

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5238 Pomfret Road, No Pomfret 05053
August 17, 2022. 7pm**

Zoom instructions below

Business Items	
Business Items	7:00 PM
1. Call to Order	Chair
2. Public Comment	
3. Agenda Review	
4. Road Foreman's Report & Highway Items a. Cloudland Foliage Traffic b. Dental Insurance c. Pension Plan - VMERS	
5. Items for Discussion or Vote a. Connor Rigney – TRORC Contract b. Tree Policy c. So Pomfret Village Pedestrian Scoping Study Update and Local Concerns Meeting Date. d. Warrants e. Approve 08/03/2022 Minutes	8:00
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Executive Session Emergency Services	
8. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated</i>	

- Join Zoom Meeting via Computer or Smartphone
Click <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2MotpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
- Join Zoom Meeting via Mobile Phone +19292056099,,95395079923#,,#,306922#
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

From: Connor Rigney <crigney@trorc.org>
Sent: Tuesday, August 2, 2022 2:42 PM
To: Emily Grube <Emily.Grube@pomfretvt.us>
Cc: Bill Emmons <wbemmons3@gmail.com>
Subject: TRORC Contract

Hi Emily,

Attached is the proposed contract for us to discuss the meeting on August 17th.

Please let us know what you and Bill think about the scope of work.

Thank you,

Connor Rigney | Planner



Two Rivers-Ottauquechee Regional Commission
128 King Farm Road, Woodstock, VT 05091
Tel: 802.457.3188 | Cell: 513.604.2605

crigney@trorc.org | www.trorc.org | [TRORC Facebook](#)

This email is not a legal opinion and is part of the public domain.

AGREEMENT
Between the
TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
And the
TOWN OF POMFRET, VERMONT
For
TOWN PLAN SERVICES

Project #: 10-608

August, 2022

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Pomfret (hereinafter called the Town) that the Regional Commission shall assist the Town in providing town plan revision services for the Town in accordance with the steps outlined in Attachment A.
- b. This Agreement consists of the body and the following attachment which is incorporated herein:

Attachment A – Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. Whenever feasible, local labor can be used to assist professionals in gathering and compilation of data, thus minimizing expenses.
- b. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$10,546**, unless amended.
- c. The period of performance under this Agreement shall commence on upon signing and run through **May 31, 2023**, unless amended.
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.

- e. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- f. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.
- g. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- h. Reasonable extensions of time for completing the work may be granted in writing by the Town, if the Regional Commission can demonstrate that it was unavoidably delayed by circumstances beyond its control.
- i. The Town shall appoint one person as the principal contact for the project as outlined in the Scope of Services.
- j. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the date of termination.
- k. The fees charged for services to the Town for the duration of this contract are actual labor, fringe, indirect and mileage. No additional fees will be charged.

III.OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to, the Planning Commission in providing the services listed in Attachment A. TRORC will also assist the Town in grant administration.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall invoice the Town on a periodic basis (no more often than monthly) for costs incurred on this project. This contract may be billed on a percent complete, rather than hourly basis. A mid-term and final Progress Report will be provided to the Town for use in grant reporting.
- d. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV.OBLIGATIONS OF THE TOWN

- a. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.

- b. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- c. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- d. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, _____ at Woodstock, Vermont.

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

Emily Grube
Town of Pomfret – Selectboard Chair
Page Break

Attachment A

Pomfret 2022 Town Plan Services

Regional Commission staff will assist the Pomfret Planning Commission in revising the Town Plan and beginning the adoption process, including:

Plan Review/ Kickoff Meeting

Regional Commission staff will review the Plan as well as PC-identified sections of the Plan that are desired to be revised/in process, and hold an in-person kickoff meeting with the Planning Commission to develop a timeline and plan for the revision process. (Approx. 10 hours)

Public Forum

RPC staff will work with the Planning Commission to schedule and plan a forum. RPC staff will advertise the forum (at RPC expense), manage meeting space logistics, facilitate the discussion, and debrief with the Commission afterwards. (Approx. 6 hours)

Chapter/Map Revisions

Staff will prepare chapter edits and map edits in consultation with the Planning Commission and may do outreach to relevant stakeholders. This will take place over several meetings. (Approx. 70 hours)

Community Event

Staff will coordinate with the PC to arrange an informational table at a community event to gather community input. (Approx. 4 hours)

Hearing draft

Staff will finalize the draft Plan and prepare Planning Commission hearing process documents, including doing the mailing and placing the notice ad (at town expense). Staff will attend the PC hearing. (Approx. 15 hours)

This contract will be billed at cost, not to exceed \$10,546. Regional Commission staff hours are expected to be approximately 115 hours. If additional meetings/tasks are needed beyond the above scope, they will be mutually agreed upon as change orders prior to work being undertaken and charged for.

Town of Pomfret
Select Board Meeting Draft Minutes
August 3, 2022

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

Public: Jim Potter (Road Foreman), Cynthia Hewitt (SB Asst), Pam Pickett, Christina Dolan (Vermont Standard), Neil Lamson (Lister), Connor Rigney (Two Rivers)

1. Emily called the meeting to order at 7 pm
2. Public Comment – Connor Rigney stated that he is available to assist the Planning Commission in Revising the Town Plan; he assisted in obtaining a Town Planning Grant
3. Agenda Review: Karen Osnoe would like to talk about Zoning Penalty vs. Late Fee. A resident complained about speeding on Pomfret road; John moved and Ben seconded adding these two items to the agenda. Motion carried
4. Road Foreman’s Report –the price of chloride has gone from \$0.87 to \$1.06/gallon, it is scarce; Jim will order what he can. Pike will commence paving the week of August 29th. Justin and Jim would like to know the cost of Dental insurance; Ellen to provide costs. Jim has received one application for the new full-time road crew position, with two other applications expected.
 - a. Ben has prepared a draft Hazard Mitigation Grant Application using the Vermont Emergency Management template. Emily is registered to post application to the State bid site. The town will be responsible for 25% in kind; the grant will cover 75%. Two Rivers has already expressed interest in the work and Ben will send them a copy of the approved RFP. Ben moved and John seconded the application be approved with minor edits, including moving the due date to 10/05/2022. Unanimous vote.
 - b. Cloudland Road Foliage Traffic – Jim believes we should close the road from Woodstock to Barber Hill to all but local traffic. Emily will check with Woodstock about this
 - c. Release of Liens on Cloudland Project – our contract with Northwoods requires that payment in full be made upon project completion; the payment bond protects the town from claims by subcontractors for nonpayment; warrant approved.
5. Items for Discussion or Vote
 - a. ARPA – Neil reports he received notification today for the second payment of \$127,492. He is working on new laptops for Karen and Jimmy, A/V update, and handicap access to town offices.
 - b. Tree Policy – will be adopted at next meeting when all five SB members are present
 - c. Wolf Tree Hospitality Catering Event at Cloudland Farm, September 13, 2022. Ben moved and John seconded this permit be approved; motion carried.
 - d. Zoning Permit – During recent negotiations over zoning permits, Karen is having difficulty distinguishing between late fees and penalties. She feels she needs clearer guidelines. For instance, she had a permit submitted for an ADU which was completed, i.e., had no permit; another request for a garage which had been started without a permit. Karen will reach out to other zoning administrators to see how

they approach this distinction; following that, Ben may reach out to Joe McLean to discuss.

- e. September 10, Charity Event—Jordana Jusidman and Leah Skypeck attended the meeting to firm up plans for their multi-sport charity event on 09/10/2022, which consists of a run, bike, and mountain bike activity. They brought the requested insurance rider, a map of the 3 courses, and plans for traffic control by volunteers at 4 intersections of dirt road with paved highway. Ben moved and John seconded for approval; unanimous vote
- f. FY 2022 final results. Ben noted that the town ran a significant surplus in FY2022, due primarily to unanticipated delinquent tax collections that are unlikely to recur in future years. He suggested the Board think ahead of budget season about the best use of these one-time funds. Historically we have used some to reduce the tax burden and some to shore up reserve funds.
- g. VMERS – Ben will contact VMERS regarding the different retirement plan groups available to town employees; there are questions about what plans the town can offer and how benefits are calculated for employees with history in multiple plan groups.
- h. Warrants – Ben moved and John 2nd approval. Unanimous
 - 23005 \$ 116.80 A/P
 - 23006 11,484.91 P/R
 - 23009 19,265.00 A/P
 - 23010 451.02 A/P
 - 23012 188,876.50 A/P
 - 23013 3901.08 A/P
- i. Ben moved and John seconded approval of 07/20/22 minutes; unanimous

6. Meeting Wrap-Up

- a. Correspondence
- b. Review of Assignments: Emily speak with Ellen re: dental insurance, check with Woodstock re: Closing Cloudland, post Hazard Mitigation paper work on State site, follow up regarding unpaid ambulance bills;
Ben revise LHMP RFP and send to Emily for posting; contact VMERS; revise ambulance services contract
- c. Agenda items for next meeting Tree policy, Town Plan,

- 7. Executive Session – Ben moved and John seconded that the board enter Executive Session per 1 V.S.A. 313(a)(1)(A) to discuss contracts. Unanimous. The board entered executive session at 8:45 pm.
- 8. Executive Session was adjourned at 9:16 pm, and no decisions were made therein. Emily noted that negotiations will continue with Woodstock regarding ambulance service, and that discussions will continue regarding unpaid ambulance bills.
- 9. Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:19 pm.