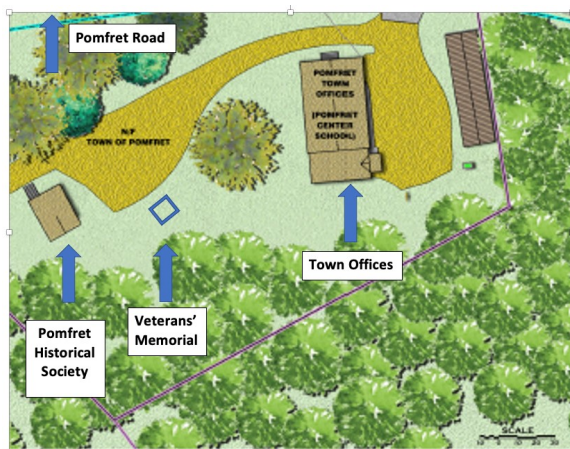


Figure 1. Proposed siting of Pomfret Veterans' Memorial next to Town Offices

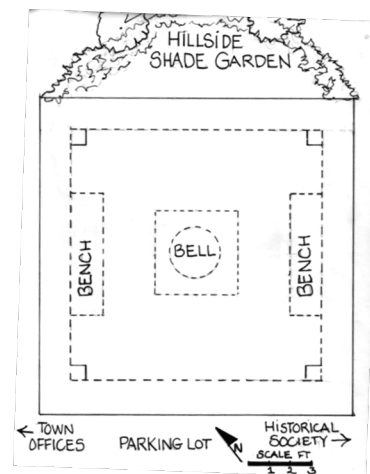


Figure 2. Plan (top) view of timber frame.

The timber frame is a simple structure, and the Pomfret community could come together to erect the walls and set rafters to commemorate the memorial. Figure 3 below shows what a 12' by 12' structure might look like. Figure 4 shows a photo of a Meneely bell from 1845.

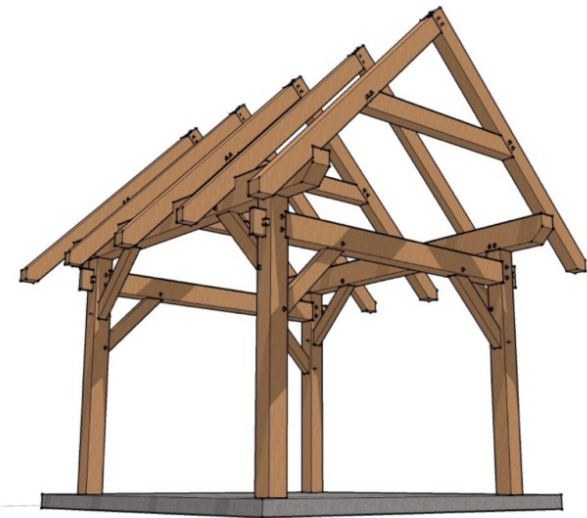


Figure 3. The timber frame structure.



Figure 4. Meneely bell

The Town of Pomfret has a church bell that would provide a fine symbol for the veteran's memorial. Figure 5 shows the Pomfret Town Hall bell, upside down, with one of the four cast iron mounts that originally provided the pivot point for the bell. According to Vail¹, the construction of the Unitarian Church was completed in 1845. In 1872, the church deeded the building to the town for town meetings. After the woodwork of the steeple decayed, it was dismantled, and the bell was lowered down to the balcony, where it now resides.

¹ Vail, Henry Hobart. 1930. Emma Chandler White, editor. Pomfret Vermont. Volume 1. pp 241-249. <https://catalog.hathitrust.org/Record/006685202>



Figure 5. Pomfret Town Hall bell.

The maker of the bell is unknown. The yoke bell design is different from other bells in that it has two independent pivot point supports on each side with additional rods to stabilize these supports. The bell is 28" in diameter at the base and we estimate that it weighs 500 pounds. The Meneely Foundry in Troy, NY, a maker of many church bells, may be a possible manufacturer of the bell, but there are no records recording a bell

being sold to Pomfret.

Sources:

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 _____

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

Paving

April 8, 2021

**Proposals due by Noon
on May 12, 2021**

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

Contact Information:
Chair Pomfret Selectboard
Emily.grube@pomfretvt.us
(802) 457-3861

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals from paving companies (“Proposers”) for paving work.

Proposers are to include detailed specifications including any options, warranties, and timeframe for completion of work.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2021 season.

Proposal Schedule

Activity	Date
RFP Issue & Publication	04/08/2021
RFP Questions Due	04/29/2021
Proposals Due	05/14/2021 noon
Selectboard Bid Opening	05/19/2021
Anticipated Selectboard Decision	05/19/2021

Instructions to Bidders

- 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 “Paving Proposal” on the outside, **must be received no later than Noon, May 14, 2021** at the following address: Pomfret Town Offices, attn.: Pomfret

Selectboard Chair, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at the subsequent Selectboard meeting.

- Evaluation of Bids

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

- *Price*
- *Bidder's ability to perform within the specified time limits;*
- *Bidder's experience and reputation, including past performance for the Town;*
- *Quality of the materials and services specified in the bid;*
- *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
- *Bidder's financial responsibility;*
- *Bidder's availability to provide future service, maintenance, and support;*
- *Nature and size of bidder; and*
- *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.

- **RFP questions: Any questions regarding the RFP shall be emailed to Pomfret Road Foreman Jim Potter, Jim.Potter@pomfretvt.us. Questions are due on April 29. Responses to questions can be made available to all potential bidders by email on or before May 3, 2021.**

- 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.

- Delivery

~~The Town wishes to complete the paving job~~ Paving shall be completed before August 31, 2021.

- Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

- Minimum Specifications

- Location:

Pomfret Road from Hartford/Pomfret Town Line, 2.125 miles North to near the Starbuck Road intersection. Limits have been marked by the Town.

- Asphalt type - ¾” inch Type IV shim, 1-1/2” inch Type III overlay;
- Paving shall be done in accordance with applicable latest VTrans specifications;
- Liquid Binder shall be PG 58-28 with an alternate bid provided for PG 70-28
- Gyration shall be 65;
- End joints shall be milled;
- Intersecting town highways shall have 20-foot paved aprons or as directed by the Town;
- Intersecting driveways shall receive four-foot aprons;
- Traffic control;
- Shoulder fill to be installed , at a separate and optional price - which shall be broomed and roller packed;
- Please provide estimates of amount material *and* prices per ton for installing both the asphalt and shoulder fill

- Additional Information

A. Paving width shall match existing. Standard paving width is 23’

B. Shoulders shall be 1.5 ft;

C. Emulsion on existing pavement shall be applied at an application rate of 0.06 gal per square yard or as otherwise directed by the Town.

D. Budget for project will be finalized once bids are received.

E. Inspection

- The Town may at its discretion assign an inspector to act on behalf of the Town to monitor quality control during paving operations.
- The Contractor shall work with the inspector to address any issues.

F. Compaction Testing

- Pavement shall be compacted to 92.5% min. to 96.5%.
- Pricing shall include a third party tester to verify compaction requirements are being met.

Local Emergency Management Plan Municipal Adoption Form

- **Compaction Tests shall be performed on a daily basis or as directed by the Town.**

Town/City of MUNICIPALITY
1234 Street
Municipality, VT 00000

The first test shall be performed as soon as possible with the Inspector

at agreed upon locations.

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

- Compaction results shall be provided to the Inspector as requested.

- If compaction does not meet requirements, all work shall be stopped until the necessary corrections are made.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

COMMENTS FOR DISCUSSION

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

- Does the Town want to include a bid form and track pavement quantities by having an inspector take pavement slips?

- Does the Town want to apply the asphalt price adjustment factor? I don't think we need to since this is a smaller project and could be done soon after bidding.

- 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 _____

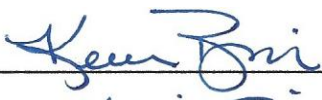
Print Name & Company _____

Municipality	Town of Pomfret
LEMP Adoption Date	May 1, 2021
NIMS Adoption Date	May 7, 2014
EMDName	Kevin Rice
Position	EMD
Primary Phone	Mobile 802-356-7643
Alternate Phone	Home: 802-457-2364
Email	krice@gmail.com
POC2 Name	Emily Grube
Position	Select Board Chair
Primary Phone	802-457 -2994
Alternate Phone	
Email	emily.grube@pomfretvt.us
POE 3 Name	
Position	
Primary Phone	
Alternate Phone	

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

'- _----' Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* 
Kevin Rice

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS1001IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



a.

Local Emergency Management Plan (LEMP)

Required Elements

Municipal Adoption	
Municipal Adoption Form	
x	Municipal adoption of National Incident Management System (NIMS)
x	Contact information for local authorities during an emergency
x	Certification that LEMP meets Vermont NIMS / Implementation Guidance
x	LEMP adoption by local selectboard / city council (annual)
x	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
Planners	
x	List of people who wrote / maintain the LEMP
Municipal Emergency Operations Center (EOC)	
x	Activation authority
x	EOC staff positions and duties (minimum 1)
x	List of potential EOC staff members (minimum 1)
x	Facility information for potential EOC locations (minimum 1)
Resources	
x	Emergency purchasing agent and spending limits (if any)
x	List of standing municipal contracts that can be used during an emergency
x	National Incident Management System (NIMS) Typed Resource List
x	List of other local resources that could be used during an emergency
Public Information and Warning	
x	VT-Alert contact information
x	Local website / social media information (if any)
x	List of local media outlets (if any)
x	Public notice sites for non-phone/Internet information
x	Vermont 2-1-1 contact information
Vulnerable Populations	
x	List of organizations/facilities that serve local vulnerable populations
x	Identification and monitoring process
Shelters	
x	Spontaneous and regional shelter information
x	Opening information for local shelters (if any)
x	Service information for local shelters (if any)
Contact Information	
x	Emergency Management personnel
x	Response organizations
x	Municipal officials / public works
x	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: www.vermont.gov

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Kevin Rice	
Steve Chamberlin	
Emily Grube	

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	EMD, Select Board, Fire Chief
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Terri Chamberlin	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Steve Chamberlin	802-763-7820 / steve.chamberlin@pomfretvt.us
Robert Coates	802-457-9991 / bcoatesvt@hotmail.com
Neil Lamson	802-763-2070 / foxfarm22@gmail.com
Bill Emmons	802-457-1520 / wbemmons3@gmail.com
Frank Perron	802-457-3402 frank.perron@pomfretvt.us
Terri Chamberlin	802-763-7820 / ridgelinefarm@aol.com
Phil Dechert	802-457- 2008 / pdechert802@gmail.com
Chuck Gunderson	802-457-2921 / chuck.gunderson@pomfretvt.us
Primary EOC Location	
Facility / Address:	Pomfret Town Office / 5218 Pomfret Road
Phone Numbers:	802-457-3861
Equipment/Notes:	Water, generator, internet, phone, bathrooms, meeting room white board, copier
Alternate EOC Location	
Facility / Address:	Teago Fire Station
Phone Numbers:	802-457-1125
Equipment/Notes:	Internet, phone, radios, white board, flip chart

--	--

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Selectboard		
Emergency spending limits:		
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Gravel/Stone	Pike Industries	603-276-3201
Pipes, sewer, valves	Ferguson Waterworks	603-298-5275
Sand	D&D Excavating	802-436-2417
<i>Other Local Resources</i>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
excavating/heavy equipment	Chase Site Services	802-457-3536
excavating/heavy equipment	Tom Havill	802-457-5790
forestry equipment/excavating/tree	Arborscape / Cy Benoit	802-457-5797
forestry equipment	Chippers	802-457-5100
excavating/heavy equipment	OK Chase & Sons	802-457-3499
Excavator	Frank Perron	802-457-3402
Excavator	John Moore	802-457-3433
Carpenter	Josh Trimpi	802-280-5898
Tree Service	Hendersons Tree Service	802-296-3771
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) Typed Resources*												
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other	
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation						
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact				1		
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper						
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	2					Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport				N/A		Truck, On-Road Dump			3	1		
Aerial Fire Truck			N/A	N/A		Truck, Plow			3	1		
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					2	
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution						
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe						
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor						Wheel Loader, Medium				1		
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A		
Generator						Wood Tub Grinder						
Grader		1		N/A								

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering	
<ul style="list-style-type: none"> Determine the approximate number of people who need sheltering Call the State EOC / Watch Officer at 800-347-0488 and request support Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Teago Fire Station / 2026 Pomfret Road
Facility Contact(s):	Kevin Rice / Terri Chamberlin
Phone Numbers:	457-1125
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: 10 Generator? Y / N Pets Allowed? Y / N
Alternate Local Shelter	
Location / Address:	Town Office / 5218 Pomfret Road
Facility Contact(s):	Becky Fielder. Emily Grube
Phone Numbers:	802-457-3861, 802-457-2994
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-n
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Kevin Rice	(802) 356-7643	(802) 457-2364	(802) 457-9339	krice
EM Coordinator	TBA				
Local Response Organization Contacts					
Fire Chief	Kevin Rice	(802) 356-7643	(802) 457-2364	(802) 457-9339	krice
Assistant/Deputy Fire Chief	Jake Astbury	(802) 369-0579	(802) 457-5100		jacol
EMS Chief	Frank Perron	(802) 457-3402	(802) 281-2764		Fran
Chief of Police or Constable	Doug Tuthill	(802) 295-5683			djt1
State Police or County Sheriff		(802) 234-9933			
Local Dispatch Center		(802) 457-1420			
Local Public Works Contacts					
Road Foreman	Jim Potter	(802)369-0225	(802) 457-4702		Jim.p
Road Commissioner					
Town Garage		(802) 457-2767			
Drinking Water Utility					
Wastewater Utility					
Municipal Government Contacts					
Town Administrator					
Town/City Manager					
Selectboard Chair	Emily Grube	(802) 457-2994			Emil
Selectboard Alt					
Selectboard Alt					
Town Clerk	Becky Fielder	(802) 457-3861	(802) 457-1490	(802) 999-1405	clerk
Town Treasurer / Finance	Ellen DesMeules	(802) 457-3861	(802) 457-3205	(802)369-0001	treas
Town Health Officer	Hugh Hermann	(802) 457-1200	(802) 299-1300	(802) 299-1250	Hugh
Forest Fire Warden	Frank Perron	(802) 457-3402	(802) 281-2764		Fran
Animal Control Officer					
School Contact #1	Bob Crean	802-296-1254	(802) 457-2987		bob
School Contact #2					
School District Office					
Other Contacts					

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Pomfret
LEMP Adoption Date	May 1, 2021
NIMS Adoption Date	May 7, 2014
EMD Name	Kevin Rice
Position	EMD
Primary Phone	Mobile 802-356-7643
Alternate Phone	Home: 802-457-2364
Email	krice@gmail.com
POC 2 Name	Emily Grube
Position	Select Board Chair
Primary Phone	802-457-2994
Alternate Phone	
Email	emily.grube@pomfretvt.us
POC 3 Name	
Position	
Primary Phone	
Alternate Phone	
Email	

Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Printed Name, Selectboard / council member

**Once completed, send adoption form and copy of Local Emergency Management Plan to
Regional Planning Commission.**

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Municipal Adoption	
	Municipal Adoption Form
x	Municipal adoption of National Incident Management System (NIMS)
x	Contact information for local authorities during an emergency
x	Certification that LEMP meets Vermont NIMS / Implementation Guidance
x	LEMP adoption by local selectboard / city council (annual)
x	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
	Planners
x	List of people who wrote / maintain the LEMP
	Municipal Emergency Operations Center (EOC)
x	Activation authority
x	EOC staff positions and duties (minimum 1)
x	List of potential EOC staff members (minimum 1)
x	Facility information for potential EOC locations (minimum 1)
	Resources
x	Emergency purchasing agent and spending limits (if any)
x	List of standing municipal contracts that can be used during an emergency
x	National Incident Management System (NIMS) Typed Resource List
x	List of other local resources that could be used during an emergency
	Public Information and Warning
x	VT-Alert contact information
x	Local website / social media information (if any)
x	List of local media outlets (if any)
x	Public notice sites for non-phone/Internet information
x	Vermont 2-1-1 contact information
	Vulnerable Populations
x	List of organizations/facilities that serve local vulnerable populations
x	Identification and monitoring process
	Shelters
x	Spontaneous and regional shelter information
x	Opening information for local shelters (if any)
x	Service information for local shelters (if any)
	Contact Information
x	Emergency Management personnel
x	Response organizations
x	Municipal officials / public works
x	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>



VERMONT

AGENCY OF TRANSPORTATION

FY 2022 Municipal Highway Grant Application

APPLYING FOR: Structures Class 2 Roadway Emergency

MUNICIPALITY: Pomfret MUNICIPAL CONTACT (name): Jonathan Harrington

MAILING ADDRESS: 5218 Pomfret Road North Pomfret, VT 05053

Phone: 802-457-3861 E-Mail: Jon.Harrington@pomfretvt.us

ACCOUNTING SYSTEM: Automated Manual Combination

DUNS #: 94-984-5887 Grantee FY End Month (mm format): 06

DISTRICT CONTACT (name): Chris Bump

Phone: 802-298-8888 E-Mail: Chris.bump@vermont.gov

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:
TH# 37, (Name) Howe Hill Road which is a class 3 town highway.
Bridge # _____, which crosses _____
Culvert # 28, for which the original size was 60"x40' and the replacement size is 7'x 12' box culvert
Causeway: _____
Retaining Wall: _____
Latitude: 43.6870 Longitude: 72.5004 MM (If Available): _____

Problem:
Culvert is deteriorating and beginning to fail. Culvert is becoming oval and is no longer on a graded pitch.

Reason For Problem:
Age and weight of loads in addition to improper installation.

Proposed Scope of Work:
Replace existing culvert with new precast concrete box culvert with wingwalls.

Detailed Cost Estimate (below or attached):
See attached.

Estimated Project Amount: \$ 205,000 Estimated Completion Date: September 2022

Municipality **MUST** complete the following environmental resource checklist:

EXISTING STRUCTURES: (check all that apply)

<input checked="" type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	<input type="checkbox"/> Masonry Structure
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of w
<input type="checkbox"/> Other:	

PROJECT DESCRIPTION: (check all that apply)

<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road shoulder
<input checked="" type="checkbox"/> The structure is being replaced on existing location / alignment	<input checked="" type="checkbox"/> There will be excavation within 300 feet of river or stream
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned

The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. YES NO

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

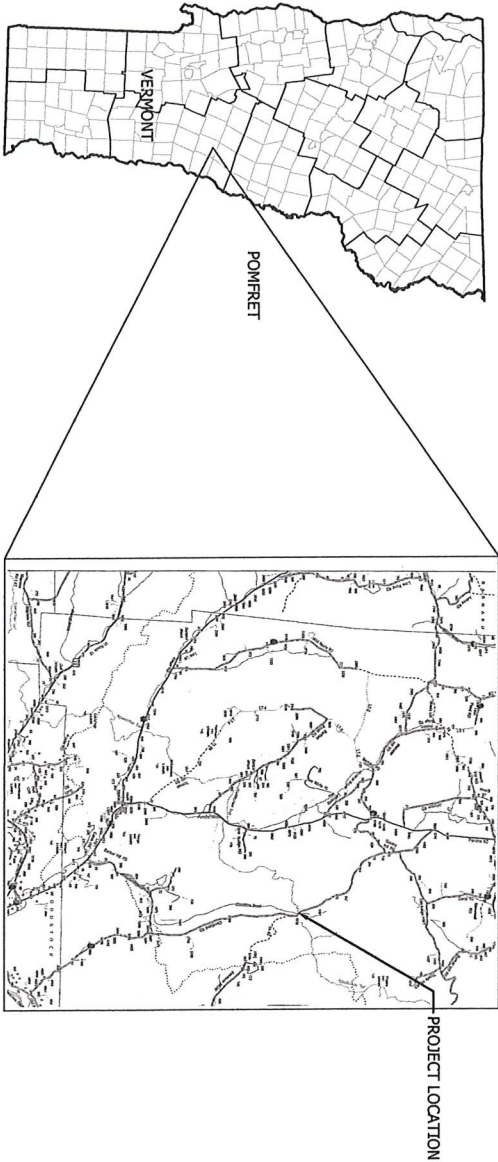
Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the

TOWN OF POMFRET

CLOUDLAND ROAD CULVERT REPLACEMENT

POMFRET, VT
MARCH 2020
PRELIMINARY PLAN SET



LOCATION PLAN
SCALE: 1" = 3500'

OWNER:
TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053
(802) 457-3861

ENGINEER & SURVEYOR:
horizons
Engineering
8836 POMFRET ROAD
NORTH POMFRET, VT 05053
(603) 457-3151

FOR REVIEW ONLY -
NOT FOR CONSTRUCTION

DATE OF PRINT
MARCH 23 2020
PROJECTS ENGINEERING

PRELIMINARY PLAN LEVEL OPINION OF PROBABLE COST

By: Jon Harrington, P.E.

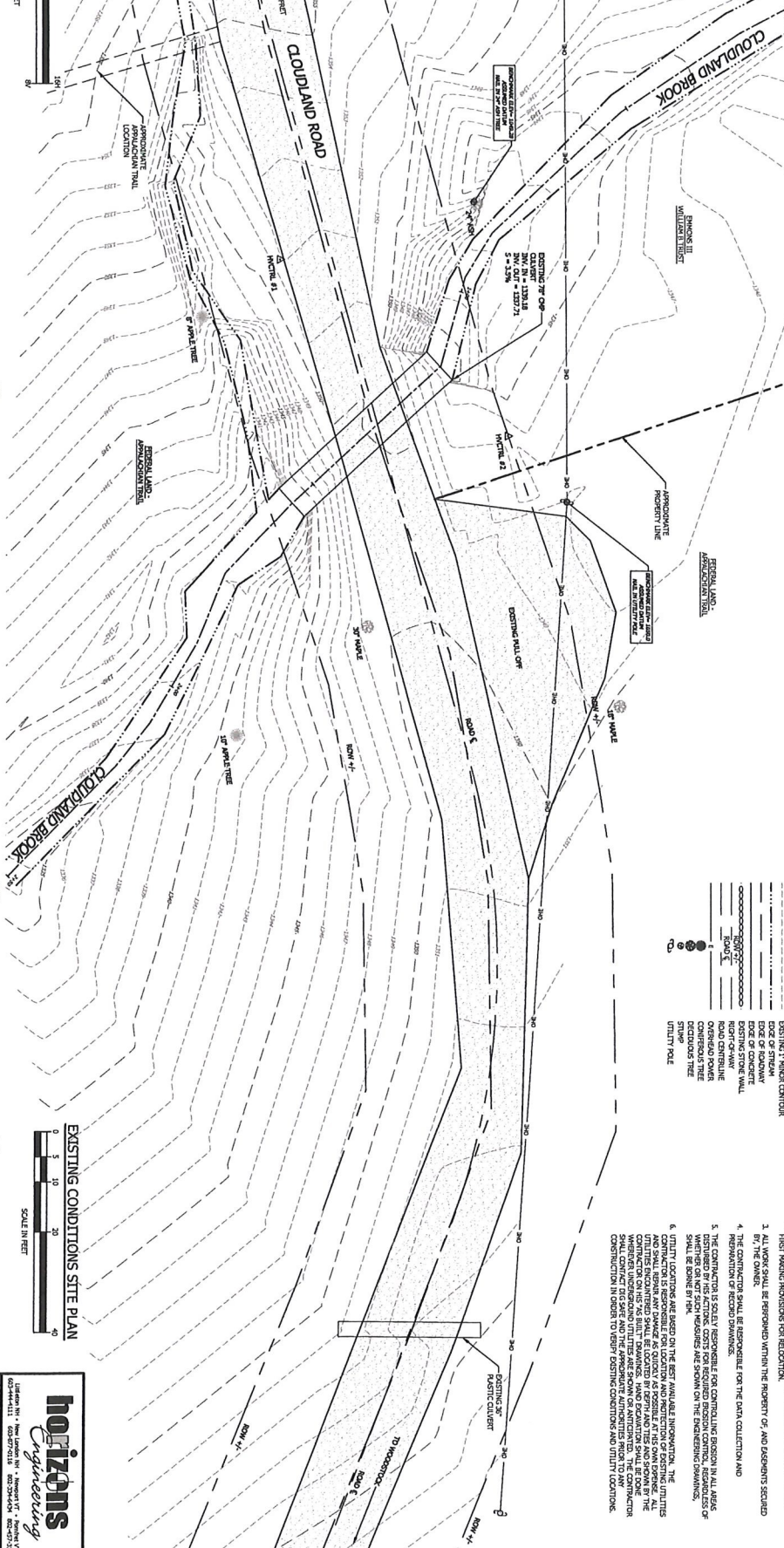
Horizons Engineering, Inc.

Date: 3/26/2020

WORK SCOPE DESCRIPTION: Replace existing 78" cnp with new precast concrete box culvert.

ITEM	UNIT	EST. QUANTITY	UNIT PRICE	ESTIMATED COST	LOCATION
Box Culvert and wingwalls - install	LS	1	120000.00	120000	includes pc wingwalls, 20% markup, and installation costs
Crane	LS	1	8000.00	8000	
Culvert footings	LS	1	8000.00	8000	
Tree Removal	LS	1	0.00	0	
Water Diversion/Erosion Control	LS	1	3000.00	3000	
Common Excavation	CY	1025	25.00	25625	
Rip Rap Type II	CY	25	25.00	625	
Type E2 Stone	CY	70	45.00	3150	
Subbase Bankrun Gravel	Tons	100	50	5000	
Gravel Surface Course	Tons	80	50	4000	
Mobilization (assume 5%)				8870	
Add 10% Contingency				18627	
Total Estimated Cost				204897	

Note: Assumes road will be closed during construction. **205,000**

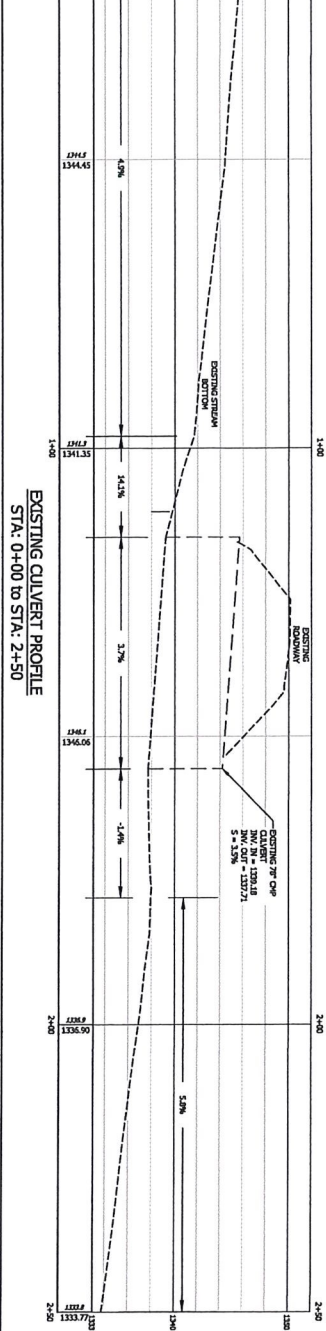


- EXISTING STAKE CONDITION
- EDGE OF ROADWAY
- EDGE OF CONCRETE
- RIGHT-OF-WAY
- ROAD CENTERLINE
- OVERHEAD POWER
- DECIDUOUS TREE
- CONIFER TREE
- UTILITY POLE

1. ALL WORK SHALL BE PERFORMED WITHIN THE PROPERTY OF AND AS SHOWN SECURED BY THE OWNER.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DATA COLLECTION AND PRESENTATION OF SAME.
3. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CONTROLLING EROSION IN ALL AREAS DISTURBED BY HIS ACTIONS. COSTS FOR REQUIRED EROSION CONTROL, SEDIMENTATION CONTROL, AND SLOPE PROTECTION ARE SHOWN ON THE ENGINEERING DRAWINGS.
4. UTILITY LOCATIONS ARE SHOWN ON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY AS NEARLY AS POSSIBLE AT HIS OWN RISK. ALL UTILITIES SHALL BE PROTECTED AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SHALL CONTACT THE SAFE AND THE APPROPRIATE AGENCIES PRIOR TO ANY CONSTRUCTION IN ORDER TO VERIFY EXISTING CONDITIONS AND UTILITY LOCATIONS.

EXISTING CONDITIONS SITE PLAN
SCALE IN FEET

EXISTING CULVERT PROFILE
STA: 0+00 TO STA: 2+50



FOR REVIEW
NOT FOR CONSTRUCTION

DATE OF PRINT: MARCH 24 2020
HORIZONS ENGINEERING

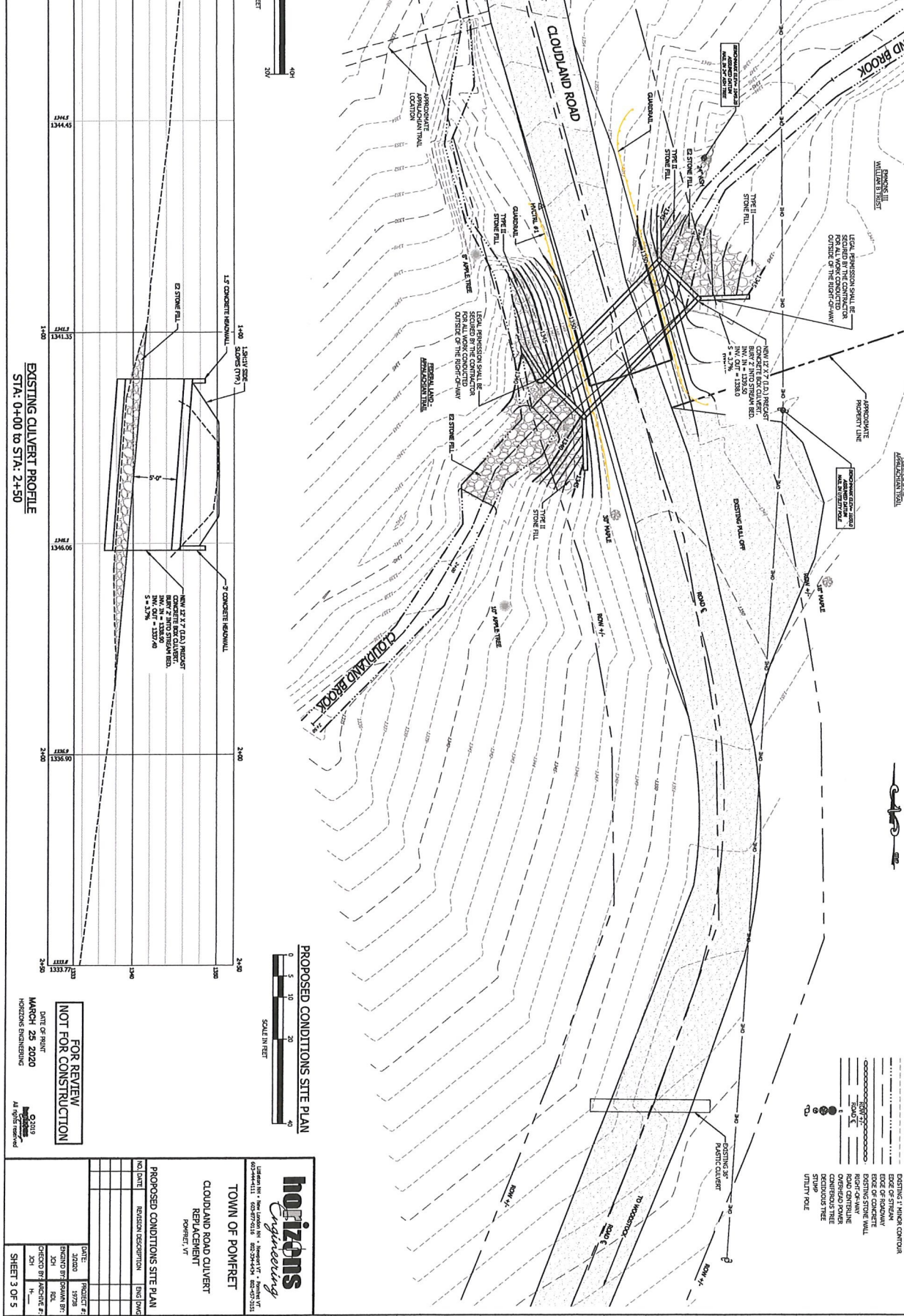
horizons
Engineering

TOWN OF POWMIRET
CLOUDLAND ROAD CULVERT
REPLACEMENT

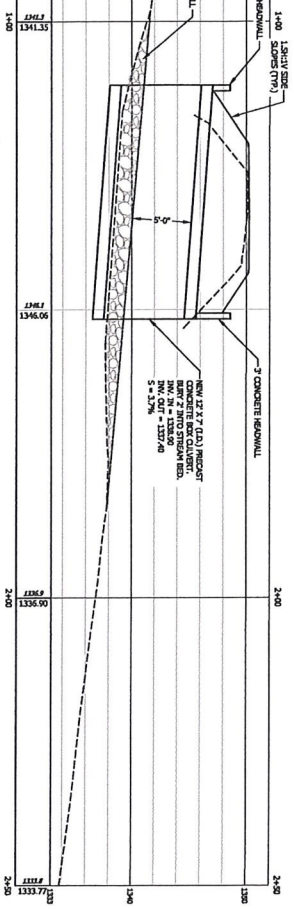
PROJECT #1
DATE: 3/20/2020
ENGINEER: JONATHAN B. HARRIS
CHECKED BY: JONATHAN B. HARRIS
SCALE: AS SHOWN

NO.	DATE	REVISION DESCRIPTION	BY	CHK

SHEET 2 OF 5



EXISTING CULVERT PROFILE
STA: 0+00 to STA: 2+50



PROPOSED CONDITIONS SITE PLAN
SCALE IN FEET

FOR REVIEW
NOT FOR CONSTRUCTION
DATE OF PRINT
MARCH 25 2020
HORIZONS ENGINEERING
AT 400 WEST MAIN ST
SUITE 200
DURHAM, VT 05830

horizons
Engineering

100 Main St., Suite 200, Durham, VT 05830
802-244-1111 802-244-1112 802-244-1113 802-244-1114

TOWN OF POMFRET
CLOUDLAND ROAD CULVERT
REPLACEMENT
PROJECT, VT

PROPOSED CONDITIONS SITE PLAN

NO	DATE	REVISION DESCRIPTION	ENG DWG

DATE	PROJECT #
2020	1778
DESIGNED BY: DAWAN BR	
CHECKED BY: JCI	
DATE: 3/20/20	
PROJECT ARCHITECT #	
JCI	

SHEET 3 OF 5















Down hill from Emmons



UPPER End Zuluwert



Lower End of Culvert



Coming Down Emmons



Going uphill

