**Town of Pomfret Selectboard Meeting Agenda**

**Town Offices** 5238 Pomfret Road

No Pomfret, VT. 05053

August 4, 2021

7:00 p.m.

|  |  |  |
| --- | --- | --- |
| Agenda | Presenter | Time Frame  |
| 1. Call to Order
 | Chair | 7:00 pm |
| 1. Public Comment
2. Agenda review
 |  |  |
| 1. Recurring Items
2. Approval of 07/21 & 28/2021 MINUES
3. Warrants
4. Road Foreman’s Report
5. Items for Discussion or Vote
6. Milling Price from Pike
7. Line & Fence Work, Teago
8. Vtrans, Bicycle & Pedestrian Grant Award Acceptance
9. Town Hall Stairs Contract
10. AudioVisual Aids for Future Meetings
11. Collector of Delinquent Taxes Hourly Wage
12. Emergency Committee
13. Firetruck Bid Award
 |  |  |
| 5. Meeting Wrap-up1. Select Board Correspondence
2. Review of Assignments
3. Agenda Items for Next Meeting

6. 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



**Jon Kaplan, P.E.**

**Bicycle and Pedestrian Program Manager**

**State of Vermont**  jon.kaplan@vermont.gov*Agency of Transportation* **Operations and Safety Bureau**

2178 Airport Road | Berlin, VT 05641 [phone] 802-498-4742 **www.vtrans.vermont.gov**

July 29, 2021

# VIA EMAIL

Jonathan Harrington

Town of Pomfret

PO Box 283

North Pomfret, VT 05053

**RE: South Pomfret Village Scoping Study**

Jonathan Harrington,

Congratulations on your project’s successful application for funding to the 2021 VTrans Bicycle & Pedestrian Program. Your project was approved for $44,000 in Federal funds (80% of your project costs). Your project was selected from among seventeen applications statewide with funding requests totaling $6.9 million in federal funds.

In accordance with the requirements of the program your award amount is capped, so it will be important for the Municipality to monitor the project budget closely. Funding will be available once a grant agreement with the Agency of Transportation (VTrans) is executed. Therefore, reimbursable work cannot begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the enclosed Project Commitment Form. **Please review the form, sign it and return it to me as soon as possible.** Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursement program and not a direct grant. The Town will be responsible for 20% of the total project costs. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you have any questions do not hesitate to contact me at 802-498-4742. We look forward to working with you and assisting your community toward successful implementation of your project.

Sincerely,

Jon Kaplan, P.E.

cc: Two Rivers- Ottauquechee

 Amy Bell, VTrans Planning Coordinator

 Project File

**Vermont Agency of Transportation**

**Municipal Assistance Bureau**

 **Grant Recipient**

 **Project Commitments Form (PCF) – Scoping Projects**

Grant recipient (Grantee):

Project Name:

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services:

By signing at the bottom of this document, the Grantee agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for engineering services must be advertised within one month of the selection of the Local Project Manager (LPM).
4. The grantee shall obtain a detailed proposed schedule from the engineering consultant, which indicates the time duration for key steps which advance the project within 1 month of the engineering contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutuallyagreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

 Authorized municipal official (Name and Signature) Date

Select Board Meeting

July 21, 20121

Draft Minutes

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

Public: Jim Potter (Road Foreman), John Moore (Planning Commission), Cynthia Hewitt (SB Assistant)

1. Emily called the meeting to order at 7:02 pm
2. No public comment
3. Agenda review: Add Emergency Services Committee, Employee Handbook, Audio-Visual Equipment
4. Recurring Items
5. Approval of 07/07 & 14/2021 Minutes – Chuck moved and Steve seconded approval of 07 & 14 minutes with correction of spelling in 14th. Unanimous approval
6. Warrants – Emily moved and Chuck seconded payment of the following warrants:

22004 $ 46,376.19 A/P

22005 2,092.91 A/PP

Motion passed

1. Road Foreman’s Report – Jim is having a hard time ordering culverts for the stormwater project. He will reach out to Rita for extension of deadlines

He is also seeking right-of-way permissions for the Cloudland Culvert project. Chris from Nikon will consult next week re: Crack Sealing. The hydraulic pump on the pickup is leaking. Will go to Lucky’s next week Wednesday. The Tractor has some vibration. Has ordered new bolts. The Western Star will go to Sabil next week for Check Engine and ABS warning lights. Justin’s truck is at Viking; Jim and Justin went to Viking to discuss the set up. Jim is grading between rain storms. Storm damage is minimal. Caleb from Pike called to report rain delays, He will be calling to schedule; the milling of bridges will most likely cost $5-6 thousand, vs. $7-8. The band rail will be done late September/early October. Jim will install a culvert on Cherry Hill. The drainage work on Pomfret Road is finished.

1. Items for Discussion or Vote
2. After review of three bids, John moved the Board award the job to Rich Beland, after determining that his price is firm. Jon seconded; motion carried. Cynthia will call Mr. Beland
3. Steve moved and Jon seconded the aggregate contract go to Pike. Motion passed
4. RFP for Cloudland Culvert Project to be prepared by Horizons – next steps are the permit registration form and final plan, since they developed the first two phases of the project. Scott Jensen should look over the permit application. John moved that Horizons complete tasks 3&4, Emily seconded. Vote was 4 ayes, Jon abstained.
5. John moved and Chuck seconded the Silo catering permit for an event at Artistry on 8/06/2021 be approved. Motion passed.
6. Collector of Delinquent Taxes hourly wage – postponed; need more information
7. Cost of living wage increase -John moved and Steve seconded the COLA for all hourly employees be set at 3%, retroactive to July 1, 2021. Unanimous decision. Raises for the road crew were established at $1.00/hour for Art and Jim, and $1.25/hour to Justin.
8. Safety Patrol Contract – Jon moved and Chuck seconded the contract be awarded to the Windsor County Sherriff. Unanimous decision
9. Town Hall fees -- postponed
10. Employee Handbook – Chuck reviewed the edits and will send the final changes to Teresa
11. Zoom Audio Visual Equipment – John has done some research and believes the direction OWL camera/mic is the best option. He will check the spec requirements. and Zoom requirements.
12. Meeting Wrap Up
13. Correspondence -- Emergency Services Committee – Kevin has forwarded names from both Fire companies; John will reach out to Frank one more time, and create a committee with 2 reps from FD, 2 from Fast Squad, and 2 from SB.
14. Assignments: Emily to check on Paving $$; Jim will be in touch with Caleb; Cynthia to contact Mr. Beland
15. Agenda Items for Next Meeting -- Emergency Committee, Delinquent Tax Collector, Sherriff contract
16. Steve moved and John Seconded adjournment at 9:15 pm. Unanimous

Town of Pomfret Select Board

Draft Minutes, Special Meeting

July 28, 2021

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

Public: Betsy Rhodes, Jim Potter (Road Foreman), Cynthia Hewitt (SB Assistant)

1. Emily called the meeting to order at 7:01
2. Public Comment: Betsy asked about roadside mowing. She was assured it would continue. Jim asked her to mention in her List Serve Post that people should throw plants to the vegetation side of the roadway, not into the roadway which mucks up equipment. She also wanted to confirm the bandrail insertion at Teago store/bridge. This was also confirmed (See Item 6 below)
3. Agenda Review – add Warrant. Approved by John, Seconded by Chuck, motion passed.
4. Warrant 22006 for Payroll, in the amount of $6678.91. Emily moved and Chuck seconded approval. Unanimous vote.
5. Chuck move and John seconded the contract for garage ventilation be given to Rich Beland. Motion carried. Cynthia will call him and also ask if he can rebuild the Town Hall Kitchen steps.
6. Guardrail on Paving Project. Jim has only received one bid from Lafayette Highway Specialists, in the amount of $76,820.63 and includes the extension at Teago. John moved and Jon seconded this bid be accepted in the amount bid. Jim mentioned that both Lafayette and Caleb (Vtrans) were to be working on scheduling today
7. Town Hall Kitchen Steps Replacement: Emily spoke with Ray Sennel and he is too busy The Board suggested Rich Beland, since he will be working on the garage as well. Cynthia will call him
8. Town Hall Rental – Rental Rates were set at $200 day with kitchen for non -residents and $100/day with kitchen for residents. A $200 damage deposit will be collected for

all. Jon moved and Chuck seconded these fees be put into effect. Unanimous vote.

1. Chuck moved and John seconded that Howard Chase and Neil Lamson have permission to sell Vegetables at the town hall parking lot. Unanimous Vote
2. Jon moved and Emily seconded Adjournment at 8:45.