

**Town of Pomfret
 Selectboard Special Meeting Agenda
 Town Hall
 5233 Pomfret Road
 North Pomfret 05053
 July 17, 2023, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Special Assistant re: FEMA Disaster Declaration b. Local Emergency Management Plan Roles and Responsibilities c. Paving Town Office Parking Lot d. Amended Credit/Debit Card Policy e. Vermont Declaration of Inclusion f. Fuel Supply Agreements g. Delinquent Dog Registrations h. Warrants i. Minutes	7:30 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. 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>	

Zoom Instructions

- Computer or Smartphone <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, followed by Meeting ID 953 9507 9923 and Password 306922

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Kevin Rice	
Steve Chamberlin	
Emily Grube	

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	EMD, Select Board, Fire Chief
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Terri Chamberlin	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Steve Chamberlin	802-763-7820 / steve.chamberlin@pomfretvt.us
Robert Coates	802-457-9991 / bcoatesvt@hotmail.com
Neil Lamson	802-763-2070 / foxxfarm22@gmail.com
Bill Emmons	802-457-1520 / wbemmons3@gmail.com
Frank Perron	802-457-3402 frank@frankperron.com
Terri Chamberlin	802-763-7820 / ridgelinefarm@aol.com
Primary EOC Location	
Facility / Address:	Pomfret Town Office / 5218 Pomfret Road
Phone Numbers:	802-457-3861
Equipment/Notes:	Water, generator, internet, phone, bathrooms, meeting room white board, copier
Alternate EOC Location	
Facility / Address:	Teago Fire Station/ 2026 Pomfret Road
Phone Numbers:	802-457-1125
Equipment/Notes:	Internet, phone, radios, white board, flip chart, copier, water, refrigerator, stove, tables, chairs

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Selectboard		
Emergency spending limits:	N/A	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Gravel/Stone	Pike Industries	603-276-3201
Pipes, sewer, valves	Ferguson Waterworks	603-298-5275
Sand	D&D Excavating	802-436-2417
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
excavating/heavy equipment	Chase Site Services	802-457-3536
excavating/heavy equipment	Tom Havill	802-457-5790
forestry equipment/excavating/tree	Arborscape / Cy Benoit	802-457-5797
forestry equipment	Chippers	802-457-5100
excavating/heavy equipment	OK Chase & Sons	802-457-3499
Excavator	Frank Perron	802-457-3402
Excavator	John Moore	802-457-3433
Carpenter	Josh Trimpi	802-280-5898
Tree Service	Musson Brothers Tree Surgeons	802-299-1404
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) Typed Resources*												
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other	
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation						
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact				1		
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper						
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)	3					Trailer, Small Equipment			N/A	N/A		
Firefighting Crew Transport	1			N/A		Truck, On-Road Dump			3	1		
Aerial Fire Truck			N/A	N/A		Truck, Plow			3	1		
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					2	
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump						
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution						
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe						
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor						Wheel Loader, Medium				1		
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A		
Generator	1					Wood Tub Grinder						
Grader		1		N/A								

*Information about the NIMS Typed resources can be found at: <https://rtilt.preptoolkit.fema.gov>

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488 Put link on website Put information cards in tax bill
Important Local Websites / Social Media channels:	Pomfretvt.us Listserv
Local Newspaper, Radio, TV:	Vermont Standard Valley News
Public Notice locations:	Teago General Store No. Pomfret post office Town office
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Teago Fire Station / 2026 Pomfret Road
Facility Contact(s):	Kevin Rice / Terri Chamberlin
Phone Numbers:	802-457-1125
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: 10 Generator? Y / N Pets Allowed? Y / N
Alternate Local Shelter	
Location / Address:	Town Office / 5218 Pomfret Road
Facility Contact(s):	Becky Fielder. Emily Grube
Phone Numbers:	802-457-3861, 802-457-2994
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Kevin Rice	(802) 356-7643	(802) 457-2364	(802) 457-9339	kricevt@gmail.com
EM Coordinator	TBA				
Local Response Organization Contacts					
Fire Chief	Kevin Rice	(802) 356-7643	(802) 457-2364	(802) 457-9339	kricevt@gmail.com
Assistant/Deputy Fire Chiefs	Jake Astbury Greg Olmstead	(802) 369-0579 (970) 218-3061	(802) 457-5100 (802) 392-3669		jacobastbury12@gmail.com olmsteadgreg@hotmail.com
EMS Chief	Frank Perron	(802) 457-3402	(802) 281-2764		Frank@frankperron.com
Chief of Police or Constable	Doug Tuthill	(802) 295-5683			djt1jt2jt3@aol.com
State Police or County Sheriff		(802) 234-9933			
Local Dispatch Center		(802) 457-1420			
Local Public Works Contacts					
Road Foreman	Jim Potter	(802)369-0225	(802) 457-4702		Jim.potter@pomfretvt.us
Road Commissioner					
Town Garage		(802) 457-2767			
Drinking Water Utility					
Wastewater Utility					
Municipal Government Contacts					
Town Administrator					
Town/City Manager					
Selectboard Chair	John Peters Jr	(802) 379-1423			John.peters@pomfretvt.us
Selectboard Alt	Benjamin Brickner	(609) 577-7727			Benjamin.brickner@pomfretvt.us

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Selectboard Alt	Emily Grube	(802) 457-2994			Emily.grube@pomfretvt.us
Town Clerk	Becky Fielder	(802) 457-3861	(802) 457-1490	(802) 999-1405	clerk@pomfretvt.us
Town Treasurer / Finance	Ellen DesMeules	(802) 457-3861	(802) 457-3205	(802)369-0001	treasurer@pomfretvt.us
Town Health Officer	Hugh Hermann	(802) 457-1200	(802) 299-1300	(802) 299-1250	Hugh.p.hermann@dartmouth.edu
Forest Fire Warden	Frank Perron	(802) 457-3402	(802) 281-2764		frank@frankperron.com
Animal Control Officer					
School Contact #1	Bob Crean	802-296-1254	(802) 457-2987		bobcrean@advancedanimations.com
School Contact #2					
School District Office					
Other Contacts					

CREDIT or DEBIT CARD POLICY

TOWN OF POMFRET, VT

Approved 3/17/21

DRAFT POLICY UPDATE DRAFT 7/10/23

NOTE: corrections dated 7/10/23 underlined, Ellen removed highlighting

PURPOSE. Credit or debit cards provide a convenient method of obtaining goods and services for the Town outside those purchases which are regularly billed to the Town and paid by check. However, by their nature, credit or debit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit or debit cards when conducting Town business. To make this policy more readable, the term “card” will replace the term “credit or debit card” in the remaining paragraphs.

CARD HOLDERS AND LIMITS. The Selectboard will determine which officers and employees of the Town will be authorized to use a Town credit card and will determine appropriate limits for each holder. Cards will be issued in the names of authorized officers and employees. Currently, the Clerk, Treasurer, and Road Foreman may have cards, with maximum limits ranging from \$1000 to \$2500, though purchases in excess of \$1000 shall be explained, in addition to providing documentation. No Selectboard member may have a card, as that would be considered access to cash, and a conflict of interest with Selectboard duties and responsibilities.

Before a card is issued, it is required that the user sign the Card Acknowledgement form after reading this Policy and the Purchasing Policy to understand how to comply with their requirements.

CARD USE. Cards issued under this policy may only be used by the named cardholder and are limited to Town business. Cards may not be used for personal purchases, cash advances, or at businesses which offer a Town charge account. No purchases may that exceed the cardholder’s authorized purchase limit. The card is also limited to purchases authorized for their particular responsibility for the town. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Authorized users and employees may be subject to cancellation of their town card and/or disciplinary action for misuse of a Town card, up to and including termination.

Card purchases are subject to the Town’s Purchasing Policy and spending limits. For each purchase, there must be an invoice submitted to the Treasurer in the name of the town (not in the name of an individual or business) or a receipt with all items dedicated for town use. The credit card should not be used for purchases eligible for efficiency rebates, grant reimbursements, or purchases from a different vendor for products or equipment under contract.

SECURITY. Authorized card users are responsible for their card’s protection and custody. Any unauthorized activity or loss of a card shall be reported immediately to the Treasurer, who is responsible to report this promptly to the issuing bank. The Treasurer shall report any such incidents to the Selectboard, as well as their resolution. The Treasurer shall cancel cards when officials leave the town’s employ. Any notifications or changes to Town cards must be

communicated to the card issuing bank on a timely basis by the Treasurer after consultation with the Selectboard.

DOCUMENTATION. As soon as possible after the purchase, authorized card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the budget line item, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice billed to the Town of Pomfret and a customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and the order confirmation. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor. Receipts and other documentation are then matched, by the Treasurer, to the monthly card account bank statement and are to be retained on file. Failure to provide receipts to the Treasurer, on a timely basis, or failure to comply with the requirements of this policy is grounds for card termination.

SELECTBOARD APPROVAL OF CARD EXPENSES: Each month the Treasurer shall provide a copy of the statement, and list of associated GL accounts charged, to the SB for review. The total card expense will be added to the Accounts Payable warrant, increasing the total dollar amount of the warrant to include the card amount, thus having the expense approved by the SB on a regular warrant.

SEPARATION. The Treasurer shall cancel cards when officials leave the town’s employ.

The foregoing Policy is hereby approved by the Selectboard of the Town of Pomfret, Vermont, this ____ of _____ and is effective as of this date until amended or repealed.

_____ Chairperson

CREDIT OR DEBIT CARD POLICY ACKNOWLEDGEMENT BY AUTHORIZED USER

TOWN OF POMFRET, VT

I have read the Credit and Debit Card & Purchasing Policies and will comply with their requirements.

Signed by Credit or Debit Card Holder _____ Date _____

TOWN OF POMFRET

DECLARATION OF INCLUSION*

The Town of Pomfret condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community.

As a town, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

The Town of Pomfret has and will continue to be a place where individuals can live freely and express their opinions.

APPROVED by the Pomfret Selectboard on [July 19, 2023].

John Peters Jr., Chair

Benjamin Brickner, Vice-Chair

Meg Emmons

Steve Chamberlin

Emily Grube

* For more information about this Declaration of Inclusion, see <https://vtdeclarationofinclusion.org/>.

Outstanding Unlicensed:

Owner's Name	Address	Phone #	Dog Name	Breed	Age	Rabies exp.	Last registered
Barrows, Corie & Shane			Finnegan	Golden Retriever	10	4/15/2024	2021
Chase, Cody			Mazikeen (Maz	Husky	2	4/4/2025	2022
Cole, Christine			Ava	Pug	8	8/13/2022	2022
Ellis, Titia			CaVa	ShihTzu	12	4/7/2022	2021
Hoffman, Rachel & Day, Ricky			Gus	Schnauzer	11	3/17/2024	2022
Hosmer, Cheyenne & Onks, Logan			Myah	Lab Mix	3	2/18/2025	2022
Kuzmickas, Patricia			Arlo	English Shepherd	10	10/23/2023	2022
"			Mabelline	Jack Russell Terrier	4	4/26/2024	2022
"			Albi	Norfolk Terrier	4	10/23/2023	2022
Markwell, Greg			Addie	Lab	7	1/5/2023	2022
Massoth, Lynne			Maggie	West Highland Terrier	11	7/7/2023	2021
Peters, John & Cathy			Evie	Maremma/Kangal	2	3/26/2025	2022
"			Fuschia	Maremma/Kangal	2	3/26/2025	2022
"			Tido	Kangal	5	5/30/2023	2022
"			Sky	Maremma	5	5/30/2023	2022
"			Eleanor	Border Terrier	5	3/26/2025	2022
"			Obi	Great Dane	3	3/20/2024	2022
Reiter, Tim & Sarah			Ursa Minor	German Shepherd	6	3/19/2024	2021
Skypeck, Leah & Bouteiller, Matt			Nala	Golden/Border Collie	12	4/27/2024	2021
"			Hobbess	Lab Aussie Mix	9	4/27/2024	2021
"			Oscar	Golden/Aussie/Mastiff	6	4/27/2024	2021
Spangler, Janet			Calie	Lab	13.5	5/30/2023	2022
Steele, Levi			Tetra	Husky	8	3/28/2023	2022
Tsouknakis, Alex			Pepe	Poodle	5.5	3/26/2023	2022