

**Town of Pomfret
Selectboard Meeting Agenda
Virtual Meeting Via Zoom
March 16, 2022, 7:00 p.m.**

Zoom Instructions below

Business Items	Approx Time*
1. Call to Order	7:00
2. Public Comment	7:05
3. Agenda Review	7:15
4. Road Foreman's Report and Highway Items <ul style="list-style-type: none"> a. 4th Crew Member a. Cloudland Project/Allyn Ricker b. So Pomfret Scoping Study -RFP and Choose a Firm c. RFP Ton Truck d. Discussion of Highway Ordinance and Driveway Access Permit amendments – Sherriff Claude Wayans e. Bridge/Culvert Projects 	7:20
5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Warrants b. Approval of Minutes c. Return to In Person Meetings? d. Financial Management Committee- -February Financial Update -Delinquent Tax Collection -Tax Sales e. Emergency Service Committee Update and Coverage Recommendation f. Ratification of catering permit approval (Silo Distillery at Artistree on March 18) g. Appointment of expiring and vacant town officers and committee member h. TA 60 Paving and Structures Grants 	7:45
6. Meeting Wrap up <ul style="list-style-type: none"> a. Correspondence b. Review of Assignments c. Agenda for Next Meeting 	8:45
7. Adjournment	9:00
* Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated	

- Join Zoom Meeting via Computer or Smartphone Click <https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
Join Zoom Meeting via Mobile Phone +19292056099,,95395079923#,,#,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

STP BP(21)20 SOUTH POMFRET VILLAGE

Request for Proposal Scoping Study At-the-Ready Consultant Services Town of Pomfret, Vermont

Issued: March 17, 2022

Due: April 20, 2022

Contact person: Jonathan Harrington, Municipal Project Manager, 802-457-1299, Jon.Harrington@pomfretvt.us. All questions related to this request for proposals shall be addressed, in writing, to this individual no later than 5 business days prior to the due date above.

I. INTRODUCTION

The Town of Pomfret is requesting proposals for production of a scoping study to identify alternatives, issues and costs and provide recommendations related to construction of pedestrian and bicycle facilities in **South Pomfret Village**, funded in part by the Federal Highway Administration and the Town of **Pomfret**, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS).

The purpose of this scoping study to evaluate the South Pomfret Village area, including the intersections of Pomfret Road and Stage Road, Pomfret Road and Library Street, and evaluation of safety improvements to allow for the safer movement of vehicles, pedestrians, and bicyclists. The scoping study should take into special consideration safe pedestrian connectivity of the major facilities in this area, including Teago Store and Post Office, Abbott Library, Artistree Arts and Activities Buildings and grounds, Artistree Theater, Suicide Six Ski area and Bicycle Facility, Teago Fire Department, Prosper Valley School, and the residences in this village. Refer to attached map indicating the scoping area.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of **Pomfret** Selectboard.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by VTrans Project Supervisor / Manager **Nydia Lugo**, Municipal Assistance Section, by phone at (802) **595-3347** or email at Nydia.Lugo@vermont.gov.

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>).
- MAS Scoping Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).



LEGEND

- Parcels (standardized)
- Roads**
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Stream/River**
 - Stream
 - Intermittent Stream
- Town Boundary

NOTES

South Pomfret Village intersection

124.0 0 62.00 124.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 203 Ft. 1cm = 24 Meters

© Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

INCOME, EXPENSE AND CASH POLICY
TOWN OF POMFRET
DRAFT 3/10/2022

PURPOSE. The purpose of this Policy is to establish proper management practices over cash, other receipts, and checks in payment of town expenses. Adequate controls of handling financial transactions protect public confidence in Town operations and ensure accurate, reliable, and timely financial information upon which financial decisions can be made.

INCOME: All payments associated with municipal government, regardless of function, will be handled through the Town Clerk, Treasurer, or their assistant. No payments may be made payable to a town officer, employee, board, or to any other individual or group. All receipts are to be recorded in the Town's Accounting System.

TOWN CLERK'S CASH INCOME: Small cash payments are the daily routine of town clerk fees; they are noted in the Clerk's settlement log, and balanced each time they are deposited.

TREASURER'S CASH INCOME: Cash payments for taxes is uncommon, but does occur. All cash payments for taxes are recorded on 2-part receipts, signed by both the payor and the Treasurer, with one copy going to the payor, and the other being attached to the Treasurer's daily income report. Substantial cash amounts shall be taken to the bank on the day of receipt.

No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system or change the purpose of its current use without consent from the Selectboard and the Town Clerk.

NON-CASH INCOME: All receipts will be payable to the "Town of Pomfret" and will be deposited, along with cash receipts, to the bank no later than 10 days from receipt. All checks, money orders, or credit card payments shall be photocopied if they are not accompanied by a receipt, payment coupon, or other source document showing the amount paid. These copies will be retained as part of the deposit paperwork.

Daily deposit reports processed to the NEMRC Cash Receipts module provide details of all funds received, and are audited by the Town's Audit Board.

All payments returned for any reason shall be replaced within 2 weeks. Cash or official checks may be required at the discretion of the town official, based on the circumstances of the failed payment.

WIRE TRANSFER TAX PAYMENTS: May be processed to the settlement account for credit card payments. Fees may apply, especially for international wires. All such payments must be credit toward the payor's tax account within 7 days, or the tax payment date, whichever is earlier.

SAFEGUARDING FUNDS: All items for deposit shall be kept in the vault until taken to the bank.

EXPENSES: Payments of the town's obligations shall be made by check and shown on warrants approved and signed by the Selectboard at a properly warned meeting. All expenses shall be substantiated by invoices in the town's name, with supporting documentation as is customary. No payments will be made by Wire Transfers to private individuals or corporations. The only

automated payments allowed are payroll tax payments to the Internal Revenue Service and the State of Vermont. The Town's Accounting System produces a monthly list of all expenses and deposits. Items purchased with Town credit cards are paid by check, as billed, and reported on warrants, like all other expenses, though they are subject to additional protections as noted in the Credit Card Policy.

VOIDED CHECKS. Checks are created through either the Accounts Payable or Payroll modules, and may be voided as conditions warrant. Voided check reports may be produced on demand, or monthly for the auditors. The voided checks are so marked, and are filed in the Mascoma Bank Operating Account reconciliation binder. Explanations, and replacement checks, are noted along with the check **that** had to be voided.

SAFEGUARDING CHECK STOCK: Blank checks shall be kept in the vault until used. Protection of town credit cards is outlined in that policy.

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

Treasurer

Chairperson

Town Clerk

**TOWN OF POMFRET
HIGHWAY ORDINANCE
Originally Adopted December 3, 1980
Adopted as Amended December 5, 2001
Adopted as Amended December 2, 2009**

PART 1. TITLE, AUTHORITY AND ADOPTION

1.1 This ordinance is entitled the Pomfret Highway Ordinance and is based on the authority of Title 24 VSA Sections 1971-1976.

1.2 This ordinance shall be adopted by resolution of the Selectboard in accordance with the procedure outlined in 24 VSA Section 1972.

PART 2. PURPOSE

2.1 The purpose of this ordinance is to establish municipal policy on maintenance and upgrading of existing town roads and to describe construction standards and procedures for accepting new roads into the town highway system.

PART 3. CLASSIFICATION OF TOWN HIGHWAYS

3.1 In accordance with 19 V.S.A. Chapter 3, all town highways shall be categorized into one or another of the following classes:

(1) Class 1 town highways are those town highways which form the extension of a state highway route and which carry a state highway route number. The Agency of Transportation (agency) shall determine which highways are to be Class 1 highways.

(2) Class 2 town highways are those town highways selected as the most important highways. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than normal amount of traffic. The Selectboard, with the approval of the agency, shall determine which highways are to be Class 2 highways.

(3) Class 3 town highways:

(A) Class 3 town highways are all traveled town highways other than Class 1 or 2 highways. The Selectboard, after conference with a representative of the agency shall determine which highways are Class 3 town highways.

(B) The minimum standards for Class 3 highways are a highway negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. This would include but not be limited to sufficient surface and base, adequate drainage, and sufficient width capable to provide winter maintenance, except that based on safety considerations for the traveling public and municipal

employees, the Selectboard shall, by rule adopted under 24 V.S.A. chapter 59, and after following the process for providing notice and hearing in section 709 of this title, have authority to determine whether a Class 3 highway, or section of highway, should be plowed and made negotiable during the winter.

(C) A highway not meeting these standards may be reclassified as a provisional Class 3 highway if within five years of the determination, it will meet all Class 3 highway standards.

(4) Class 4 town highways are all town highways that are not Class 1, 2, or 3 town highways. The Selectboard shall determine which highways are Class 4 town highways.

(5) Legal trails are public rights-of-way which are not highways and which:

(A) the town shall not be responsible for any liability or maintenance including culverts and bridges;

(B) previously were a designated town highways having the same width as the designated town highways, or a lesser width if so designated; or

(C) are new public rights-of-way laid out as a trail by the Selectboard for the purpose of providing access to abutting properties or for recreational use.

6) Pent roads are any town highways which, by written allowance of the Selectboard, are enclosed and occupied by the adjoining landowner with unlocked stiles, gates or bars in such places as the Selectboard designate.

PART 4. GENERAL HIGHWAY MAP

4.1 The Vermont General Highway Map of Pomfret is hereby adopted by reference to be the official inventory of public highway Classification and mileage. The General Highway Map shall be updated annually by the Selectboard with the assistance of the Vermont Agency of Transportation personnel. Copies of the map are on file at the Town Clerk's Office.

PART 5. STANDARDS FOR CLASS 3 HIGHWAY CONSTRUCTION, RECLASSIFYING OF CLASS 4 HIGHWAYS TO CLASS 3, DRIVEWAYS AND ACCESS ROADS

5.1 In the event a particular standard within this part is in variance with one contained within the Subdivision regulations, the most stringent standard shall apply.

5.2 Under certain conditions any of the following standards may be waived or varied if specifically approved by the Selectboard and Road Commissioner after consideration of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

5.3 STANDARDS:

a. Design. Highway design shall be based on projected maximum average daily travel including future extensions and through travel and usage.

b. Inspection. All highway designs, including cut and fill plans, gravel pit plans, surveys, layouts, right-of-way, road construction site, preparation and construction shall be inspected by the Town Road Commissioner and Selectboard. Professional engineering, surveying, and legal competence may be employed by the Town to provide inspection and counseling services to Selectboard as considered necessary in authorizing inspecting and accepting the construction or altering of highways. The selectboard may require that the cost of such professional services be paid for by the person constructing or altering the highway.

c. Right-of-Way. Highways shall be aligned and constructed as to afford safe travel, visibility and access in all weather conditions. The right-of-way shall be 50 feet in width, with additional slope rights where necessary. The highway surface for travel shall be built in the center of the right-of-way to the extent possible. The right-of-way shall be cleared to the extent needed to permit and facilitate snow removal and proper maintenance of drainage ditches, culverts, slopes and banks, accesses, turnouts and turnarounds, and other features of the highway. Dead and diseased trees and stumps shall be removed. Cutting of trees and other vegetation from the right-of-way shall be accomplished in consideration of erosion potential and the development of reasonable and good aesthetic qualities of the highway. Road design and drawings shall reflect the general clearing plan.

d. Highway Width. Class 2 Highways shall be paved with a traveled way of 22 feet. Shoulders shall extend at least 2 feet on each side of the traveled way. An additional 10 feet beyond the shoulders may be cleared to facilitate snow removal. Class 3 Highways shall have a traveled way of 14 feet. Shoulders shall extend up to 2 feet on each side of the traveled way. An additional 10 feet beyond the shoulders may be cleared to facilitate snow removal. Class 4 Highways are not maintained for general traffic and as such do not have minimum standards for width, shoulders, and grade and are not plowed in the winter by the Town.

e. Grades. Grades on Class 2 and Class 3 highways shall not exceed 14 percent. Grades exceeding 12% on new Class 3 highways shall be paved or double tracked.

f. Highway Sub-grade and Surface Preparation. The highway shall have a minimum of 18 inches of packed gravel. Where extreme subsoil conditions exist, the builder maybe required to use additional amounts of gravel and/or roadway stabilization fabric. No stones larger than 4 inches shall be placed in the 18-inch depth of gravel and no stone larger than 1-1/2 inches shall be placed in the top 6 inches. Gravel surface shall be fine graded and compacted to the required grade with grader, roller, and hand labor.

Finished grades (transverse and longitudinal) shall be smoothed to eliminate sharp dips in traveled surface and to permit efficient snow removal and proper drainage.

g. Drainage Ditches. Drainage ditches shall be provided where necessary and shall be constructed to prevent infiltration of water into the gravel sub-base and to conduct storm drainage to absorption areas. Accordingly, drainage ditches adjacent to roads are normally to be at least 6 inches below the gravel sub-base or 30 inches below finished grade. Ditches shall be shaped to prevent excessive erosion on both shoulder and right-of-way or bank sides of the ditch cross section. All newly constructed ditches shall be limed, fertilized, seeded and covered with erosion matting. If the slope exceeds 5%, the ditch shall be lined with soil fabric and filled with 3-inch stone to a depth of 6 inches before it is limed, fertilized and seeded. Proper drainage shall be maintained on curves and bridge approaches.

h. Culverts. Culverts shall be installed during construction of the highway subbase and surface preparation. Backfill in excavations for culverts shall be compacted to prevent or minimize settling in surface, shoulders or slopes. Culverts shall be at least 18 inches in diameter under roadways. All access road and driveway culverts shall be at least 15 inches in diameter. Culvert sections shall be properly joined and shall extend at least 2 feet beyond the outer edge of the highway shoulder. Culverts shall be of corrugated coated steel, aluminum or ADS plastic. Inlet and outlet ditches, boxes, and other protection necessary shall be provided to minimize erosion damage at culvert inlet or outlet areas, and to banks; slopes or ditches. Culvert elevations shall be kept as low as possible. Culverts over three feet in diameter shall conform to State of Vermont Highway Department standards, specifications, designs and guidance.

i. Turnarounds. Turnarounds on dead-end highways shall have a radius of 50 feet to accommodate all equipment and vehicles using the road. Drainage shall be provided to prevent impounding of water.

j. Turnoffs. Turnoffs with adequate elevation, surface, drainage ditches and culverts will be provided to permit safe passing under summer and winter conditions, and shall be dimensioned and constructed to enable effective and efficient snow removal.

k. Driveways and Access Roads. *The first 20 feet of a driveway or access road of any kind entering upon a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.* Driveways and access roads entering upon a public highway shall be constructed at a 90 degree angle to such highway. Minimum site distance shall be 150 feet in both directions when viewed from a point 15 feet back from edge of the travelled way. For the first 20 feet back from edge of Town highway, the driveway or access road shall be 16 feet wide and graded and sloped such that water from the driveway or access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope. Culverts shall be installed if necessary and shall conform to standards for culverts stated in section (h.) above. Vegetation and trees shall be removed as necessary to provide for visibility and safety.

l. Agricultural/forestry Access Roads. Agricultural/forestry access roads entering upon a Town highway shall be constructed at a 90 degree angle to such highway. Minimum site distance shall be 150 feet in both directions when viewed from a point 15 feet back from edge of the travelled way. The access road shall be graded and sloped such that water from the access road does not enter the Town highway. Culverts shall be installed if necessary and shall conform to standards for culverts stated in section (h.) above. Vegetation and trees shall be removed as necessary to provide for visibility and safety.

m. Slopes and Banks. Vertical and sharp cut faces, excepting ledge, shall not be permitted. Slopes and banks shall be no greater than 1 on 1-1/2. Soil stability of banks shall be a design consideration, and slopes or banks shall be designed and constructed to prevent instability, slides, washes, or other disturbance to the slope or bank surface or sub-surface. Banks shall not interfere with snow removal. After construction and final grading of banks, banks will be seeded to minimize surface erosion. Cribbing or rip rap shall be provided where necessary.

n. Guard Rails and Posts for Town Highways. Guard rails and posts will be provided to meet essential traffic control and safety need and shall not interfere with snow removal. Any highway with a slope or bank falling away on a slope of 4: 1 or steeper from the road surface, and which is 10 feet or higher in elevation, shall be protected with a guard rail and posts. Guard posts and rails shall also be provided to warn and protect traffic from ledge and other obstruction where necessary in consideration of traffic volume, road width, and safety.

PART 6. HIGHWAY ACCEPTANCE CONDITIONS AND PROCEDURES

6.1 Before the Pomfret Selectboard accepts any new highway into the town highway system, the reclassification of any existing highway or the improvement of any Class 4 highway, it shall be designed, laid out and constructed by the owner(s) or developer in conformance with the standards prescribed in Part 5 of this ordinance. If an application is made to the Selectboard to upgrade a Class 4 town highway to Class 3, or to improve Class 4 highway, the Selectboard may require as a condition of approval that applicant(s) comply at their sole expense with any or all of the standards prescribed in Part 5.

6.2 TAX BASE. Before the Pomfret Selectboard accepts any new highway into the town highway system, the reclassification of any existing highway or the improvement of any Class 4 highway the following facts should be considered:

- a. The number of dwellings or structures being served by the highway;
- b. The number of people and vehicles intending to use the highway;
- c. The need for year-round emergency vehicle access to the property
- d. Public benefit such as providing access to public land or a connection between two existing town highways
- e. The environmental impact of the loss of tree stands or agricultural land

6.3 APPLICATION PROCESS: Before the Selectboard accepts any new highway into the town highway system, the reclassification of an existing highway or the improvement any Town highway by a resident, an application including technical data, designs and drawings shall be submitted to the Selectboard. The Selectboard shall consider the application in accordance with 19 V.S.A. Chapter 7, which requires a public examination, a public hearing and a formal report of the Selectboard findings filed with the Town Clerk. The Selectboard shall hold a legally warned final inspection of the highway in question before accepting any new highway into the Town highway system or improvement of a Town highway by a resident.

6.4 COMPLETION DATE. Highways are to be completed by November 15 so that inspections and acceptance can be completed before winter. Any highway completed after November 15 will not be accepted until after June 1 the following spring.

6.5 TRIAL PERIOD. For the first 12 months after a new highway has been added to the town's highway system, the owner or developer shall provide summer maintenance on the road and correct deficiencies which develop during this 12 month trial period.

6.6 DEED TO TOWN. For new highways accepted into the Town Highway System, after the trial period is completed, the owners shall deed to the town a 50 foot right-of-way, 25 feet each side of the centerline, including slope rights if necessary. Such deed to be a Vermont warranty deed free and clear of all encumbrances and properly supported by a survey showing roadway and right-of-way center lines, driveways, utility lines (surface or sub-surface), and major road features, alignment and curves.

PART 7. POLICIES AND PERMITS RELATING TO THIS ORDINANCE

7.1 HIGHWAY MAINTENANCE. Highways shown on the general highway map will be maintained as required by state statute and commensurate with public safety and convenience as judged by the Selectboard and Road Commissioner. Routine improvements will be made as required.

7.2 WINTER PLOWING: Class 2 town highways will be given highest priority when winter plowing. All Class 3 highways will be plowed to the extent necessary to allow access. No Class 4 highways will be plowed by the Town of Pomfret.

7.3 CLASS 4 TOWN HIGHWAYS. Class 4 highways are not maintained for general traffic and are not plowed in the winter by the Town. The Road Commissioner will evaluate each Class 4 highway annually and as time permits perform minimal summer maintenance. Replacement of culverts and bridges will be accomplished as necessary to prevent the deterioration of the roads. Homeowners on Class 4 highways or their agents may plow these roads at their own expense with written permission of and under the supervision of the Selectboard and Road Commissioner. Homeowners on Class 4 highways who wish to improve the condition of the highway at their own expense may do so with written permission of the Selectboard in accordance with 19 V.S.A. Chapter 7,

which requires a public examination, a public hearing and a formal report of the Selectboard findings filed with the Town Clerk. An application fee may be charged by the Selectboard. In evaluating whether to grant permission to plowing of or improvements to any Class 4 town highway, the Selectboard shall consider the following:

- a. Assurances that the Town will have no responsibility for maintenance or any legal liability for damages to persons or property occurring within the right-of-way limits.
- b. The potential loss of the Class 4 highway for winter recreation uses if the landowner chooses to plow the highway at his own expense.
- c. Maintenance of a permanent access way to all parcels of land served by the Class 4 highway.
- d. The concerns of the abutting landowners with respect to the desirability of making improvements to or plowing the highway.
- e. The environmental impact of the loss of tree stands or agricultural land.

7.5 DRIVEWAY AND ACCESS ROAD PERMITS. In accordance with 19 V.S.A. Section 1111, the Selectboard shall require a driveway/access road access permit whenever a property owner proposes to construct or improve a private driveway or access road which will intersect a Town highway. Standards to guide the design and construction are contained within Part 5.3(k). The Selectboard and Road Commissioner shall make a site visit to view the proposed driveway or access road prior to approving the permit. *The first 20 feet of a driveway or access road of any kind entering upon a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.* Each residence will be limited to one driveway access. The fee for a driveway or access road permit will be set by the selectboard.

7.6 AGRICULTURAL/FORESTRY ACCESS PERMITS. In accordance with 19 V.S.A. Section 1111, the Selectboard shall require an agricultural/forestry access permit approved by the Selectboard and Road Commissioner whenever a property owner proposes to construct or improve an agricultural/forestry access road which will intersect a Town highway. The Selectboard and Road Commissioner shall make a site visit to view the proposed agricultural/forestry access prior to approving the permit. Standards to guide the design and construction are contained within Part 5.3(l). An agricultural/forestry access road is defined as a road that accesses land which is:

- a. used for growing hay, food, fiber, Christmas trees, maple sap, horticultural crops, orchard crops or forest crops; or
- b. used to raise, feed or manage livestock, poultry, fish or bees; or
- c. used to operate a greenhouse; or
- d. at least two (2) acres in size and is mowed at least every 2 years.

There will be no fee for an agricultural/forestry access permit. Existing agricultural/forestry access roads are grandfathered on the date of the adoption of this ordinance.

7.7 LOAD LIMITS: Unless otherwise posted by the Selectboard in accordance with 23VSA, Section 1400b (the statute authorizing Spring posting), the legal load limit on all

Class 2 and Class 3 town highways in Pomfret is TWELVE (12) tons. Vehicles, including load, traveling on Class 4 roads shall not exceed EIGHT (8) tons.

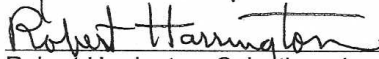
- a. Overload Permits. Requests for temporary permits to exceed the legal load limit can be made to the Selectboard. In considering whether to grant such permit the Selectboard shall take into account possible damage to the roadway and the financial responsibility of the permittee. If a permit is issued and damage to roadways, bridges or culverts occurs, the permittee will be held responsible to repair the highway. Failure to repair such damage will result in the town completing the work and billing the permittee.

PART 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

PART 9. EFFECTIVE DATE. This ordinance shall become effective 60 days after its adoption by the Pomfret Selectboard and shall supersede and replace all previous ordinances to establish municipal policy on maintenance and upgrading of existing town roads and to describe construction standards and procedures for accepting new roads into the town highway system.



Neil Lamson, Chair Selectboard



Robert Harrington, Selectboard member



Douglas Tuffill, Selectboard member

12-4-09

DATE

Adoption History

1. Agenda item at regular Selectboard meeting held on June 17, 2009.
2. Read and approved at regular Selectboard meeting on December 2, 2009 and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions, etc.]

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

Landowner _____ Phone _____
Address _____ State _____ Zip _____

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the _____ side of _____ (E911 highway name) Town Highway No. _____

The proposed access will be located approximately _____ (ft./ mi.) from the intersection of this road with _____ (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 ___ day of _____, 20 ____.

Signature, Applicant or Applicant's Agent _____ Applicant or Applicant's Agent's Name
{printed or typed}

Application fee of \$50. Received Date _____ by _____

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

From: Frank Perron <frank@frankperron.com>

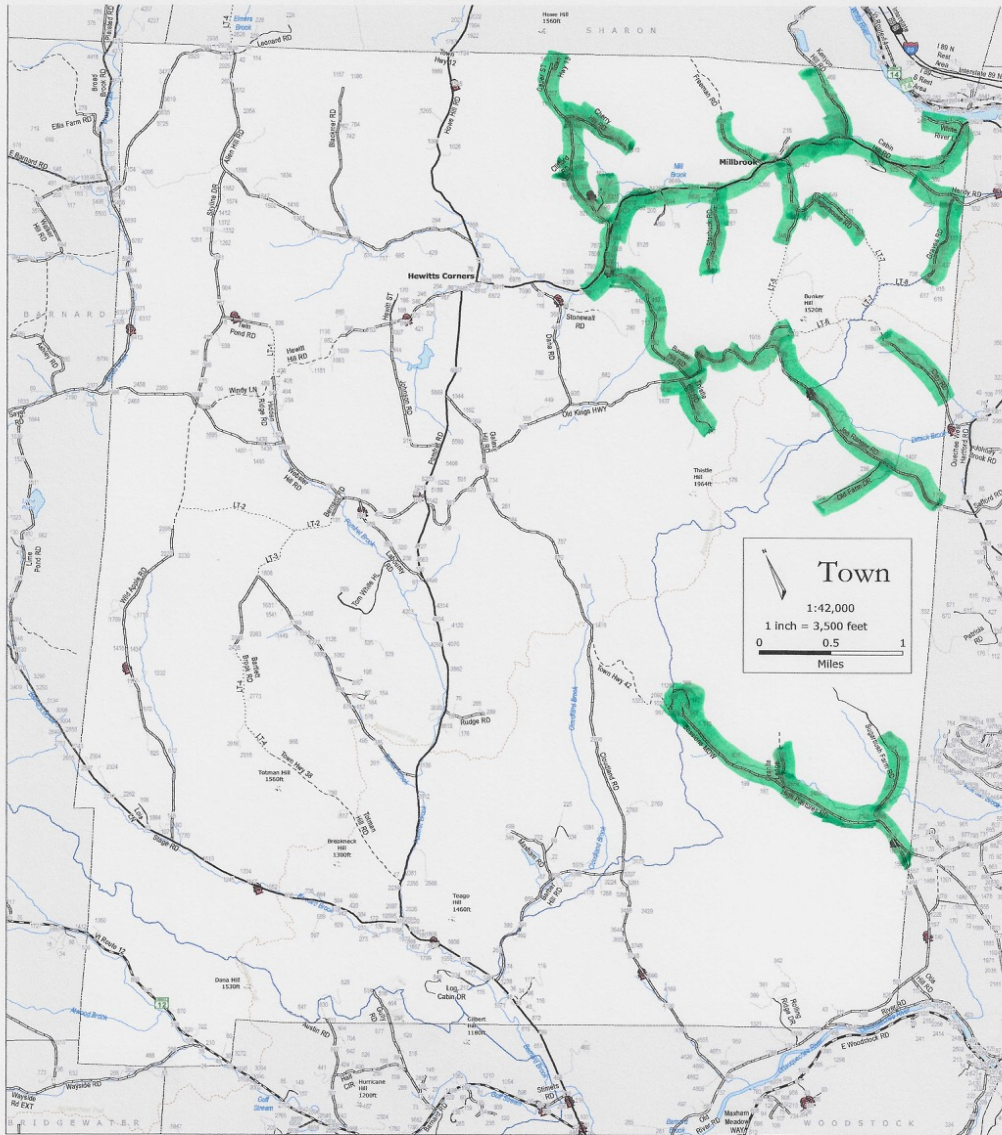
Sent: Thursday, March 10, 2022 8:55:17 PM

To: John Peters Jr. <john.peters@pomfretvt.us>; Jon Harrington <jon.harrington@pomfretvt.us>; Holly Strahan <strahanholly@gmail.com>; Melissa Baker <melissa.p.baker92@gmail.com>; greg olmstead <olmsteadgreg@hotmail.com>; Kevin Rice <kricevt@gmail.com>

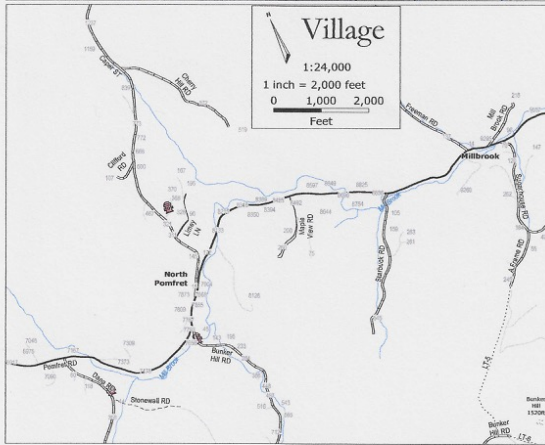
Subject: Proposed Hartford FD coverage area map

Hi All,

Per our meeting tonight, here is a cut at the proposed Hartford FD coverage area. The cutoff on Pomfret Road will be the Pomfret Fire Station. They will cover the east end of Kings Highway from Bunker Hill Road to where the Town ends plowing during the winter (by Terri and Chris Antal's driveway). Let me know if you have any questions, corrections, or additions



Town
 1:42,000
 1 inch = 3,500 feet
 0 0.5 1
 Miles



Village
 1:24,000
 1 inch = 2,000 feet
 0 1,000 2,000
 Feet

- 234 e911 addresses
- TH cls 1 (village)
- TH cls 2
- TH cls 2 gravel
- TH cls 3
- TH cls 3 gravel
- TH cls 4 gravel
- VT forest hwy
- town trail
- other trails
- private
- driveway
- VT route
- US route
- Interstate
- rail line

**Road Names & Addresses
 Pomfret, Vermont**

Please use the VTTrans Town General Highway map for updated official length and class data for town roads and trails.

Please contact town E911 Coordinator for updated official road names and addresses.

-Map is for reference and emergency response.
 -Highway alignments for LT and Class 4 TH may not be correct.
 -Not all addresses are shown.
 -New roads may not be listed.
 -VT/US routes' names can change in a village or at the village line.
 -Names/numbering can change at town line on through roads.

Updated 5/2016
 2015 VTTrans Hwy Data
 2014 E911 Data



Funds Available
at DLC



Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Fee (must be included)

License Number: # 8039-003-CATR-001
Licensee Name: American Crafted Spirits, Inc.
Doing Business as: SILO Distillery
Street: 3 Artisans Way Town/City: Windsor, VT 05089
Contact Name & Phone: Mary Shappell 910-265-7788
Email or Fax: Mary@silodistillery.com

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

- 1) Describe type of event: Artistree Gallery Art Event
 - 2) Location of event: Artistree 2095 Pomfret Rd. 50-Pomfret VT
 - 3) Date of event: Friday 3/18/22
 - 4) Hours of operation from beginning to end: 5pm - 7pm
 - 5) Approximate number of persons expected: 50-75
- Signed: Mary Shappell Date: 3/17/22

Each catered event must have approval from the Town/City before submitting this application to Liquor Control.

Please check one: Approved Disapproved

[Signature] POMFRET 3/9/2022
Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City clerk for approval (Town/City Clerk will send to DLC).
- 2) Follow all liquor control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
- 3) Must have a defined area for serving and consumption of alcohol with designated barriers.
- 4) Must have separate toilet and lavatory facilities available for both men and woman.
- 5) Provide sufficient number of employees for control purposes.



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FINANCIAL POLICIES AND GOALS
INTRODUCTION
TOWN OF POMFRET
Revised 3/10/2022

GOALS

1. To ensure compliance with laws and conformance with accounting standards.
2. To promote year-to-year consistency and efficiency in handling budgetary and financial matters and methodology regardless of change of personnel.
3. To help local officials make more informed financial decisions, safeguard the town's resources and capital assets, and promote financial stewardship (committed to responsible, moral, ethical, and prudent decision-making).
4. To support development of long and short term financial goals, which become a vital part of the planning process and the annual budget.
5. To maintain a stable tax rate while avoiding tax spikes and short-term debt.
6. To support the use of reserves for funding capital projects and special projects.
7. To clarify responsibilities for managing various facets of financial, capital, and budgetary planning and oversight.
8. To review and manage the budget on a monthly basis with the goal of ending the fiscal year with a balanced budget. If one line-item looks like it will exceed budget by the end of the year, compensate by identifying and underspending other line items.
9. To promote positive working relationships between the town's elected and appointed officials.
10. To require that new staff and public officials, who are responsible for town finances, familiarize themselves with these policies, and comply with their intent.
11. To Inform municipal officials without financial background and provide tools to properly manage the town's finances.
12. To ensure that the goals set for all financial policies together express how to reach the above goals.

To establish sound practices, the following policies are proposed, some of which already have been adopted:

- ACCOUNTING, AUDIT, REPORTING POLICY
- PURCHASING POLICY: adopted April 2, 2014 and amended May 7, 2014
- INCOME, EXPENSE, AND CASH POLICY
- CREDIT CARD POLICY: Adopted March 17, 2021
- CAPITAL PROGRAM AND BALANCED BUDGET POLICY
- INVESTMENT POLICY
- RESERVES AND RAINY DAY FUND POLICY
- FRAUD PREVENTION

Town of Pomfret Select Board Meeting
Draft Minutes. March 2, 2022

Present: Emily Grube, John Peters, Steve Chamberlin, Jon Harrington, Ben Brickner

Public: Potter J (Road Foreman), Lamson N (Lister), Matthews N (Auditor), Peters C, Rhodes B (Library), Mitchell R, Reiter T (Planning Commission). Moore J (Planning Commission), Rice K (Fire Chief), Pearce Scott, Wakefield Marge (JP, Trustee of Public Funds & LaBounty

1. Emily Called the meeting to order at 6:02 pm
2. Public Comment: Neil offered a big thank you to Becky Fielder, vote counters, checklist workers, etc. Tim asked the board please consider allowing the mask mandate to expire. Jon postponed discussion of So Pomfret Scoping Study and RFP be postponed. Steve moved and Jon 2nd adding mask mandate to the agenda and postponement of So. Pomfret items. Motion carried.
3. Road Foreman's Report. Jim has asked Wind River Environmental to address the difficulties with the garage sewer; they will also videotape the sewer line. He will post the roads on Friday. Jim also suggested that since the budget passed, the RFP for the new ton-truck should be prepared asap. He, Steve, and John will do
4. Warrants – none submitted
5. Minutes – from 02/16&23/2022 –approved after discussion and amendments vote was 4 ayes; Ben recused himself because he was not yet a member of the board.
6. Items for Discussion or Vote
 - a. Performance Bond Joe McLean finds no problem. John moved and Jon seconded the board authorize Emily, as chair, to sign off on the performance and payment bond. Steve suggests turning over management of this project to Allyn Ricker.
 - b. Reorganization of Board: Steve nominated and Ben seconded Emily continue as Chair and John as Vice-Chair – Unanimous roll-call vote. Emily will need some help with agenda.
 - c. Rules & Procedure – Emily suggests rearranging items on the agenda by moving warrants and minutes to the end of the meeting. She would like Road Foreman's report to be first; followed by any outside presentations or discussions. This would allow Jim to have a shorter attendance as well as allow members of the public not to have to sit through an entire meeting to get to their particular interest. Ben moved and Steve seconded this suggested change; unanimous roll-call vote.
 - d. Appointments for the Coming Year
 - Animal Control Officer (vacant)
 - Citizen Trustee of Labounty Fund (Marjorie Wakefield)
 - Collector of Delinquent Taxes (Karen Hewitt)
 - Constable (Douglas Tuthill)
 - e911 Coordinator (Rebecca Fielder)
 - ECFiber (Alan Graham, Kristin Esty (1st alt.), Betsy Rhodes (2nd alt.))
 - GUVSWD (Vernon Clifford, Douglas Tuthill (alt.))

- Planning Commission (John Moore, Ann Raynolds)
- Road Commissioner (vacant)
- Town Service Officer (Sheila Murray)
- Tree Warden (Cyrus Benoit, Alan Graham (deputy))
- TRORC Board of Directors (William Emmons, Phil Dechert (alt.))
- TRORC Transportation Committee (vacant)
- Zoning Board of Adjustment (Benjamin Brickner, Shaun Pickett)
- Library Trustee (Mary Worrell)

Ben moved and John 2nd reappoint Mary Worrell to the Abbott Library; her name had slipped through the cracks. Ben and Emily will split the list and notify /enquire via email

e. Structures and paving grant applications. Neil agrees to help with paperwork and he believes applications need to be made every year to each. There is a plan in place for the Pomfret Road Culvert. (between Johnson Rd and Galaxy Hill Rd). Jon suggested PIKE could come and evaluate the need for paving; Emily suggested Two Rivers could also be consulted. Emily suggested we could do from Starbuck Road towards the church if granted this year. Emily, Neil, and Kevin also spoke of needing improvement at the Library/Teago/Artistry intersection – both in parking, traffic management, and lighting.

f. Highway Ordinance and Driveway Permit agreement – There are some discrepancies between these two documents. We need to see to these, correct culvert specifications, and determine what to do with Cloudland Road Foliage season. Will need coordination with WC Sherriff, and perhaps Two Rivers. We must have a hearing before October and foliage season.

g. Restructuring Agenda – See C above.

7. Meeting Wrap Up

a. Correspondence

b. Review of Assignments – Emily will send Neil paperwork

c. Agenda for next meeting: Cloudland Project Allyn Ricker to attend discussion of his role; So Pomfret Scoping Study – Choose a firm, RFP for this needs to be posted; Fourth man for Road Crew needs job description; invite Sherriff Claude for Cloudland Road Discussion

8. John moved and Jon seconded for adjournment at 8:48 pm. Motion carried