

Town of Pomfret
Selectboard Meeting Agenda
Town Offices, 5238 Pomfret Road**
No. Pomfret, VT 05053
April 6, 2022, 7:00 p.m.

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 a. Cloudland Project/Allyn Ricker b. Job Posting – Road Crew c. Job Descriptions, Road Crew, Foreman, Commissioner d. RFP Sand e. RFP Paving f. Highway & Traffic Ordinances	7:20
5. Items for Discussion or Vote a. AARP considerations and deadlines b. Delinquent Tax Collection & Tax Sales – Karen Hewitt Osnoe c. Draft Accounting, Auditing, and Financial Reporting Policy– Nancy Matthews d. Municipal planning grant acceptance for Town Plan work e. Approvals for credit card payments in between meetings f. Acceptance of resignations g. Emergency Service Committee Update h. Pomfretvt.us email accounts i. Suicide Six events j. Liquor License Renewal Teago Store k. SILO Blanket Permit via Town Clerk l. Warrants m. Approval of 03/16/2022 minutes	7:20
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting d. Adjournment	
* Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated. ** This is an in-person meeting	

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TRAFFIC ORDINANCE^{1,2}

Town of Pomfret, Vermont

1. Preamble: Pursuant to the provisions of 23 V.S.A. §§ 1007 and 1008, 24 V.S.A. §§ 1971-1973, 24 V.S.A. § 2291 (1), (4), and (5), 23 V.S.A. § 1007 and 13 V.S.A. § 7251, the Pomfret Selectboard adopts this Traffic Ordinance.
2. Scope: This ordinance establishes special traffic regulations applicable to public highways within the Town.
3. Definitions: The definitions in 23 V.S.A. § 4 are incorporated by reference. See the Vermont General Highway Map of the Town of Pomfret, prepared by the Vermont Agency of Transportation, dated June 11, 2015, for town highway (“T.H.”) numbers.
4. Traffic Control Devices:
 - 4.1 It shall be unlawful for any person to disobey the direction of a traffic control device except in response to the directions of a law enforcement officer.
 - 4.2 It shall be unlawful for any person intentionally to remove, injure, obstruct, deface, alter, or tamper with, any traffic control device.
 - 4.3 It shall be unlawful for any person to install any sign or device that may resemble or be mistaken for an official traffic control device without prior approval of the Pomfret Selectboard.
5. Speed Regulations: On the basis of traffic and engineering surveys, the following maximum speeds are hereby established for traffic in all directions on the following designated portions of town highways:³
 - 5.1 On T.H. 1,
 - 5.1.1 From the Woodstock town line through the center of town to the Hartford town line: 45 mph beginning at the Woodstock town line, extending northerly 0.90 miles;

¹ **Note to Reader:** This draft remains subject to review and comment by the Selectboard and legal counsel to the Town.

² **Note to Selectboard:** The current ordinance appears to have been based on the model ordinance in VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*. See <https://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=11>.

³ **Note to Selectboard:** To discuss whether to change any existing speed limits. Per 23 V.S.A. 1007(a)(1)(A), speed limits on unpaved roads may be changed without a traffic study under certain circumstances. Per VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*, a professional engineer is not required to complete a traffic study, “anyone can gather the information needed”. See <https://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=15>.

then 35 miles per hour to 0.99 miles;⁴ then 25 mph extending northerly to 1.25 miles from the Woodstock Town Line; then 35 miles per hour to 0.35 north of the junction of T.H. 60; then 45 mph extending northerly to 0.10 mile south of the junction of T.H. 24; then 40 mph extending easterly 4.43 miles to the Hartford town line.

- 5.1.2 Speed limit between flashing light and “End School Zone” signs shall be as posted when light is flashing. Lights shall be flashing on days when school is in session at times agreed upon in writing between the Pomfret Selectboard and the School Board.
- 5.2 On T.H. 2, Stage Road, from South Pomfret toward the Barnard town line: 25 mph beginning at the junction with T.H. 1, extending westerly 0.11 mile; then 35 mph from to bridge B13.⁵
- 5.3 On T.H. 3, Howe Hill Road, from the Hewittville corner toward the Sharon town line: 35 mph beginning at the junction of T.H. 1 extending northerly 1.25 miles to 0.52 mile south of the Sharon town line.⁶
- 5.4 On T.H. 29, Bunker Hill Road, 25 mph for its entire length.⁷
- 5.5 On T.H. 60, Library Street, 25 mph for its entire length.
- 6. Stop and Yield Intersections.⁸
- 6.1 The following intersections are designated as STOP intersections and shall be so signed:
 - 6.1.1 T.H. 1 southbound at the junction of T.H. 2
 - 6.1.2 T.H. 3 entering T.H. 1
 - 6.1.3 T.H. 60 entering T.H. 1
 - 6.1.4 T.H. 60 entering T.H. 2

⁴ **Note to Selectboard/Highway Team:** This 35 mph zone is currently unsigned.

⁵ **Note to Selectboard/Highway Team:** Under the current ordinance, there is no designated speed between the bridge near 504 Stage Road and the Barnard town line.

⁶ **Note to Selectboard/Highway Team:** Under the current ordinance, there is no designated speed for the 0.52 miles of Howe Hill Road south of the Sharon town Line.

⁷ **Note to Selectboard:** Retain? This is the only speed limit designated for an unpaved road. Per VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*, “generally speaking, the Vermont Agency of Transportation’s Traffic and Safety Division does not recommend setting speed limits on Class 3 gravel roads. Most people tend to drive on gravel roads at speeds slower than what towns might set them”. See <https://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=9>.

⁸ **Note to Selectboard/Highway Team:** There may be other Stop and Yield intersections around town. Add them here?

6.2 The following intersections are designated as YIELD intersections and shall be so signed:

6.2.1 T.H. 7 entering T.H. 3⁹

7. Parking Regulations.¹⁰

7.1 It shall be unlawful to stop, stand or park at any time in the travelled way of any public highways within the Town.

7.2 It shall be unlawful to park at any time on either side of T.H. 37 from 0.60 miles north of the Woodstock Town Line extending northerly to the junction of T.H. 5.¹¹

7.3 Any vehicle stopped, standing or parked in violation of this section may be summarily removed at the owner's expense, by order of any law enforcement officer, Pomfret Selectperson, or the Pomfret Road Commissioner.

7.4 If the owner of a vehicle removed under this section does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the Town and the vehicle may be sold or otherwise disposed of in accordance with 27 V.S.A., chapter 11.

7.5 Nothing in this section shall be construed to prohibit vehicular stops in response to the direction of a law enforcement officer, for causes beyond the operator's control, or to undertake a use described in 24 V.S.A. § 4413(d)(1).¹²

8. Special Traffic Regulations:¹³

8.1 The Pomfret Selectboard may adopt special traffic regulations from time to time as to the maximum speed, permitted direction or exclusion of motor vehicles as the public good requires, in accordance with 23 V.S.A. § 1010.

8.2 The Town shall conspicuously post and maintain signs indicating the special traffic regulations in and near all affected roadways or portions thereof during while such

⁹ **Note to Selectboard/Highway Team:** This Yield intersection is currently unsigned.

¹⁰ **Note to Selectboard:** This new section is based on Article VI of the model ordinance in VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*. See <https://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=13>.

¹¹ **Note to Selectboard:** This describes a portion of Cloudland Road (T.H. 37) that is approximately 0.3 miles on either side of the Sleepy Hollow Driveway, or from just south of the 3748 Cloudland Road driveway to the intersection of Barber Hill Road (T.H. 5).

¹² **Note to Selectboard:** This V.S.A. reference incorporates required agricultural practices, accepted silvicultural practices and forestry operations, which are generally exempt from regulation by local ordinance.

¹³ **Note to Selectboard:** This new section is modelled on Title 8, Section 8222 of the Woodstock Village Ordinance. See <https://townofwoodstock.org/wp-content/uploads/2013/10/Woodstock-Village-Ordinances-Revised-May-10-2009.pdf#page=55>.

regulations are in effect.

- 8.3 A special traffic regulation adopted in accordance with this section shall take precedence over any other traffic regulation to the contrary.
9. Violations and Penalties:
- 9.1 Except as otherwise provided in this section, any person who violates any provision of this ordinance shall be fined a civil penalty of not more than \$250.00¹⁴ for each offense. Each day the violation continues shall constitute a separate offense.
- 9.2 The waiver penalty for each violation of this ordinance shall be \$125.00¹⁵ and such waiver penalty if duly paid shall be in lieu of the civil penalty.
- 9.3 Each violation of a provision of this ordinance shall be deemed a separate offense.
- 9.4 The provisions of this ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment.
10. Severability: The provisions of this ordinance are severable, and if any provision hereof be judged invalid, such judgment shall not affect the validity of any other provision.
11. Designation: This ordinance may be referred to as the “Traffic Ordinance” and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be *prima facie* evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.
12. Repeal of Prior Ordinance: The “approved traffic ordinances” adopted December 21, 2016 and effective February 19, 2017 are hereby repealed.
13. Adoption: Pursuant to 24 V.S.A. § 1972 this ordinance is adopted by the Pomfret Selectboard at its meeting on the ____ day of _____ 2022 and shall become effective on the ____ day of _____ 2022.¹⁶

¹⁴ **Note to Selectboard:** The number specified here would be the maximum penalty that the Judicial Bureau could impose. Per 24 V.S.A. 1974a, this can be up to \$800 per violation.

¹⁵ **Note to Selectboard:** This is the fine payable if an alleged violator chooses not to contest the citation.

¹⁶ **Note to Selectboard:** No hearing is required before this ordinance can be adopted. Once adopted, the ordinance (or “a concise summary thereof”) must be published within 14 days. This ordinance cannot take effect sooner than 60 days after adoption.

Emily Grube, Chair

John Peters Jr., Vice-Chair

Benjamin Brickner

Steve Chamberlin

Jonathan Harrington

Summary Report	
Title	pdfDocs compareDocs Comparison Results
Date & Time	3/27/2022 6:39:44 PM
Comparison Time	0.32 seconds
compareDocs version	v5.0.100.42

Sources	
Original Document	Pomfret Traffic Ordinance (as adopted 2016-12-21).docx
Modified Document	Pomfret Traffic Ordinance (DRAFT 2022-03-27).docx

Comparison Statistics	
Insertions	50
Deletions	10
Changes	26
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	86

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
Deletions	
<u>Moves</u> / Moves	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	TrackChanges
Character Level	Word	False
Include Comments	Word	False
Include Field Codes	Word	True
Flatten Field Codes	Word	True
Include Footnotes / Endnotes	Word	True
Include Headers / Footers	Word	True
Image compare mode	Word	Insert/Delete
Include List Numbers	Word	True
Include Quotation Marks	Word	False
Show Moves	Word	False
Include Tables	Word	True
Include Text Boxes	Word	True
Show Reviewing Pane	Word	True
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print

HIGHWAY ORDINANCE¹⁷

Town of Pomfret, Vermont

Originally Adopted December 3, 1980
Adopted as Amended December 5, 2001
Adopted as Amended December 2, 2009
Adopted as Amended [_____], 2022

PART 1. TITLE, AUTHORITY AND ADOPTION

- 1.1. This ordinance is entitled the Pomfret Highway Ordinance and is based on the authority of 24 V.S.A. Sections 1971-1976.
- 1.2. This ordinance shall be adopted by resolution of the Selectboard in accordance with the procedure outlined in 24 V.S.A. 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:
 - (a) 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 shall determine which highways are to be Class 1 highways.
 - (b) 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 of Transportation, shall determine which highways are to be Class 2 highways.

¹⁷ **Note to Reader:** This draft remains subject to review and comment by the Selectboard and legal counsel to the Town.

- (c) Class 3 town highways:
- (1) [Class 3 town highways are all traveled town highways other than Class 1 or 2 highways.]¹⁸ The Selectboard, after conference with a representative of the Agency of Transportation shall determine which highways are Class 3 town highways.
 - (2) 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 19 V.S.A. Section 709, have authority to determine whether a Class 3 highway, or section of highway, should be plowed and made negotiable during the winter.
 - (3) 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.
- (d) 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.
- (e) Legal trails are public rights-of-way which are not highways and which:
- (1) the town shall not be responsible for any liability or maintenance including culverts and bridges;
 - (2) previously were a designated town highways having the same width as the designated town highways, or a lesser width if so designated; or
 - (3) 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.

¹⁸ **Note to Counsel:** This language follows 19 V.S.A. 302(3)(A) but seems to include Class 4 town highways (unless Class 4 town highways are not considered “traveled” town highways).

- (f) 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.¹⁹

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]²⁰ 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 any other Town of Pomfret ordinance or regulation, 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.

¹⁹ **Note to Selectboard/Highway Team:** Is this still relevant?

²⁰ **Note to Selectboard/Highway Team:** Is this accurate? The current map is dated 2015.

(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 may be 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, access roads and driveways.²¹ 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

²¹ **Note to Draft:** To make the following conforming changes in the “Application for a Driveway or Approach Road Access Permit” and “Application for an Agricultural/Forestry Access Road Permit”: (1) in the list of installation standards add “Culverts shall be at least 18 inches in diameter” and (2) delete “18-inch culvert required ___yes ___no Other restrictions or conditions”.

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 5.3(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 5.3(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; and
 - (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 is 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]²² 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.

²² **Note to Selectboard:** The term “homeowner” is used earlier in this section, implying that only homeowners (and not just any landowner) can request permission to plow Class 4 highways. This should be made consistent one way or the other.

(e) The environmental impact of the loss of tree stands or agricultural land.

7.4. 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.

7.5. 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:

- (1) used for growing hay, food, fiber, Christmas trees, maple sap, horticultural crops, orchard crops or forest crops; or
- (2) used to raise, feed or manage livestock, poultry, fish or bees; or
- (3) used to operate a greenhouse; or
- (4) [at least two (2) acres in size and is mowed at least every 2 years]²³.

There will be no fee for an agricultural/forestry access permit. Agricultural/forestry access roads in existence on December 2, 2009 shall be grandfathered in the condition thereof as of such date.²⁴

7.6. LOAD LIMITS: Unless otherwise posted by the Selectboard in accordance with 23 V.S.A., Section 1400b (the statute authorizing Spring posting), the legal load limit on all Class 2

²³ **Note to Selectboard:** Should this be further limited to mowing for an agricultural use? As written, once could argue a large residential lawn is eligible for an agricultural access.

²⁴ **Note to Selectboard:** The prior Highway Ordinance (adopted December 2, 2009) contained a grandfather clause. This change is to prevent expansion of the existing grandfathering.

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.

- (1) 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 the Highway Ordinance adopted December 2, 2009.

* * * * *

Pursuant to 24 V.S.A. Section 1972 this ordinance is adopted by the Pomfret Selectboard at its meeting on the ____ day of _____ 2022 and shall become effective on the ____ day of _____ 2022.

Emily Grube, Chair

DATE

John Peters Jr., Vice-Chair

Benjamin Brickner

Steve Chamberlin

Jonathan Harrington

Summary Report	
Title	pdfDocs compareDocs Comparison Results
Date & Time	3/27/2022 7:08:30 PM
Comparison Time	0.33 seconds
compareDocs version	v5.0.100.42

Sources	
Original Document	Pomfret Highway Ordinance (as adopted 2009-12-02).docx
Modified Document	Pomfret Highway Ordinance (DRAFT 2022-03-27).docx

Comparison Statistics	
Insertions	31
Deletions	13
Changes	25
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	69

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
Deletions	
<u>Moves</u> / Moves	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	TrackChanges
Character Level	Word	False
Include Comments	Word	False
Include Field Codes	Word	True
Flatten Field Codes	Word	True
Include Footnotes / Endnotes	Word	True
Include Headers / Footers	Word	True
Image compare mode	Word	Insert/Delete
Include List Numbers	Word	True
Include Quotation Marks	Word	False
Show Moves	Word	False
Include Tables	Word	True
Include Text Boxes	Word	True
Show Reviewing Pane	Word	True
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print

Pomfret Town Highway Department is looking to hire a full time Highway Crew Member. The right candidate will consist of being a team player, have a valid Class A CDL driver license, have a positive attitude with the ability to work as a team or individually. This position requires experience in the ability to operate a dump truck, use heavy equipment, and physical labor, as well as dealing with the public. This job requires the candidate to work in all different seasonal conditions and will consist of the candidate to have flexible hours throughout the year. The Town of Pomfret offers paid holidays, vacation, and sick pay along with health insurance and 401K and competitive wages. Wages will be based on experience. To apply visit the Town's web page at www.Pomfretvt.us or contact Jim Potter at 802-457-2767.

[Trouble viewing this email? Click here to view as a webpage.](#)

ARPA Compliance & Reporting Webinar

Learn more about Treasury's final rule and the changes it brings for how you can spend your ARPA award and report out on it. Your first report is due by April 30th! This session will include ample time for Q&A.

Speakers: Katie Buckley, Director, ARPA Assistance and Coordination Program, VLCT and Sarah Macy, Government Finance Specialist, VLCT

April 5 @ 12:30 PM

Free to Attend

SIGN UP

Additional Training & Information

Visit VLCT's [ARPA Reporting and Compliance webpage](#) for more information, Treasury portal how to videos, and more.

Additionally, U.S. Treasury hosted a **Compliance and Reporting webinar** for NEUs on Monday March 21. If you didn't attend live you can [view the recording](#).

Error! Filename not specified.

DRAFT ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY
TOWN of POMFRET

.....

PURPOSE: The purpose of this policy is to establish and maintain high standards for accounting practices in the Town of Pomfret and to ensure that adequate financial reports are provided to enable the voters, the Selectboard, Treasurer, and other town officials to make sound decisions in preparing and adopting the annual budget and managing town finances. This policy assigns responsibility for the various parts of Pomfret’s financial status.

REPORTING: The Treasurer prepares monthly financial reports, consisting of Reports of Budget, Revenue, Expenditure, and changes in Fund Balance for the General any Highway Funds, and any active reserves. Additionally, notations of line-item variance from budget are provided, and other comments as appropriate regarding the town’s accounts. These reports go to the Selectboard monthly, and are posted to the town website quarterly. The Treasurer attends Selectboard meetings as needed and appropriate to issues on the agenda.

The Selectboard (with input from their designated finance liaison) reviews these reports to manage the Town’s finances, acting to ensure the town stays within budget as the fiscal year progresses (as outlined in the Balanced Budget and Town and Highway Rainy Day Funds Balance Reserve policies) and fulfills anticipated goals and projects (as outlined in the Capital Program and Balanced Budget Policy), and as foreseen in the annual budget planning process.

EXTERNAL ACCOUNTING: At this time the town retains the services of a CPA firm specializing in municipal finance to perform a thorough annual review of town financial reports. While extensive, this review is not a legally defined audit; it provides for adjustments to ensure compliance with Generally Accepted Accounting Principles and Standards. This firm can be a resource for the Selectboard on these findings or any other financial and budgeting matters, Rainy Day Fund allocations, other municipal monetary issues, and when or how to expand the external audit scope.

Not less than every 3 years, the Selectboard shall discuss and consider, with consultation with the Town’s Certified Public Accountant (CPA), whether the Town should conduct a more thorough external financial review or a Professional Audit. If the Town decides to conduct a Professional Audit, it will cause the Town financial statements to be audited by a qualified, properly licensed independent accounting firm. This audit will be conducted in addition to any audit performed by the Town’s elected auditors under 24 V.S.A. §§ 1681 et seq.

There are circumstances in which it would be appropriate to consider an external audit, or a more comprehensive annual review. Examples of such circumstances could be due to grant requirements, a change in personnel, or unusual financial issues. Discussion with the current CPA firm would be useful in determining the extent of work required, or how best to proceed.

AUDITING: The town currently has an elected local Board of Auditors, who examines and verifies town expenses and income, linking them to Selectboard approved warrants, on a

monthly basis, throughout the year. Also, by state statute, the Auditors are required meet at least 25 days before Town Meeting, to examine and adjust accounts of Town Officers and report to the town voters their findings including the financial condition of the town, a spreadsheet of past and proposed budget and the previous year's receipts and disbursements, the condition and assets of all trust funds, and a list of outstanding orders and payables over 30 days past due, any deficit, delinquent taxes, outstanding bonds and interest-bearing notes, if any.

THE ANNUAL REPORT: The Pomfret Annual Report is organized and produced by the Town's Auditors, and is a compilation of the state required reports, statements and factual reports from all facets of Town government, and those organizations receiving financial support. It includes financial statements for each of the funds of the Town, as well as reports for understanding the financial condition of the town. It includes reports from the Treasurer, the Audit Board, and the Selectboard, invaluable for understanding and voting for the proposed budget. It also includes the Town Warning, next year's budget, the capital Improvement plan, and any other pertinent information. It is anticipated that the report will continue in its current form and extent until the auditors and the Selectboard agree to changes.

The forgoing 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.

_____ Chairperson

_____ Treasurer

2022 LIQUOR LICENSE RENEWAL APPLICATION
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

9478-001-SECN-001
Page 1

License Year Beginning May 1, 2022 ending April 30, 2023

Fee: \$140.00 of which
\$70.00 is paid to town/city
\$70.00 is paid to DLC
Town: 14065 - POMFRET

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Pomfret Road General Store, LLC, The Licensee # 9478- 1

Doing Business As:

Teago General Store
2035 Pomfret Road
South Pomfret VT 05067
Telephone: (802) 457-1626

Mailing Address:
2035 Pomfret Road
South Pomfret VT 05067

PLEASE INCLUDE EMAIL ADDRESS: Christeago@gmail.com

Description of Premises:

2nd class store located on the ground floor of a wood frame building.
Located at the intersection of Stage Road and North Pomfret Road,
Designated as #2035 Pomfret Road in the Town of South Pomfret, Vermont

Lessor:

2035 Pomfret Road, LLC
2035 Pomfret Road
South Pomfret VT 05067

Last Enforcement Seminar: 01/06/2020

Filed Articles of Organization: **Yes**
Majority of Members are US Citizens: **Yes**

Date Filed: 09/26/2017

Federal ID Number: 82-2913690

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. Dolan, Kathleen	94 B Bowman Road	Barnard	VT	05031

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law
(including traffic tickets by mail) during the last year? Yes No
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont
(See VSA, T.7, Ch.9, Sec. 223)? Yes No
If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?: Yes No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information
from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full
compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date
of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with
respect to child support or are in full compliance with a plan to pay any and all child support payable under a support
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good
standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of
contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

I/We hereby certify that the information in this application is true and complete.

Dated this 27 day of DECEMBER, 2021

Signature of authorized agent
of corporation, company, club or association

Christine Cole Manager

Signature of individual or partners

Kathleen M. Dolan owner

(Title)

Are you making this application for the benefit of any other party? Yes No

Continued on next page

Town of Pomfret Select Board
Draft Minutes 03/16/2022

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

Public: Jim Potter (Road Foreman), Claude Weyant (WCS), Nancy Matthews (Auditor), Ellen DesMeules (Treasurer), Frank Perron (Fast Squad), Cathy Peters, Cynthia Hewitt(SB Asst)

1. Emily called the meeting to order at 7:02
2. No public Comment
3. Agenda Review – no changes
4. Road Foreman’s Report and Highway Items for Discussion – Septic system was pumped this week; obviously had not been done for a while. The pipes were frozen underneath Webster Hill Road. Jim replaced them with schedule 40 septic pipe and some foam insulation. The crew has started work on the office. Rich Beland will finish the garage ventilation system next week. Caleb from Pike will meet with Jim next week to discuss paving. One quote for a generator was received; still waiting on another vender.

Highway Items:

- a. Job descriptions need to be updated for Road Crew, Road Foreman, and Road Commissioner. Jim will have them ready for review at the next meeting
- b. Allyn Ricker’s Role in Cloudland Project. Allyn was not able to attend the meeting. Steve had asked that his role be defined. This discussion will be rescheduled at 04/06/2022 meeting
- c. Highway Ordinance – Sherriff Claude Weyant was invited to discuss the highway ordinance and to suggest proper documentation to help control the foliage parking situation on Cloudland Road. He suggests “No Parking” signs be posted heavily on one side of the road. Additionally, the town Ordinance needs to clearly state no parking in the roadway or interfering with the roadway, i.e., blocking traffic. The landowner in question is very interested and willing to help with this issue. Ellen suggested screening plantings; Jim suggested green fence/fabric screening. We will invite the landowner and neighbors to attend a meeting in the near future. It was also pointed out there is no 35 mph sign northbound on Pomfret Road where the limit drops from 45mph
- d. Ton truck RFP – in process
- e. Bridge/Culvert Projects – Jon suggested an inventory of necessary bridge or culvert projects be created and Jim heartily agreed. This would provide items in a queue which could be undertaken should a planned project develop a problem/delay. The current urgent need is a double-culvert situation on Wild Apple Road. Emily reports a culvert study done two years ago and a Vtrans Bridge study which could provide information
- f. So Pomfret Scoping Study
Consultants
 - #1VHP – Jennifer Connolly would be lead; Jon has worked with her in the past. She lives in Woodstock. Jon spoke with her references and all gave her excellent reviews.

- #2 Dubois & King – Chris Sargent would be in charge; he was formerly with Two Rivers, his references were also excellent. Has done a similar study in Hyde Park.
- #3 THA—has many large projects scheduled, thus cannot do our project.

Jon moved and Ben seconded we name the above three consultants, in the order specified, in the proposal to Nydia. Unanimous roll-call vote.

Emily would like the south-bound scoping study extended to McLaughlin’s house. These houses are part of the “village” – there is a narrow shoulder there and the residents need a side walk to safely walk to the post office. Ben moved and John seconded to adopt the RFP as amended. Motion carried

5. Items for Discussion or Vote

a. Warrants

22085	\$ 91,557.58	Delinquent taxes
22084	903,817.61	A/P
22083e	9,939.34	Payroll
22077	9,349.29	Payroll
22078	37,367.11	A/P

Ben moved and John seconded payment of 3 current warrants; John moved and Jon seconded payment of last two warrants which were from a time period before Ben was a Board member; motions carried

- b. Approval of 03/02/2022 minutes. After discussion, Ben moved the board adopt the minutes after minor changes. Jon seconded. Unanimous roll-call vote.
- c. Ben moved and John seconded the Board resume in-person meetings as of 04/06/2022 at the Town Offices beginning at 7 PM. Motion carried
- d. Financial Management Committee – Auditor Nancy Matthews introduced the first of three Financial Management Policies – Income, Expense, and Cash Policy. Nancy, Ellen, and Emily are creating these policies to provide informed financial decision making and help with the budget process. The policies are developed using VLCT templates customized to Pomfret. They can be used as a “playbook” for new employees. Ben moved and Jon seconded the Board adopt the Income, Expense, and Cash Policy with one minor correction. Motion carried. Nancy would like to present the Accounting Audit Reporting Policy at the next meeting 04/06/2022
The February Financial update was approved. The delinquent tax warrant was approved. Karen Hewitt will attend the next meeting to discuss delinquent tax sales which need to be scheduled during this real estate market.
- e. Emergency Services Committee – Through a combination of Google Maps and actual drive time, the Committee has developed a map outlining the areas best served via Hartford/Quechee stations. They have determined the NP Fire Station is the halfway point. Frank Perron created the map due to his familiarity with the roads. The Board recommends a Board member reach out to Hartford and hope to work out an agreement, fees, etc. Should this be accepted, we anticipate a reduced per capita fee from Woodstock. John Peters will be the Board Liaison with Hartford and Woodstock.
- f. Ben moved and Jon seconded ratification of the Catering Permit for Silo Distillery for an event on March 18th at ArtisTree. Unanimous roll-call vote. Silo will be approached regarding a blanket permit for the season.

- g. Ben moved and Jon seconded the following appointments be approved:
 - Citizen Trustee of Labounty Fund**, Marjorie Wakefield, expires 2023
 - Collector of Delinquent Taxes**, Karen Hewitt, expires 2023
 - Constable**, Douglas Tuthill, expires 2023
 - e911 Coordinator**, Rebecca Fielder, expires 2023
 - EC Fiber**, Alan Graham, Kristen Esty (1st alternate), Betsy Rhodes (2nd alternate), expires 2023
 - GUVSWD**, Vernon Clifford, Douglas Tuthill (alternate), expires 2023
 - Planning Commission**, John Moore, Ann Reynolds, expires 2025
 - Town Service Officer**, Sheila Murray, expires 2023
 - Tree Warden**, Cyrus Benoit, Alan Graham (deputy), expires 2023
 - TRORC Board of Directors**, William Emmons, Phil Dechert (alternate), expires 2023
 - TRORC Transportation Advisory Committee**, Phil Dechert, expires 2023
 - Zoning Board of Adjustment**, Benjamin Brickner, Shaun Pickett, expires 2025Unanimous roll-call vote
- h. TA 60, Paving, and Structures Grants –John moved and Jon 2nd approval of the TA 60; Unanimous roll-call vote. Neil Lamson has completed these documents. The Board suggested increasing the amounts for both projects. Ben moved and Jon seconded approval with amendments. Unanimous roll-call vote

6. Meeting Wrap-Up

- a. Correspondence – Animal Control Officer – share with Sharon; Board agrees
- b. Review of Assignments – John to contact Harford and Woodstock re: emer. Svcs; Emily reach out to Silo re: blanket permit; and Karen re: delinquent taxes; Jim – Job descriptions, Road Worker, Foreman, & Commissioner; Truck RFP
- c. Agenda for Next Meeting
 - Highway & Traffic Ordinance
 - Allyn Ricker
 - Truck RFP
 - Job Descriptions
 - Financial Management Policy - Nancy
 - Delinquent Taxes – Karen

7. Ben moved and Jon seconded adjournment at 9:45 pm. Unanimous roll-call vote