

Town of Pomfret
Selectboard Meeting Agenda
Town Offices, 5238 Pomfret Road, No. Pomfret, VT 05053
 April 20, 2022, 7:00 p.m.

Zoom Instructions below

Business Items	Approx. Time*
Executive Session – Appointment of Public Officers	6:00 PM
Adjourn Executive Session	
Public Session	7:00
1. Call to Order	
2. Public Comment	7:10
3. Agenda Review	7:15
4. Road Foreman’s Report and Highway Items a. Truck RFP b. Sand RFP c. Paving RFP d. Highway & Traffic Ordinances (incl. speed limits) e. Road Crew Position Posting f. Cloudland Bridge Replacement Update	7:20
5. Items for Discussion or Vote a. Financial Management Comm-Nancy Matthews b. Tree Policy c. Brick Building Repairs d. Discussion of Suicide Six Events e. Approval of Local Emergency Management Plan (LEMP) f. Appointment of School Board Vacancy g. Employee Handbook h. South Pomfret Village Scoping Study, Engineer Selection i. Digital Record Storage j. Emergency Service Committee Update k. Warrants l. Approval of 04/06/2022 Minutes	7:45
6. Meeting Wrap up 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 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

TRAFFIC ORDINANCE^{1,2}

Town of Pomfret, Vermont ~~5218 Pomfret Road~~ North Pomfret, VT 05053

~~Approved Traffic Ordinances~~

~~Incorporating the Existing Traffic Ordinance Document and all Subsequent Amendments~~

1. Preamble: Pursuant to the provisions of ~~Title~~ 23 V.S.A. ~~§1007-§§ 1007~~ and ~~§1008~~1008, 24 V.S.A. ~~Chapter 59, §1971—§§ 1971-~~1973, 24 V.S.A. ~~§2291-§ 2291~~ (1), (4), and (5), 23 V.S.A. ~~§1007-§ 1007~~ and 13 V.S.A. ~~§7251. The § 7251, the Pomfret~~ Selectboard ~~of the Town of Pomfret, Vermont, adopted the following~~ adopts this Traffic Ordinance ~~on 12/21/2016.~~
2. Scope: This ordinance establishes special traffic regulations applicable to public highways within the Town.
3. Definitions: The definitions in ~~Title~~ 23 V.S.A. ~~§4-§ 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 ~~Town~~ Pomfret Selectboard.
5. Speed Regulations: On the basis of traffic and engineering surveys, the following maximum speeds are hereby established for traffic in ~~both~~ all directions on the following designated portions of town highways:³

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/>

- 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; 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 ~~1.1~~ 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

[files/files/resources/materials/](#)

[Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=15.](#)

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?](#)

signed:

6.1.1 ~~T.H.~~T.H. 1 southbound at the junction of ~~T.~~T.H. 2

6.1.2 ~~T.H.~~T.H. 3 entering ~~T.H.~~T.H. 1

6.1.3 ~~T.H.~~T.H. 60 entering ~~T.H.~~T.H. 1

6.1.4 ~~T.H.~~T.H. 60 entering ~~T.H.~~T.H. 2

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

6.2.1 ~~T.H.~~T.H. 7 entering ~~T.H.~~T.H. 3⁹

7. Parking Regulations.¹⁰

7.1 It shall be unlawful to stop, stand or park at any time in the right of way of any public highway within the Town in a manner that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.

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

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.

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 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.

~~7.9.~~ 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.

~~7.19.3~~ Each violation of a provision of this ordinance shall be deemed a separate offense.

~~7.29.4 A person who violates a provision~~The provisions of this ordinance shall be ~~subject to prosecution~~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.

~~8.10.~~ Severability: The provisions of this ordinance are ~~declared~~ 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.

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>.

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.

12. Repeal of Prior Ordinance: The “approved traffic ordinances” adopted December 21, 2016 and effective February 19, 2017 are hereby repealed.

~~9.13. Adoption: Subject to the provision of 24 V.S.A. §1973~~ Pursuant to 24 V.S.A. § 1972 this ordinance is adopted ~~on the 21st day of December 2016~~ by the Pomfret Selectboard ~~of the town of Pomfret~~ at its meeting on the ___ day of ___ 2022 and shall become effective on the ~~19th~~ ___ day of ~~February 2017~~ ___ 2022.¹⁶

~~Selectboard Member~~ Emily Grube, Chair

~~Selectboard Member~~ John Peters Jr., Vice-Chair

~~Selectboard Member~~

~~Selectboard Member~~

~~Selectboard Member~~

Benjamin Brickner

Steve Chamberlin

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.

| [Jonathan Harrington](#)

~~TOWN OF POMFRET~~ 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 ~~Title 24 VSA~~ 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 ~~VSA~~ 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 (~~agency~~) 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~~ 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~~ [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~~ [Chapter](#) 59, and after following the process for providing notice and hearing in ~~section 709 of this title~~ [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 ~~the Subdivision regulations~~ 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:⁴
- (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

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.](#)

⁴ ~~Note to Selectboard: Section number hierarchy is not consistent in the original (e.g., subsections in this Section 5.3 are designated "a, b, c" etc. As a result, some section cross-references in this version are incorrect.~~

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~~ 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. ~~All access road and driveway culverts shall be at least 15 inches in diameter.~~ [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

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".](#)

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.~~[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 (h.~~[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.~~ [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~~ 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.
 - (e) The environmental impact of the loss of tree stands or agricultural land.

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.

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. AGRICULTURAL²¹/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. ~~Existing agricultural/forestry~~ Agricultural/forestry access roads ~~are in existence on December 2, 2009 shall be~~ grandfathered ~~on the date of the adoption of this ordinance~~ in the condition thereof as of such date.²⁴

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

²¹ ~~Note to Selectboard: There is no Section 7.4 in the original.~~

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.

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

~~Neil Lamson, Chair Selectboard~~
Emily Grube, Chair

DATE

John Peters Jr., Vice-Chair

Benjamin Brickner

Steve Chamberlin

Robert

Jonathan Harrington

Douglas Tuthill

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.]~~

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY AND PROCEDURES
TOWN of POMFRET
1/20/22

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 and 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 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.

At least every three years, the Selectboard shall conduct or consider if the Town 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, all 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 foregoing Policy is hereby adopted by the Selectboard and the Treasurer of the Town of Pomfret, Vermont, this 20th day of April, 2022 and is effective as of this date until amended or repealed.

_____ Chairperson

_____ Treasurer

POMFRET TREE POLICY

Objective

Trees and stone walls along our Town highways contribute significantly to the beauty of Pomfret. Shade trees and roadside plantings along the Town right-of-way are protected by state statute. However, proper tree trimming and, where warranted, tree removal, are essential for safe movement of people and vehicles. The purpose of this policy is to provide guidance to Town officials and information to residents and landowners about maintenance, improvements, and alterations to Class 2 and 3 Town highways.

Background

Right-of-way: Municipalities own an easement, or right-of-way, for highway purposes. The width of a highway is usually three rods (49.5 feet), or 24.75 feet each side of the centerline of the currently existing highway but may be wider. For the public benefit of a road, the abutting landowner is stopped from exercising his or her full rights to the land under a right-of-way. The municipality has the authority to remove trees and other growing things, straighten curves, expand the traveled portion, and maintain or improve the road surface, all without the permission of the owners of the land the easement crosses, provided the work is done within the limits of the easement. Towns are obligated to maintain a road to certain standards that are dictated by a road's classification and by state statute.

Public place: Includes cemeteries, greens, parks, lawns around public buildings. Requirements for public shade tree maintenance are similar to those for highways.

Tree Warden: The Tree Warden in each town is appointed by the Selectboard. This person is responsible for preserving shade and ornamental trees in the town public ways and places, determining necessary care of trees, controlling of tree infestations, deciding when diseased, dead, or dying trees should be removed and, planning when new trees are appropriate. The Tree Warden shall hold public hearings when the removal of a shade tree is proposed.

Selectboard: Is responsible for maintaining the usefulness and safety of town roads and will decide on appeals of certain of the Tree Warden's decisions.

Highway Department: Performs or oversees road maintenance, including tree and brush removal.

Pertinent laws

Vermont law allows the Town to remove trees and bushes that are a hazard, interfere with highway use, or that because of disease or infestation threaten public safety or disease or insect control programs. However, abutting property owners and the public enjoy certain protections.

§19-901 Removal of roadside growth

A person, other than the abutting landowner, shall not cut, trim, remove or otherwise damage any grasses, shrubs, vines, or trees growing within the limits of a state or town highway, without first having obtained the consent of the agency for state highways or the board of selectmen for town highways. (However, note §24-2502, 2508 and 2509 below.)

§19-904 Brush removal

The selectmen of a town, if necessary, shall cause to be cut and burned, or removed from within the limits of the highways under their care, trees and bushes which obstruct the view of the highway ahead or that cause damage to the highway or that are objectionable from a material or scenic standpoint. Shade and fruit trees that have been set out or marked by the abutting landowners shall be preserved if the usefulness or safety of the highway is not impaired. Young trees standing at a proper distance from the roadbed and from each other, and banks and hedges of bushes that serve as a protection to the highway or add beauty to the roadside, shall be preserved. (But see 24-2504 below.)

§24-2502 Tree wardens and preservation of shade trees

Shade and ornamental trees within the limits of public ways and places shall be under the control of the tree warden.

§ 2503. Appropriations

A municipality may appropriate a sum of money to be expended by the tree warden, or if one is not appointed, by the mayor, aldermen, selectmen, or trustees for the purpose of carrying out this chapter.

§24-2504 Removal of trees, exception

The tree warden may remove or cause to be removed from the public ways or places all trees and other plants upon which noxious insects or tree diseases naturally breed. However, where an owner or lessee of abutting real estate shall annually, to the satisfaction of such warden, control all insect pests or tree diseases upon the trees and other plants within the limits of a highway or place abutting such real estate, such trees and plants shall not be removed.

§24-2505 Deputy tree wardens

A tree warden may appoint deputy tree wardens and dismiss them at pleasure.

§24-2508 Cutting shade trees; regulations

Unless otherwise provided, a public shade tree shall not be cut or removed, in whole or in part, except by a tree warden or his deputy or by a person having the written permission of a tree warden.

§24-2509 Hearing

A public shade tree within the residential part of a municipality shall not be felled without a public hearing by the tree warden, except that when it is infested with or infected by a recognized tree pest, or when it constitutes a hazard to public safety, no hearing shall be required. In all cases the decision of the tree warden shall be final except that when the tree

warden is an interested party or when a party in interest so requests in writing, such final decision shall be made by the legislative body of the municipality.

Pomfret's policy on right-of-way clearing and trees is as follows:

(1) The Town shall comply with State statutes and regulations when performing road work. While the Town is obligated to maintain the usefulness and safety of its roads, it is also interested in preserving their aesthetic qualities.

(2) Except in emergencies, road maintenance that proposes removal of trees from the right-of-way will be reviewed by the Tree Warden. With the Road Commissioner/Road Foreman, the Tree Warden will view trees that have been identified for removal and provide a report to the Selectboard and the Highway Department. The Selectboard and the Highway Department will file the report in the Town Office. The Selectboard will notify the landowners by letter if the report recommends tree removal and hold a public hearing if necessary.

(3) Except in emergencies, landowners will be notified by certified letter when the following work is scheduled in the public right-of-way across their land: tree cutting, road straightening or widening, and any work that will significantly alter the road or right-of-way. The Highway Department will send this notification letter at least two weeks before the work is to begin. The letter will advise landowners of planned work, the tentative schedule for it, and will inform individuals of their opportunity to express their concerns regarding the work. Similar notification of proposed major road reconstruction projects will be mailed at least 60 days before the work is to begin.

(4) Actions that will be taken by the Road Commissioner or Road Foreman before cutting trees or shrubs:

- ◆ Confirm the width of the right-of-way, and measure and mark its edges.
- ◆ Describe the location and proposed work to the Tree Warden.
- ◆ Request the Tree Warden's opinion whether the proposed work will require cutting of shade, fruit, or ornamental trees or shrubs, and whether such plants are in a residential area. If such plants are to be cut, obtain written permission from the Tree Warden, then notify the Selectboard.
- ◆ Send notification letters as required in (3) above.
- ◆ Require a certificate of insurance before a contractor begins any cutting.
- ◆ Roadside mowing will maintain clearances for snow removal and road visibility for drivers.
- ◆ Brush and trees that could interfere with the operation of Town equipment may be removed.

(5) Actions to be taken by the Tree Warden:

- ◆ Consult with the Road Commissioner or Road Foreman on proposed right-of-way clearing.
- ◆ If the cutting of shade, fruit, or ornamental trees or shrubs is recommended, hold a public hearing. When appropriate, issue written permission to the Road Commissioner or Road Foreman to remove trees.

(6) Actions to be taken by the Selectboard:

◆ Decide cases involving cutting of shade, fruit, or ornamental trees or shrubs, after the Tree Warden's hearing, when the Tree Warden is precluded from deciding the case or an interested party requests in writing that the Selectboard do so.

Invasive Plant Management

The Tree Warden may make suggestions on management of invasive plants along the Town right-of-way.

Shade Tree Planting Guidelines

All species of shade trees shall be selected from recommendations by the Vermont Urban & Community Forestry. For tree species to be planted, see Vermont Tree Selection Guide: https://vtcommunityforestry.org/sites/default/files/pictures/complete_vt_tree_selection_guide_2019.pdf

Funding for Shade Tree Plantings and Removal

The Pomfret Selectboard shall create a Town reserve fund for use by the Tree Warden in the implementation of their duty. Funds in this account may be used by the Town Road Commissioner or Road Foreman, with the permission of the Tree Warden. The reserve fund will be important when ash trees damaged by the invasive Emerald Ash Borer need to be removed along the Town right-of-way.

Clean up

Materials cut from the Town right-of-way will be removed as reasonably appropriate.

Material from chipping can be spread on abutters' property with their prior approval.

Logs of an agreed-upon length may be left on abutters' property only with landowners' approval. Any wood from trees less than 6 inches DBH (Diameter Breast Height) that are removed by the Town belongs to the Town. Any wood from trees removed by the landowner, with approval of Tree Warden, belongs to the landowner.

Permit for Public Tree Removal in Pomfret

A permit for public tree removal must be approved by the Pomfret Tree Warden. Here is a link to a Town form that may be used to make such a request see: [Permit for Public Tree Removal](#).

Changes in Pomfret Tree Policy

The Pomfret Board of Selectmen reserves the right to establish internal guidelines consistent with this policy and to amend the policy from time to time without future notice.

Permit for Public Tree Removal

Person requesting tree removal:

Name: _____ Date: _____

Mailing address: _____

Town: _____ ZIP code: _____

Physical property address: _____

Phone: _____

Purpose of Removal

- Hazard
- Utility Line issue
- Line of Sight

Other _____

Tree Location (Description):

Tree Location (Map):

Request for Tree Removal

- Granted
- Required Public Hearing

Tree Warden's Signature _____ Date: _____

Mr. and Mrs. Landowner
111 Suchandsuch Road
Pomfret, VT Zipcodexxxxxxx
Datexxxxx

Dear Mr. and Mrs. Landowner

Thank you for contacting me regarding the that you wish to take down along Road. As you know, Vermont law requires consent and approval of the Tree Warden before trees within the public highway right-of-way or on public lands may be removed. The trees in question here are clearly within the highway right-of-way.

Vermont law allows the Tree Warden to authorize removal of trees that are diseased, dying, or which present a hazard. If these conditions are not present, the Tree warden must hold a public hearing before authorizing removal.

At your request, I have visited your property and looked at the trees. I did not observe any obvious, external conditions that would lead me to believe that these trees are diseased, dying, or hazardous. Indeed, I find that these trees, like many other mature trees that line our public road, add much to the character of this stretch of road. Therefore, under Vermont law, I do not find that I can allow these trees to be removed without further inquiry.

I believe that there are two options available to you. You may engage a qualified arborist to examine these trees in further detail. If such a qualified expert were to offer, in writing, evidence or proof, that these trees were in fact diseased, dying, or a public hazard, then I might have new information upon which to make a different informed opinion.

Alternative, I can hold a public hearing to consider whatever information or evidence you wish to offer as to why I should allow these trees to be removed from the public right-of-way. In order do so, I will ask that you cover certain direct costs involved with that hearing (publishing a legal notice in the newspaper, postage for notice required to adjoining landowners). If you are willing to do so, then I will warn a public hearing for a time convenient for us both.

While I always keep an open mind in public affairs, I would like to know up front that absent new, compelling reasons or information, I am not inclined to approve the removal of these mature trees from the public highway right-of-way.

Please feel free to follow up when you have had a chance to read and review this information.

Respectfully,

Pomfret Tree Warden

Town of Pomfret Select Board
April 6, 2022 Draft Meeting Minutes

Present: Emily Grube, Steve Chamberlain, Jon Harrington, Ben Brickner

Public: Betsy Rhodes (Library), John Moore (Planning Commission), Neil Lamson (Lister), Jim Potter (Road Foreman), Frank Perron (Fire Warden), Nancy Matthew (Auditor), Ellen DesMeules (Treasurer), Karen Hewitt Osnoe (Delinquent Tax Collector), Tim Reiter (Suicide Six), Allyn Ricker, Genie Lawrence (Auditor), John Ricketson, C Hewitt (SB Asst), Alan Graham (Tree Warden), Jun Wenzhen (VT Standard)

1. Emily called the meeting to order at 7:01 pm
2. Public Comment – Betsy Rhodes attended tonight to report that John Barnes will start work on the library foundation restoration the last week of April; she wanted to confirm that the Library can use their reserve fund without a vote by the town. This was verified.
3. Review of Agenda – Emily removed Suicide Six events and Jon added storage of digitized records. Steve seconded the motion. Unanimous roll-call vote.
4. Road Foreman’s Report – Jim feels that mud season is almost over. He estimates they’ve spent ± \$20,000 in materials to improve mud. He has stated grading and pulling the roads together. Jim heard from Webb that they had finally received culverts. He purchased 300 ft of 18 in. @\$25.26/ft which was the original price. He may purchase an additional 300 feet at a reduced rate if he can borrow some money from the salt fund which has \$1500 left over--he needs \$4578. He was authorized to go ahead. Vermont Generator arrived today to estimate a new generator; they will give Jim a price by next week. Rich Beland is almost finished with the ventilator project; he still needs to provide proof of insurance. Jim has spoken with Northwoods. Mary Ellen stated the shop drawings would arrive in 3 weeks; and Michael has ordered the box culvert. They tentatively will schedule the work for the week of July 11th.

Highway items:

- a) Allyn detected a discrepancy in some elevations; Jon will address. When the shop drawings arrive, Allyn will commence “management” of the project, i.e., nail down dates, etc. (See note from Northwoods above)
- b) Job posting for 4th Crew Member – Jim submitted a draft announcement. Cynthia will create a job description which is compatible with the new personnel policy and conforms to VLCT regulations, etc.
- c) Sand RFP – needs to get out soon. We have a price contract with Pike good until 07/01/2022 for 3/8-inch stone. Jim wonders if we can get a better price separating out the trucking. The RFP will ask for two estimates – one for sand & trucking, one for sand only
- d) RFP paving – Neil has started this process. We have up to two years to spend the funds so could roll-over to the next year. The proposed job would be from Starbuck Road to Howe Hill. The bridges may need to be shaved; Vtrans should do a functional capacity study.
- e) Highway and Traffic ordinances – Ben has initiated editing the two documents. He is incorporating suggestions from Claude Weyant, WCS, as well as Vermont Department of Transportation laws and ordinance. We need to specifically be

prepared to deal with Cloudland Road foliage traffic. We also discussed speed limits on the dirt roads. Jim feels that 35 mph is too fast for most drivers/roads. Discussion to continue.

- f) ARPA – Neil attended a Webinar with was clear guidance on how to spend the \$127,000. There are very few restrictions. Neil will begin obtaining reasonable cost estimates for the items already on the list. We can expect another payment of \$127,000 in September. We have until 2026 to spend the funds. Ellen has set up an ARPA fund account. Ben moved that the Town of Pomfret make a one-time irrevocable decision to elect the “Standard Allowance” approach for our ARPA award in the amount of \$254,983.92 to spend on the provision of government services throughout the period of performance of the grant.
- g) Delinquent tax sales – Karen is prepared to send letters, followed by tax sales to the following people, who have been noncompliant for several years:
- Carpenter
 - Klampert Estate
 - Levinson
 - Lewis (4 accts)
 - Lindsay
 - McDonough

Emily moved and Ben seconded approval for Karen to take action. Unanimous roll-call vote.

- h) Draft Accounting Policy – Nancy Matthews presented the Accounting, Auditing, and Financial Reporting Policy. The board made one minor correction. Will be voted at the next meeting (04/20/2022)
- Municipal Planning Grant – has been approved for the Planning Commission. Ben moved and Jon seconded that we accept the Municipal Planning Grant and give Emily authority to sign the paperwork. Unanimous roll-call vote.
- i) Approval of Payments Between Meetings --- Ellen receives several bills each month where the “grace” period is too short to limit payments to meeting dates, especially in light of USPS. Ben moved that the chair be authorized between regular Selectboard meetings to order the Town Treasurer to pay payroll and other amounts owing that would incur interest or penalties if not paid before the next regular Selectboard meeting, in each case subject to review and approval by the Selectboard at its next regular meeting.
- j) Bill Overbay has resigned his position on the School Board. Emily will post the vacancy on List Serve and Becky will post on the website.
- k) Pomfretvt.us email accounts. We need to discontinue any email accounts not held by town officers. Frank Perron’s Fire Warden position is with the State of Vt. Thus his pomfretvt.us address will be discontinued.
- l) Ben moved and Jon seconded approval of the Teago Liquor License renewal. Unanimous roll-call vote.
- m) Ben moved and Jon seconded that the town clerk be authorized to approve Request-to-Cater permit applications submitted by American Craft Spirits, Inc., d/b/a SILO Distillery for events held at Artistree Community Arts Center, 2095 Pomfret Road, provided such events begin no earlier than 12 P.M., end no later than 9 P.M., lasting no longer than 3 hours, and have expected attendance of not more than 100 persons.
- n) of 3 hours, and a maximum of 100 people. Ben moved and Jon seconded.

Warrants – Emily moved and Ben seconded payment of the following Warrants.
Unanimous roll-call vote.

22087	\$9,409.43	Payroll
22088	423.81	Payroll
22089	6,589.01	A/P
22092	8,365.49	Payroll
22093	48,086.44	A/P

- o) Approval of 03/16/2022 Minutes. Ben moved and Jon seconded acceptance after editing. Roll-call vote: 3 ayes; 1 abstain
5. Meeting Wrap Up
- a) No correspondence
 - b) Assignments: Emily Sand RFP, Cynthia – Job descriptions, Jonathan RFP paving, Nancy edit Policy, Post School Board Vacancy (Emily & Becky)
 - c) Agenda for next meeting: HR Manual, Speed limits, traffic & highway ordinances, ARPA priorities, Emergency Services Committee, Truck RFP, Digital Record Storage