

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices, 5238 Pomfret Road  
No. Pomfret, VT 05053  
May 4, 2022, 7 p.m.**

*Zoom Instructions below\*

Business Items	Approx Time*
1. Call to Order	7:30
2. Public Comment	7:35
3. Agenda Review	7:45
4. Road Foreman's Report and Highway Items <ul style="list-style-type: none"> <li>a. Sand RFPs</li> <li>b. Approval shop drawings- Cloudland Road Project</li> <li>c. CDL</li> <li>d. Traffic Ordinance</li> </ul>	
5. Items for Discussion or Vote <ul style="list-style-type: none"> <li>a. Human Resource/Employee Handbook</li> <li>b. Planning Grant – Authorizing Officials</li> <li>c. Planning Grant – Administrator</li> <li>d. Storage of Files in Outlook</li> <li>e. Pomfretvt.us email accounts, security eligibility</li> <li>f. Emergency Services Update</li> <li>g. Woodstock Ambulance Service Agreement renewal</li> <li>h. Dog Letters</li> <li>i. Discussion and response if any Frank Perron letter to the board</li> <li>j. Amending/Corrections of 06/09/2021 minutes</li> <li>k. So Po Village Scoping Study - engineering contract</li> <li>l. Warrants</li> <li>m. Approval of 04/20 &amp; 25/2022 Minutes</li> </ul>	
6. Meeting Wrap Up	
7. Correspondence <ul style="list-style-type: none"> <li>a. Review of Assignments</li> <li>b. Agenda for Next Meeting</li> </ul>	
a. Adjournment	
*Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated	

- Join Zoom Meeting via Computer or Smartphone Click <https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting  
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## TRAFFIC ORDINANCE<sup>1,2</sup>

### 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:<sup>3</sup>
  - 5.1 On T.H. 1,
    - 5.1.1 From the Woodstock town line through the center of town to the

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

<sup>2</sup> **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>.

<sup>3</sup> **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>.

**EXAMPLE CONTRACT AGREEMENT  
WITH CONSULTANT**

Municipality of \_\_\_\_\_

Agreement for Consultant Engineering Services with  
\_\_\_\_\_

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the municipality of \_\_\_\_\_, hereinafter referred to as the MUNICIPALITY and \_\_\_\_\_, a Vermont corporation, with its principal place of business at \_\_\_\_\_, hereinafter referred to as the CONSULTANT.

The MUNICIPALITY wishes to employ the CONSULTANT for the purpose of providing services to conduct engineering investigations, develop construction plans, specifications, and estimates, and provide design engineering services during the construction phase for the (project description).

WHEREAS state and federal funds may participate in the cost of the services described in this Agreement pursuant to the provisions of Title 23, United States Code; and 23 Code of Federal Regulations which are incorporated herein by reference; and

WHEREAS the CONSULTANT is ready, willing, and able to perform the required services;

NOW THEREFORE, in consideration of these premises and the mutual covenants herein set forth, it is agreed by the parties hereto as follows:

**1. SCOPE OF WORK**

The CONSULTANT shall provide services necessary to ensure the successful completion of the construction project under consideration as set forth in the Request for Proposal / Qualifications and Scope of Services dated \_\_\_\_\_, the CONSULTANT's Technical and Cost Proposal dated \_\_\_\_\_, and the "Specifications for Contractor Services" dated 20\_\_ (See Local Projects Guidebook); all of which are incorporated herein and made a part of this Agreement.

Should it become necessary for the CONSULTANT to procure sub-consultant services, this selection will be subject to approval. It is expected that any solicitations by the CONSULTANT will include reference to the Vermont Agency of Transportation's Disadvantaged Business Enterprises Policy.

**2. BEGINNING OF WORK AND TERMINATION**

This Agreement shall be effective upon execution and shall be completed on or before:

\_\_\_\_\_

Town of Pomfret Special Selectboard Meeting  
June 9, 2021  
Draft Minutes

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

Public: Jim Potter (Road Foreman), Betsy Rhodes (Library), Ben Brickner (Zoning, Auditor),  
Cynthia Hewitt (SB Assistant)

1. The meeting was called to order at 7:04 pm
2. No Public Comment
3. Agenda Review – Emily moved and John seconded we add Warrants for Payment, ARPA Notice, Pomfret.US email. Unanimous roll-call vote
4. Items for discussion or vote:
  - a. Roadside mowing hire. Jim asked that Keith Sawyer's hourly rate of pay be raised. He has returned to mow for this summer and also helps out with winter plowing, etc. Chuck moved and Jon seconded. Vote was 3 ayes and 1 abstain, (Steve could not vote as he was not present for the discussion) motion passed. Betsy thanked the town for the excellent job of eliminating invasive plant reseeding by mowing the roadsides
  - b. Warrants for payment

21111	\$1350.00	Accounts Payable
21112	85.00	Accounts Payable

Emily moved and Chuck seconded payment. Unanimous roll-call vote
  - c. Pomfret US Email. Emily recently found in her "Junk" email a statement sent to Frank Perron re: Stormwater permit which was past due. Ellen will pay this statement and explain why it is late. Frank had asked to keep his PomfretUS email address since he was the Fire Warden. Emily pointed out his fire appointment came from the state and thus his email address should as well. Emily will call Frank.
  - d. ARPA Funding. It is necessary for the town, within the next 30 days, request funding from ARPA via the Access Portal. Emily would like to ask Neil Lamson to take care of this, as he has assisted with FEMA funding in the past.
  - e. Piece Field Farm Act 250. Jon Harrington will call Linda Matteson re: the elimination of the Pomfret land in the permit. She assured him the Pomfret Planning Commission intended to attend the site visit and hearing and thus would represent Pomfret's interest and questions.
  - f. Employee Handbook – Emily would like to send the document to Joe McLean before putting it into practice. Chuck will check with Teresa regarding inclusion of some recent employee decisions.
5. Meeting Wrap-Up
  - a. Assignments – Jon call Linda Mattesten, Emily call Neil and Frank, Chuck check with Teresa
  - b. Steve moved and John seconded for adjournment at 7:50 pm. Unanimous roll-call vote

Town of Pomfret Selectboard  
April 20, 2022 Draft Minutes

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

Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Nancy Matthew(Auditor), Genie Lawrence(Auditor), Frank Perron, John Moore(Planning Comm), John Ricketesen, Bob Crean, Cy Benoit (Tree Warden), Alan Graham (Tree Warden), Cathy Peters, Jun Wentz (Standard), Allyn Ricker, Betsy Rhodes (Library), Tim Reiter, Lisa Parsons, Rebecca Mitchell, Cynthia Hewitt (SB Asst)

1. Emily called the meeting to order at 7:05
2. No Public Comment
3. Agenda Review –Emily moved and Steve 2<sup>nd</sup> removal of discussion of the Employee Handbook. Motion carried
4. Road Foreman’s Report & Highway Items
  - a. Foreman’s Report – Culvert Caper Street – Mr. Moderai complained of water flooding his field. Jim went to look at it and it can be improved but that will entail using some of Jon Harrington’s land. Scott Jenson will meet with Jim on 04/27/2022 regarding a slide area on Bartlett Brook Rd. Jim is receiving lots of emails and phone calls but the crew is very busy and he may not be able to answer until the next day. He did hear from Mary Ellen at Northwood, who promises the shop drawings the week of 04/25
  - b. TRUCK RFP – Steve and Jim created an RFP for a Ford F600 Series with Trade in of current pick-up. Steve moved for approval of RFP with recommended changes, Ben seconded. Unanimous vote
  - c. Sand RFP – Emily and Jim decided not to separate out the trucking. Jonathan will send out the RFP with noon on 05/04/2022 as deadline for receipt; bids will be open at the SB meeting on that day. Steve moved and John seconded the bid be sent and then amended it to be bid for 2 years. Unanimous vote
  - d. Paving RFP – Jon wrote the RFP to be from Starbuck Rd to Howe Hill, 2.16 miles. Jim reminded him to add bandrail. Starbuck to Caper St would be 1 mile. Jim also reminded the Board they may have to plane in front of the NP PO and the Church – Water flow problems must be avoided. Also, the bridge near Vern Clifford’s may need planning. 05/18/2022 at noon is deadline for bids; to be opened at the SB meeting that night. Emily moved and John 2<sup>nd</sup> this RFP be submitted. Unanimous
  - e. Traffic Ordinance. -Ben presented updated Traffic ordinance; main areas are speed limits, foliage congestion, and cars in the road blocking snow removal and/or emergency vehicles, as well as towing at owners’ expense. Ben will compare standards and information across all documents for consistency. Exceptions to be made due to breakdowns, etc. Jonathan pointed out there are ± 15 driveways pending completion. Some may require variance due to topography, but will be as compliant as possible. John Moore thought compromise could be arranged at the time of site visit.

f. Road Crew Position Posting – Ben moved and Steve seconded approval with edits. Unanimous vote. To be published on ListServe, Web site, Valley News, Standard.

g. Cloudland Bridge Update. Allyn will contact Horizons to discuss discrepancy in elevations. When shop drawings arrive he will sit down with everyone.

#### 5. Items for Discussion or Vote

1. Nancy Matthew circulated her amended Financial Policy --
2. Tree Policy – Alan Graham and Cy Benoit – circulated a proposed tree policy, permit for tree removal, and letter to landowner. Alan explained that the state is encouraging all towns have a tree policy, as well as a tree warden. After review and discussion, Alan will edit the policy, etc. and revisit at the 05/18/2022 SB meeting
3. Brick Building Repairs – The building needs front door and window sill work, as well as pointing up bricks on the back corner. John Moore will work with Alan Graham to find a contractor. John Barnes will be working at Abbott Library so Steve will check with him regarding availability.
4. Suicide Six Events – Emily spoke with VLTC who confirmed the SB has no jurisdiction on usage on S6. If people wish to discuss particular events they need to do so with Planning Commission or Zoning board. She invited residents to state their concerns. Genie Lawrence feels taken aback at the notion of a complaint. She has worked with WRC for many years and has always found them to be very responsive to citizen input. She feels the residents need to be supportive with a positive approach upfront vs. regulations. John Rickettsen agreed with Genie and would like residents to have awareness and positive, constructive, friendly input. Tim Reiter, speaking as a resident of Pomfret and not as Representative of WRC, cannot imagine why private citizens would single out businesses with complaints.
5. LEMP Steve moved and John seconded approval of the LEMP report with one correction. Unanimous vote. Report to be corrected and sent off to 2 Rivers.
6. Jon moved and Ben seconded appointment of Lydia Locke to the vacancy in the School Board, her term will run until Town Meeting 2023. Vote was 4 ayes, 1 abstain.
7. Jon circulated the So Pomfret Scoping Study from VHB today. In order to give the board a chance to review the recommendations, this topic will be discussed in a Special Meeting on Monday 04/25/2022.
8. Digital Records Management. – Emily would like to have Becky give a presentation about using Share Point/One Drive.
9. Emergency Services Committee – John has spoken with Chief Cooney about Hartford covering some of Pomfret’s residents. He is taking it to their Select Board.
10. Warrants for Payment: Emily moved and Ben 2<sup>nd</sup> approval. Unanimous vote 22095  
6389.91 Payroll  
22096 \$29,558.67 Accts Payable
11. Approve 04/06/2022 Minutes – Remove names from delinquent tax list; other minor edits. Ben moved and Steve seconded approval after edits. 4 Ayes, 1 abstain. \_\_\_\_\_

6. Meeting wrap up.

1. Correspondence – Under the FOI statutes, Frank Perron has requested copies of dog complaint letters from 2017 to present. These will be provided within 7 working days.

2. Review of Assignments: Emily to contact 2 Rivers, Ellen, Lydia, Ellen and Doug;

Ben to update Traffic Ordinance; Steve speak with John Barnes and Submit the Truck RFP; Cynthia to send Betsy Rhodes the So Pomfret Scoping paperwork; Jonathan to submit Sand and Paving RFPs and Invite Conley to Spec Meeting next week; Allyn will contact Horizons re: elevations, when Shop Drawings arrive will meeting with Scott Jensen and Horizons.

3. Agenda for Next Meeting -- Human Resources Manual (Employee Handbook),

7. Steve moved and Ben seconded for adjournment at 9:50 pm. Unanimous vote

Town of Pomfret Select Board  
Special Meeting Minutes  
April 25, 2022

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

Public: Betsy Rhodes (Library), Jun Wentz (Standard), Pam Pickett, Cynthia Hewitt (SB Asst)

1. Emily called the meeting to order at 7:31:pm
2. No Public Comment
3. Agenda Review – Added Warrant 22097
4. Items for Discussion or Vote
  - a. So Pomfret Scoping Study – Jenn Conley – VHB – Jenn will serve as the Project Manager for this effort and will be the main point of contact for the project and responsible for all work products produced and attend all meetings (barring a conflict) with the Town.

She defined the main goals of the study, and presented an outline:

- Kickoff Meeting with all Stakeholders
- Base Map documenting current conditions
- Public meeting to determine purpose, needs, concerns
- Identify land use contexts
- Right of way issues
- Utility conflicts
- Natural resource constraints, permitting requirements
- Cost estimates
- Timelines and Schedules

Ben moved and John seconded that we accept the So Pomfret Village Scoping Study as proposed by VHS and move forward with the process. Unanimous vote. Jon will complete necessary paper work with VHS. The study plan is posted to the Town Website.

- b. John moved and Jon 2<sup>nd</sup> approval for payment of  
Warrant 22097      \$109.25      Accounts payable    Unanimous vote
5. Meeting wrap up
  - a. Agenda for next meeting: Emergency Services Committee Update, Traffic Ordinance
6. Adjournment: Ben moved and Jon seconded for adjournment at 8:55 Unanimous