

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret 05053  
November 1, 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. Town Garage Propane Tank Purchase b. Caper Street Intersection Signage c. Generator Service Contract d. Reserve Fund Policy e. Rainy Day Reserve Fund Policy f. Errors and Omissions Certificate g. PACIF Deductible and Uninsured Motorist Coverage Limit h. Preliminary Budget Discussion i. Continued Town Administrator Discussion j. Warrants k. Approval of October 18, 2023 Minutes	7:30 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Executive Session – Attorney-Client Communications	9:00 pm
8. Items for Discussion or Vote a. Settlement Agreement (23-ENV-00092)	9:30 pm
9. 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

# Office of Highway Safety

## Road Safety Audit Review

<b>Town:</b>	Pomfret	<b>Date Reviewed:</b>	<u>August 10, 2015</u>
<b>Route:</b>	Pomfret Road TH1 and Caper St TH 13 intersection	<b>Mile points:</b>	7.00 (Pomfret Rd, FAS 66)

### Location Map



# Office of Highway Safety

## Road Safety Audit Review

### RSAR Process

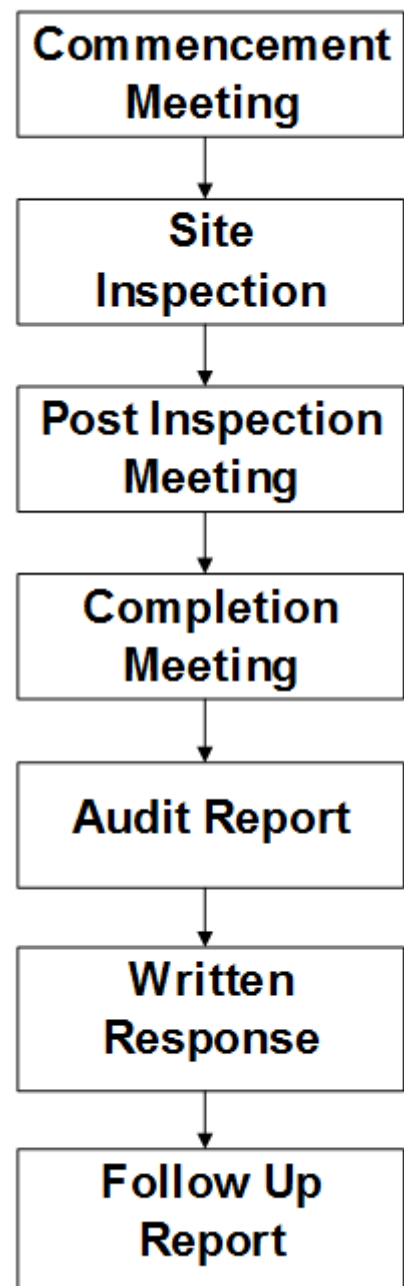
A **Road Safety Audit Review** (RSAR) is a formal examination of an existing road in which an independent, multi-discipline team (the Audit Team) reports on potential safety issues.

According to the Federal Highway Administration (FHWA), the purpose of a RSAR is to determine which elements of the road may present a safety concern, to what extent and under what circumstances as well as to identify opportunities to mitigate the identified safety concerns.

The RSAR process is composed of several steps as shown in Figure 1. The process starts with a **Commencement Meeting** during which the Audit Team reviews data and gathers community concerns. A **Site Inspection** is then performed by the Audit Team. The site visit involves the identification of safety deficiencies as seen in the field. The Audit Team will usually drive through the location of interest to “get a feel” for the area, traveling through each approach in the case of intersections. The team is to then drive at a slower speed to make observations. If needed, the team will also walk the location. Following the site inspection, the Audit Team holds a **Post Inspection Meeting**. It is during this meeting that the team members discuss their observations and identify safety issues. The team is to reach a consensus on the importance of each safety issue mentioned. Only those issues for which a consensus is reached are included in the RSAR findings. A RSAR report (Written Report) is prepared.

The **Written Report** identifies safety concerns and proposes guidance. These issues and solutions are presented in a tabular

Figure 1 - Road Safety Audit Process



# Office of Highway Safety

## Road Safety Audit Review

format associated to each Responsible Entity for ease of reporting. The **Responsible Entities** are any groups who own a roadway feature or who are responsible for making an improvement or for initiating further studies. These could include for example, the VTrans design section, the local town, the local police or the local RPC.

### **Location**

The location of this RSAR is the intersection of Pomfret Road and Caper Street in Pomfret. The North Pomfret post office is located across the intersection. There are about twenty-three residences on Caper Street, with about eighteen of them being occupied full time.

### **Purpose of the RSAR**

This RSAR was conducted at the request of Johnathan Williams, Assistant to the Pomfret Selectboard, via Rita Seto of the Two Rivers-Ottawaquechee Regional Commission (TRORC).

The RSAR herein has sought to identify potential safety hazards and physical features which may affect road user safety. However, it is possible that not every deficiency has been identified. It should further be recognized that the implementation of the guidance in this report may contribute to improve the level of safety of the facility reviewed but not necessarily remove all the risks.

### **RSAR Participants**

Mario Dupigny-Giroux from the Office of Highway Safety, VAOT, was the RSAR coordinator.

The other participants were:

Noah Bell,	Office of Highway Safety, VAOT
Michael Blakslee	District 4, VAOT
Joe Kelly,	TSMO, VAOT
Chris Mercon,	TSMO, VAOT

Art Lewin,	Town of Pomfret
Frank Perron Jr,	Town of Pomfret
Johnathan Williams,	Town of Pomfret

Will Wright,	Resident on Caper St
--------------	----------------------

# Office of Highway Safety

## Road Safety Audit Review

Rita Seto,

Two Rivers-Ottauquechee Regional Commission

### **Information Reviewed**

#### Geometry

Caper Street intersects with Pomfret Road at a 10-degree angle. Pomfret Road curves slightly to the left and back to the right east of the intersection (taking Caper Street as being north).

#### Speed Limit

The posted speed limit is 40 mph on Pomfret Road. The regional planning commission conducted a speed study on Pomfret Road in May 2015 between Caper Street and Bunker Hill Road and determined the 85<sup>th</sup> percentile speed to be 38 mph (meaning that 85% of the traffic travels at a speed 38 mph or less).

#### Traffic Volumes

The regional planning commission conducted a traffic count in 2015 and determined that the average daily traffic on Pomfret Road was 580 vehicles.

#### Signs and Markings

The existing signs approaching the Caper Street intersection from the east consist of a 40 mph speed limit sign, followed by a pedestrian sign supplemented with a 30 mph speed plaque.

The Caper Street approach is not controlled with any signs. It is identified with a street name sign that is located on the northeast corner of the intersection.

#### Future Projects

There are no future projects planned in Pomfret as per VTrans information.

#### Crash History

The crash history was reviewed in the area of the intersection for the five-year period covering the years 2011 to 2015. Crashes that took place during 2016 up to the time of this review were

# Office of Highway Safety

## Road Safety Audit Review

also examined to provide additional insight. A collision diagram and the crash narratives for each of the crashes are provided at the end of this report.

There was only one crash listed on the 2011-2015 general yearly crash summary report at this intersection. In addition to this crash, there was at least one more crash at this intersection in 2016 (as of the end of September).

Both of the crashes were right angle crashes that involved a vehicle that was traveling westbound on Pomfret Road and a vehicle that was stopped on Caper Street and that was attempting to make a left turn onto Pomfret Road.

To supplement current information, historical crash listings dating back to 1992 were further reviewed. It was found that possibly one more crash would have happened at this intersection in 1992.

### Current Local Concerns

The Caper Street intersection was discussed at selectboard meetings during summer 2016. The discussion acknowledged that the residents of Caper Street knew about the dangerous condition at the intersection and the lack of visibility but that it was those traveling on Pomfret Road that needed to be made aware of the situation. While there are only a couple crashes on record, anecdotally, there has been some close calls. Summer conditions make the situation worst because of tall grass.

During the Commencement meeting for this Road Safety Audit, it was mentioned that some of the motorists that were entering Pomfret Road from Caper Street to continue towards Woodstock were not necessarily stopping but were treating this more like a slip lane. It was also mentioned that, instead of making a left turn off Caper Street, some people preferred to continue on Pomfret Road and turn around at the church or at the post office.

# Office of Highway Safety

## Road Safety Audit Review

### Identified Safety Concerns

This section lists the areas of safety concern identified by the audit team during the site inspection and from the analysis of available data. This section also reports the potential safety enhancement suggested by the audit team. The concerns are not listed in order of importance.

Concern: Corner Sight Distance Issue, Northeast Quadrant

The corner sight distance when stopped on Caper Street and looking to the left is inexistent. This is due to the angle that Caper Street meets Pomfret Road and the difference in elevation between the two roads.



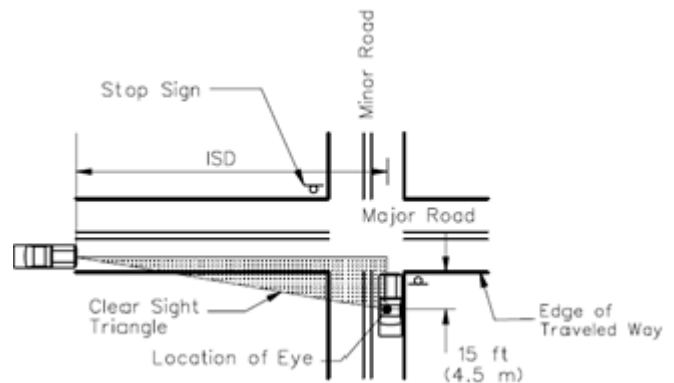


# Office of Highway Safety

## Road Safety Audit Review



As per the American Association of State Highway Officials (AASHTO), 445 feet of corner sight distance should be available for a traveling speed of 40 mph (ISD in the diagram below).



Clear Sight Triangle Concept



# Office of Highway Safety

## Road Safety Audit Review

### Safety Enhancements:

Replace the existing signage on Pomfret Road and include a side road sign supplemented with a 25 mph advisory speed plaque for traffic traveling towards the intersection from Norwich. See Exhibit A for more details.

Consider installing an intersection conflict warning system to either warn traffic on Pomfret Road that a vehicle is on the Caper Street approach or warn a vehicle on the Caper Street approach that a vehicle is approaching on Pomfret Road from Norwich. See Exhibit B for a possible application.

Improve the corner sight distance by cutting the embankment and by constructing a retaining wall.

### Concern: Turning Maneuver onto Caper Street Issue

Because of the angle at which the roads meet, motorists that are making a right turn onto Caper Street must swing wide into the other lane.

### Safety Enhancement:

Could the intersection be relocated somewhere else by connecting Caper Street directly to Pomfret Road or via a short connecting road? This would also be applicable to the previous safety concern.

### **Summary of Safety Enhancements**

The safety concerns and potential actions that were identified in the previous sections are further summarized in the next table. These potential enhancements will be presented to the Town of Pomfret for further consideration.

## Potential Safety Enhancements Summary Table

Safety Concern	Safety Enhancement	Responsibility	Safety Payoff	Time Frame	Cost
Corner Sight Distance Issue, Northeast Quadrant (looking left towards Norwich)	Replace the existing signage on Pomfret Road and include a side road sign supplemented with a 25 mph advisory speed plaque for traffic traveling towards the intersection from Norwich (See Exhibit A)	Town	Low	Short	Low
	Consider installing an intersection conflict warning system (as illustrated in Exhibit B)	Town	27% crash reduction <sup>1</sup>	Short-Mid	Med (\$12,000, TAPCO)
	Cut the embankment and install a retainer wall	Town	High	Mid-Long	High
	Could the intersection be relocated somewhere else by connecting Caper Street directly to Pomfret Road or via a short connecting road?	Town	54% crash reduction (HSM)	Long	Very High
Turning Maneuver onto Caper Street Issue	Could the intersection be relocated somewhere else by connecting Caper Street directly to Pomfret Road or via a short connecting road?	Town	High	Long	Very High

<sup>1</sup> FHWA Tech Brief, Safety Evaluation of Intersection Conflict Warning System (ICWS) (HRT-16-035)

# COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Pomfret</u>	COUNTY: _____	FILE: <u>CaperSt</u>
INTERSECTION: <u>Pomfret Road</u>		CASE # : _____
PERIOD: <u>5</u> YEARS <u>8</u> MONTHS	FROM <u>1/1/2011</u> TO <u>8/10/2016</u>	BY: _____ DATE: <u>9/26/2016</u>



SYMBOLS		MANNER OF COLLISION	
→ MOVING VEHICLE	P PEDESTRIAN	←→ REAR END	←→ HEAD ON
↘ TURNING VEHICLE	B BICYCLIST	↘ LEFT TURN	↘ RIGHT TURN
↔ BACKING VEHICLE	A ANIMAL	↘ LEFT TURN	↘ RIGHT TURN
▭ PARKED VEHICLE	□ FIXED OBJECT	→ OVERTAKE	↘ RIGHT ANGLE
999 RECORD NUMBER	■ Fatal	↘ OUT OF CONTROL	↘ SIDE SWIPE

1 16D302200

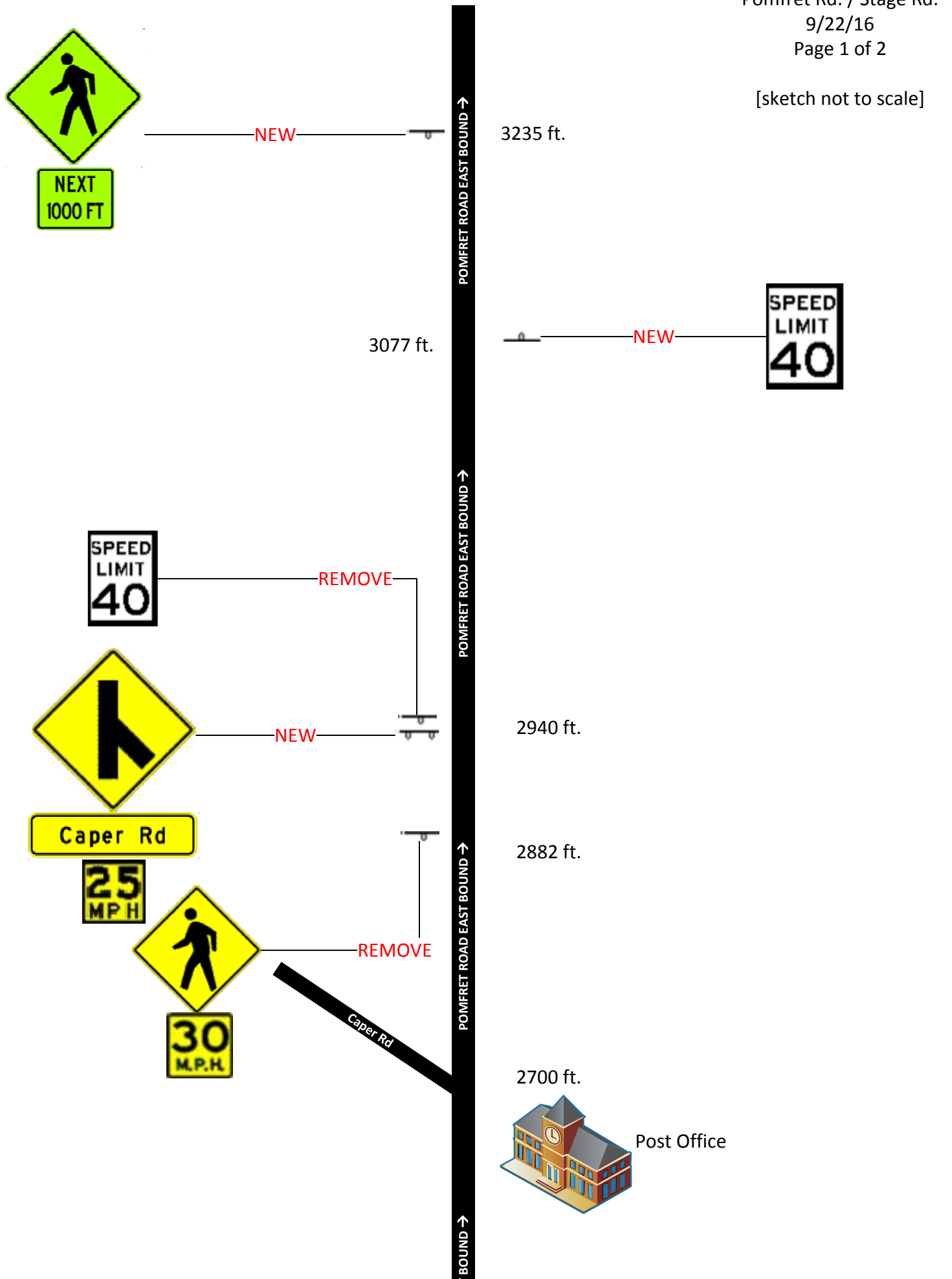
On June 20th, 2016 at approximately 1728 hours, two-vehicle crash. Operator #1 stated that she was driving on Casper Road when she came to the intersection of Pomfret Road. She said that she stopped and then started to turn left off of Casper Road onto Pomfret Road. Said that she did not see the other vehicle driving on Pomfret Road. Operator #2 said that he was driving north on Pomfret Road at approximately 35mph when another vehicle pulled out of Casper Road. Investigation: Vehicle #1 was traveling on Casper Road when it came to the intersection of Pomfret Road. Vehicle #1 stopped at the intersection and then started to turn left onto Pomfret Road. Vehicle #2 was traveling on Pomfret Road near the intersection of Casper Road when Vehicle #1 started to enter onto Pomfret Road. No Injuries.

2 15D303882

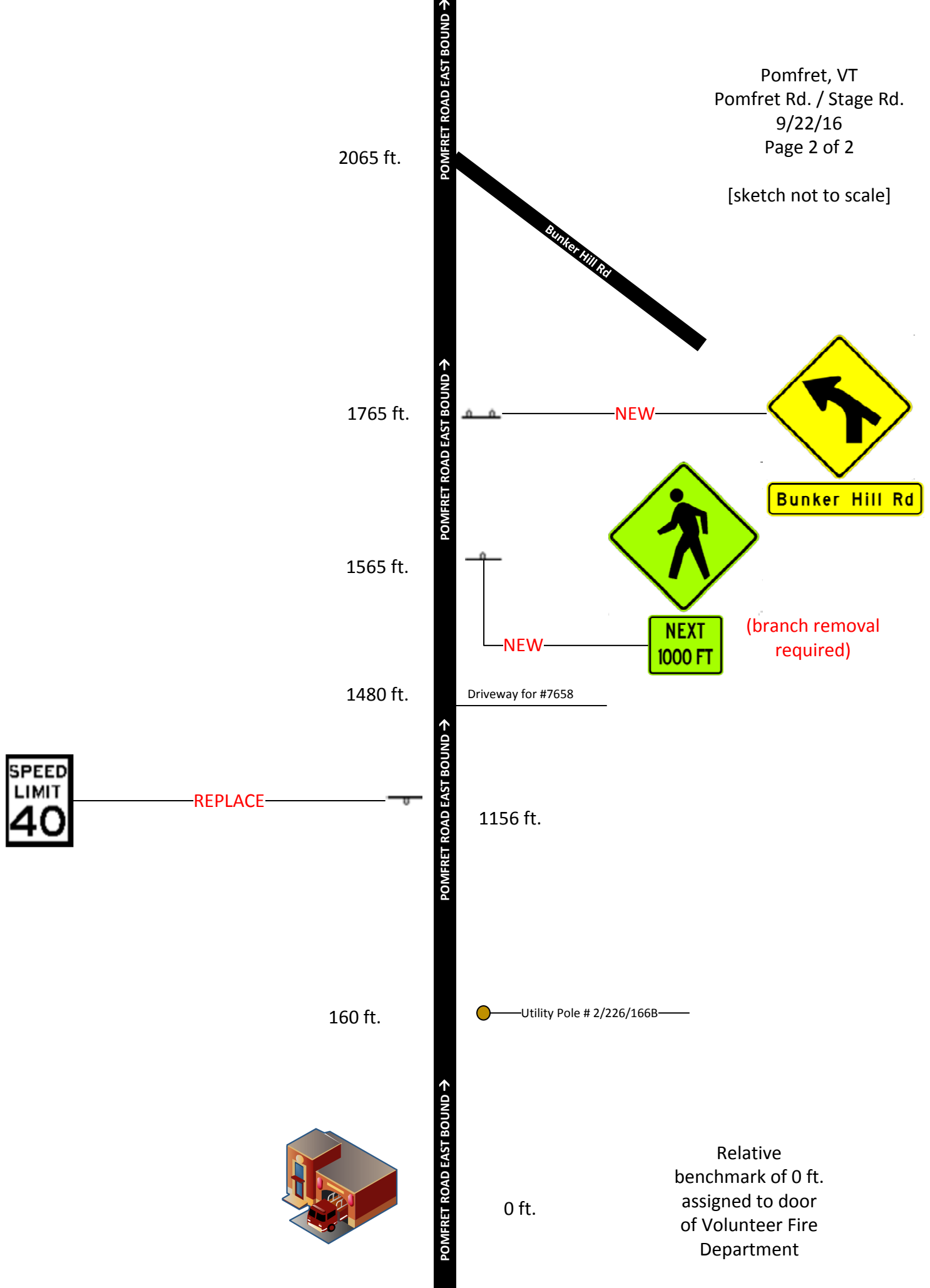
On September 22, 2015 at approximately 0831 hours, two-car collision. Op 1 indicated she was pulling off from the side street Caper St making a left turn onto Pomfret road to travel toward Hartford. Op 2 advised she was traveling up Pomfret road from West Hartford area. Advised as she approached the intersection of Caper road the other vehicle pulled out in front of her. Injury

EXHIBIT A

[sketch not to scale]



[sketch not to scale]



Relative benchmark of 0 ft. assigned to door of Volunteer Fire Department

# Traffic Shop - Materials Report

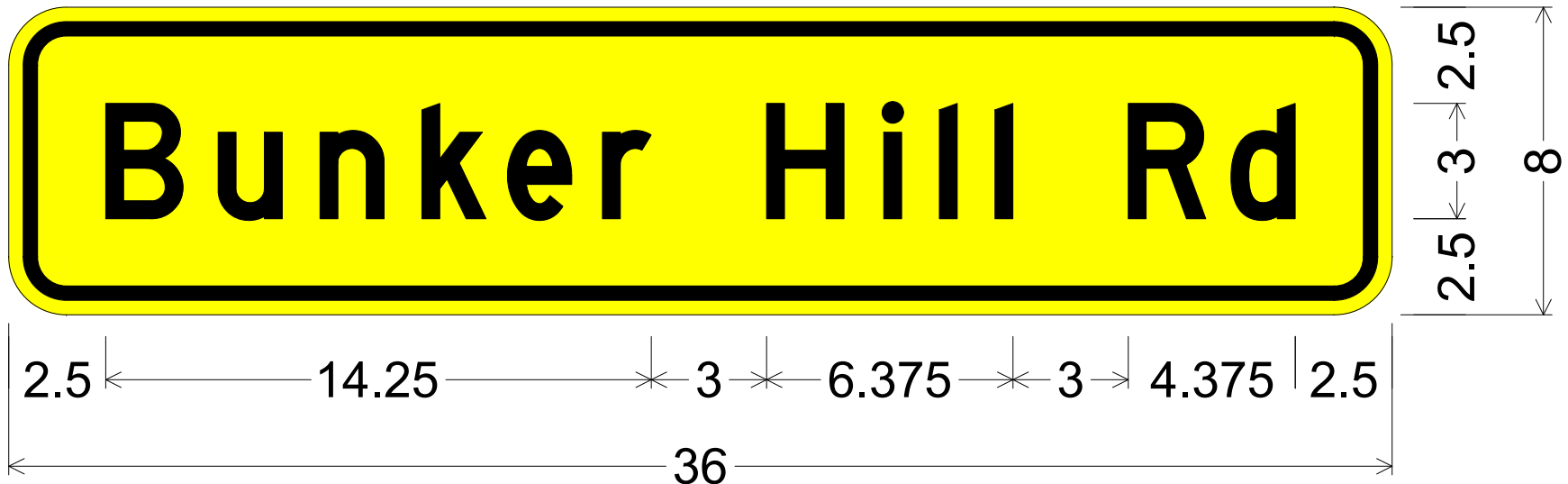
EXPEDITE ???	YES	NO	Route: _____	Workorder No: _____	Materials Page 1 of
Sign Fabrication for Work Order				Date: _____	

Sign Code	Sign Size	Sign Legend	Unit Area	Total Area A	Total Area B	Base Material	Base Thickness	Sheeting	Colors	Quantity		Unit Price	Amount
										Est.	Used		
													
													
													
													
													
													
													
													
<b>Sign Area Totals (square footage)</b>						<b>Total Number of Signs Estimated</b>							

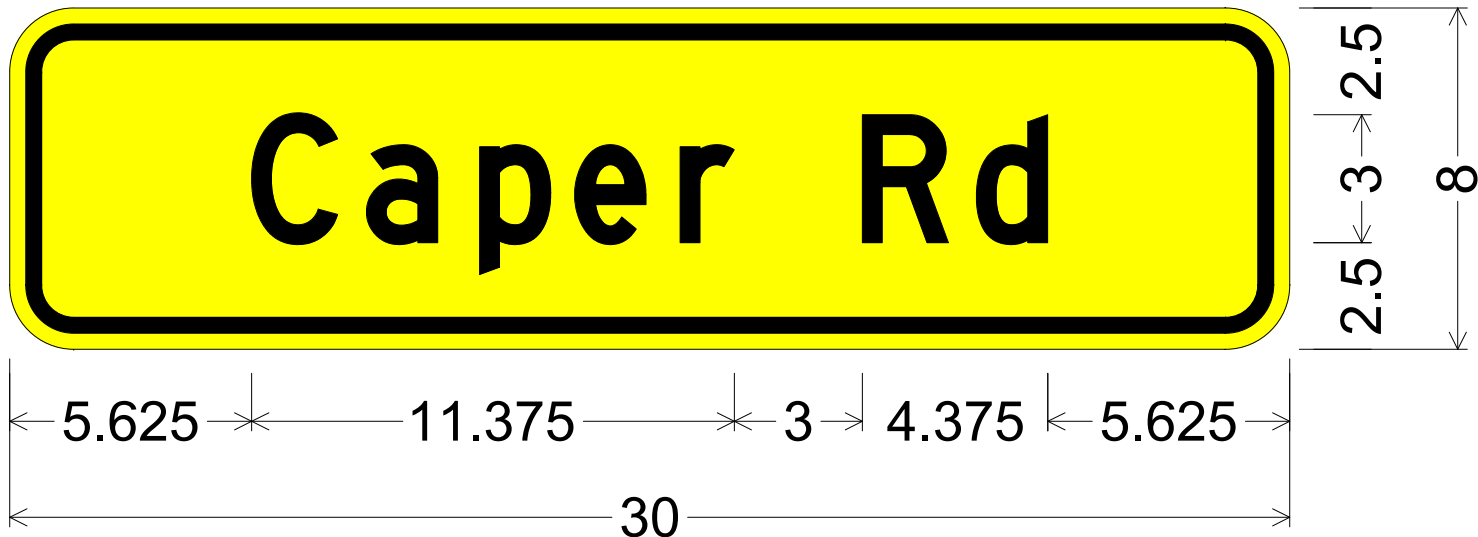
<b>Other Materials:</b>	Quantity	Unit Price	Amount

<b>Prepared by:</b> _____	<b>Total Amount</b>	
---------------------------	---------------------	--





1.500" Radius, 0.375" Border, 0.375" Indent, Black on Yellow;  
"Bunker Hill Rd" D;



1.500" Radius, 0.375" Border, 0.375" Indent, Black on Yellow;  
"Caper Rd" D;

# EXHIBIT B

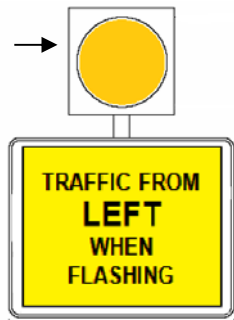
## Intersection Conflict Warning System

**Option A (red):** The detector is on Pomfret Rd and activates a beacon at Caper Street.

**Option B (blue):** The detector is on Caper St and activates a beacon on Pomfret Road

Cost of equipment for Option A or Option B is around \$12,000 (as per

Beacon to be activated wirelessly only when a westbound vehicle is passing in detection area "A". The beacon shall be activated for a duration of 11.4 seconds. If a second vehicle is detected, the beacon is to flash for another 11.4 seconds. The flashing beacon is solar powered if suitable for the site conditions.

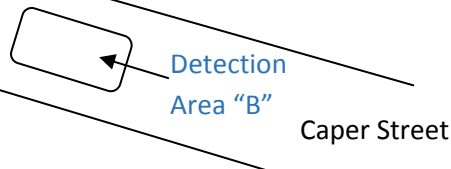


↑  
To  
Woodstock



Relative benchmark of 0 ft. is assigned to door of Volunteer Fire Department

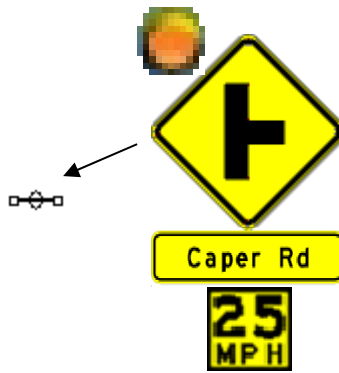
The sensor for detection area "B" is microwave or radar. It is operated in presence mode. It is located above a stop sign and detects Caper St traffic at the intersection. It activates wirelessly the beacon at point 3118 ft.



2700 FT

3118 ft

Detection Area "A"

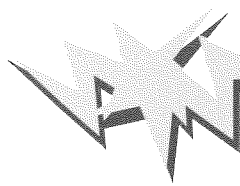


The sensor for detection area "A" is microwave or radar with 11.4 seconds of extension time and is located above the side road sign. It activates wirelessly the beacon at point 2700 ft.

The flashing beacon on the side road sign is solar powered if suitable for the site conditions. It is triggered wirelessly by the sensor at detection area "B"

The location of the intersection sign is 418 ft from the intersection for Option A, or 240 ft for Option B.

Pomfret Rd



# Brook Field Service

Providing Shelter from the Storm

---

P.O. Box 47 • Northfield, VT 05663 TOLL-FREE: 866-769-3797 • (802) 485-6567 • FAX: (802) 485-6690  
E-mail: info@brookfieldservice.com • www.brookfieldservice.com

*Sent email  
10.13*

Dear Valued Customer:

We are pleased to present our **2024** Preventative Maintenance Agreement for your standby generator. Attached you will find your agreement that is specific to your generator size and location.

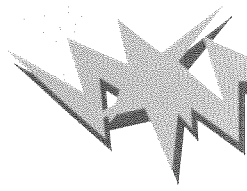
Your generator is a combustible engine that produces electricity. Regular preventative maintenance is essential for your generator to operate safely, reliably, and efficiently during power outages.

Please review the agreement which includes two options to consider for your generator's maintenance program. You are not required to pre-pay for the service, however if you do pay before the discount date you will be able to take advantage of the discount. If you opt not to pre-pay, returning the agreement with your signature commits us and you to the price of your service as shown in the agreement and ensures you are flagged for the schedule. I can take email confirmation as your approval, just be sure to indicate in your email which program you want and whether or not you intend to pre-pay. As always checks are accepted, be sure to put your customer agreement number (located in the upper right corner of the agreement) on your check.

Thank you for the opportunity of letting Brook Field Service take care of your generator's needs. I'm always available and welcome any questions or comments you may have.

Jim Brochhausen  
Brook\*Field\*Service

Town of Pomfret				
C-0009392				
North Pomfret - 5218 Pomfret Road	Town Office	CH740EP #4227104581	Kohler 14RESA #SGM32355B	RXT #SGM322KDB
South Pomfret - 2026 Pomfret Road	Teago	GM 1.6L, 4 Cyl	Kohler 15RES #2087183	Kohler RDT #12073853
North Pomfret - 7373 Pomfret Road	Fire Dept	Generac 1.6L, 4 cyl	Generac 4605610100 #2080189	Generac GT5020WAXDNAY #98484



# Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 TOLL-FREE: 866-769-3797 • (802) 485-6567 • FAX: (802) 485-6690  
E-mail: info@brookfieldservice.com • www.brookfieldservice.com

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

Customer Agreement #  
C-0009392

## PREVENTATIVE MAINTENANCE AGREEMENT Contractual Year 2024

Below please find the two preventative maintenance programs available for your standby generator. Prices quoted apply to the following: **Town Office Pomfret VT (3)Units Total - (2) Fire Dept. (1) Town Office, see attached list**

### Manufacturer/Model#/Serial#

Engine: See Attached List  
Equipment Driven: See Attached List  
Switch/Controls: see attached list

Please indicate your acceptance of this agreement and terms by circling program you are selecting and signing below.  
**PLEASE RETURN (1) COPY TO BROOK FIELD SERVICE.**

PROGRAM #1 – **COMPLETE ANNUAL MAJOR SERVICE** \$789 OR \$750 If Prepaid By: November 10, 2023  
Parts, labor and mileage included  
*See reverse side for details*

PROGRAM #2 – **TWO VISITS A YEAR** \$1,421 OR \$1,350 If Prepaid By: November 10, 2023  
(1) Major & (1) Minor Svc.  
Operational checkout service/analysis  
*See reverse side for details*

Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 Per Unit

Date \_\_\_\_\_

DATE: October 10, 2023

\_\_\_\_\_

Authorized Signature

*Jim Brochhausen*

James Brochhausen, Brook Field Service

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Zip Code for Card: \_\_\_\_\_

You may give our office a call with payment information if you prefer, 802-485-6567.

EMAIL: \_\_\_\_\_ PHONE#: \_\_\_\_\_

CUSTOMER PREFERENCE: (check on)  No appointment needed  Coordinate appointment

Industrial Engines and Generators • Transfer Switches • Load Bank Testing  
Generator Rentals • Vermont Generator Inspections

**PREVENTATIVE MAINTENANCE AGREEMENT**  
**Program Details**

**Program 1 – Once a year maintenance program, Major Service**

- A technical inspection and testing of your generator (multi-point test and review)
- Upload controller latest software upgrades
- Oil change and oil filters replaced
- Oil and diesel fuel analysis
- Air and fuel filters replaced
- Tune up of engine
- Coolant fluids tested for liquid cooled models
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
  - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
  - At your request - this will require an interruption of power.

**Program 2 – Twice a year maintenance program (Done 6 months apart, Major & Minor)**

- Includes items listed in Program 1, Major Service
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
  - At your request - this will require an interruption of power
- Vermont State Inspection (if required – this will require an interruption of power)

**Where to send your agreement form:**

**Fax:** 802-485-6690

**Email:** [info@brookfieldservice.com](mailto:info@brookfieldservice.com)

**Mail:** Brook Field Service, PO Box 47, Northfield VT 05663



**RESERVE FUND POLICY  
POMFRET, VERMONT  
DRAFT 10/25/23**

**PURPOSE:** A long-standing, and sound financial management practice of the Selectboard of the Town of Pomfret is annual funding of various reserves as part of the capital spending plan, and with the intent to avoid short term debt. Growing reserve balances over time allows for spending from those funds rather than the town’s operating funds, thus contributing to the stability of the Town tax rate.

**PROCESS:** Upon recommendation of the Selectboard, the voters of the Town authorized establishment of reserves with specific purposes and intended uses, in accordance with 24 VSA 2804. The objective is to plan ahead for anticipated future capital expenses with regular appropriations. Reserves are not to be used for regular Town expenses or to reduce property taxes. Once a reserve fund is established, contributions to it do not require voter approval, nor does spending in keeping with the purpose of the reserve. However, any spending NOT in accordance with the reserve’s purpose shall require voter approval at an annual Town Meeting or at a Special Town Meeting held for that purpose.

The Appendix lists the current reserves, and the date they were established. These funds are valid and effective until amended or repealed by vote at an annual or special town meeting.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Pomfret, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_ is effective as of this date until amended or repealed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX

The foregoing Policies are hereby adopted by the Selectboard of the Town of Pomfret, Vermont, as described and dated by each fund below and are effective as of those dates until amended or repealed.

1. Fund #424 Bridge Reserve Fund established to fund bridge repairs.
2. Fund #440 Abbott Memorial Library Building Reserve Fund to be used for the repair and maintenance of the Abbott Memorial Library established on March 5, 2013
3. Fund #452 Town Buildings Reserve for the purpose of repair and maintenance of Town Buildings established on March 5, 2013
4. Fund #410 Communications Equipment Reserve Fund to be used for the purchase and repair of communications equipment used by the Fire Department, Fast Squad and town employees established March 5, 2013
5. Fund #402 Pomfret-Teago Volunteer Fire Department Reserve Fund to be used for the purchase and repair of non-vehicular equipment established March 4, 2014
6. Fund #422 Paving Reserve Fund was established on March 3, 2015
7. Fund #470 Town Rainy Day Reserve Fund to cover unanticipated revenue shortfalls and to pay non-recurring and unanticipated Town fund expenses in accordance with 24 V.S.A. § 2804 established on March 7, 2017.
8. Fund #475 Highway Rainy Day Reserve Fund to cover unanticipated revenue shortfalls and to pay non-recurring and unanticipated highway fund expenses in accordance with 24 V.S.A. § 2804(a) established on March 7, 2017
9. Fund #160 Reappraisal Reserve Fund to cover the expenses of a future town-wide reappraisal established on March 3, 2021
10. Fund #460 Teago Village Reserve Fund established for the purpose of improving pedestrian and vehicular traffic flow in the village area of South Pomfret established March 3, 2021
11. Fund #420 Highway Reserve Fund to be used to fund purchases of highway equipment, pursuant to 24 V.S.A 2804
12. Fund #350 Restoration and Preservation Reserve Fund created by funded by state law to promote restoration and preservation of land records established March, 1, 2022

## TOWN AND HIGHWAY RAINY DAY RESERVE FUNDS POLICY AND PROCEDURE

### POMFRET, VERMONT

**PURPOSE.** The Selectboard of the Town of Pomfret believes that sound financial management requires:

- a) Sufficient balances kept on hand, regardless of the timing of tax payments, to fund budgetary spending;
- b) Adequate funds are retained against extraordinary circumstances as may be caused by economic downturns, natural disasters, and other circumstances beyond the town's control;
- c) Maintaining reserves to reduce the need for short-term borrowing;
- d) Adequate funds and budgetary planning to support a stable town tax rate.

**OBJECTIVE.** On March 7, 2017, voters of the Town authorized the establishment of Town and Highway Rainy Day Reserve Funds "to cover unanticipated revenue shortfalls and to pay non-recurring and unanticipated expenses in accordance with 24 V.S.A. § 2804." The objective of this policy is to establish a formula for maintaining these reserves, and to ensure they are used appropriately.

**RESERVE FUND EXPENDITURES.** While unexpected events can occur at any time, it is expected that options are available to address them, through reassignment of budgeted expenses, through use of other town reserves, and other appropriate measures as described in the Balanced Budget Policy, Management and Procedures for All Town Funds. Thus, rainy day reserves are usually tapped at fiscal year end to cover deficits or to fund payments beyond town resources. After due diligence, and before the Selectboard considers the need to spend any portion of these funds, they should identify how the use of reserves complies with its purpose and in accordance with the voters' intent.

Any expenditure of the reserve fund by the Selectboard for such purposes shall require approval of a majority of Selectboard members at a duly warned Selectboard meeting. In accordance with 24 V.S.A. § 2804(a), expenditure of the reserve funds for any other purpose shall require the authorization of a majority of the voters present at an annual or special town meeting.

**FUNDING FORMULA: THIS FORMULA NEEDS DISCUSSION; WHEN THE FUNDS WERE ESTABLISHED THERE WAS NO FORMULA PROVIDED...**

If circumstances are dire enough to warrant use of Rainy Day funds, fully funding town reserves may not occur; the adequacy formula is thus based on average expenses WITHOUT reserve spending over the most recent 3 fiscal years. (For example, for FY 2024-25, Town funds would have to be \$75,000 and Highway \$196,150, which would be a reduction in the town rainy day of \$10,000, and an increase in the highway of \$21,000)

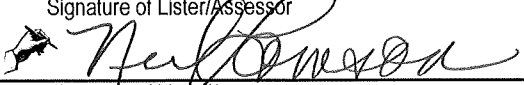



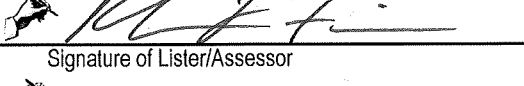

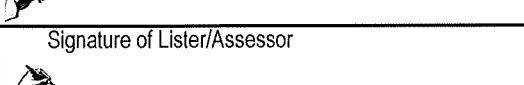

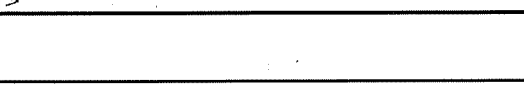

**RESERVE FUND APPROPRIATIONS.** Annually, the Selectboard will propose fund balance reserve funding through the town budget to maintain the balance according to the formula. When the balance falls below 75% of the required balance, the Selectboard will include in the upcoming budget, entries to restore the funds to the prescribed level.

**Form PVR-4261-E**  
**ERRORS AND OMISSIONS CERTIFICATE**

The Board of Listers of the Town of POMFRET are hereby supplying the following changes to the 2023-24 Grand List. Specifically:  
 (Year)


Owner	Baskett, Robert W.		SPAN	489-154-10744
Change From	228,500	Change To	234,500	Difference + 6,000
Reason	Incorrect acreage after subdivision			
Owner	Falvey, Jennifer		SPAN	489-154-10330
Change From	971,470	Change To	879,780	Difference - 91,690
Reason	Posting error in software			
Owner	Perkins, Michael & Ruth		SPAN	489-154-10189
Change From	598,260	Change To	596,310	Difference - 1,950
Reason	Balcony on card removed prior to assessment year			
Owner	Robbins, Theodore B. & Caroline H.		SPAN	489-154-10496
Change From	3,161,200	Change To	3,221,200	Difference + 60,000
Reason	Homesite incorrectly marked and priced as "vacant"			
Owner	White, Pamela R. & Bystrak, Cynthia		SPAN	489-154-10228
Change From	530,930	Change To	530,080	Difference - 850
Reason	Sugarhouse condition downgraded to "poor", missed at reappraisal			
Owner	Dodson, William & Corinna		SPAN	489-154-10628
Change From	1,450	Change To	0	Difference - 1,450
Reason	0.17A Unusable land (swamp) - no value			
Owner			SPAN	
Change From		Change To		Difference
Reason				
Owner			SPAN	
Change From		Change To		Difference
Reason				

**LISTERS/ASSESSOR AND SELECTBOARD**

Signature of Lister/Assessor 	Date 10/16/23	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date 10/16/23	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date 10/16/2023	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

**TOWN CLERK**

I, \_\_\_\_\_, town clerk of \_\_\_\_\_, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of \_\_\_\_\_ for tax year \_\_\_\_\_.

Signature of Town Clerk 	Printed Name	Date
---	--------------	------

**32 V.S.A. § 4261. Correcting omission from grand list**

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

**MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.**

---

## FW: Reminder: PACIF DocuSign: UM/UIM Coverage Direction Form

---

**Ellen DesMeules** <Treasurer@pomfretvt.us>

Fri, Oct 20, 2023 at 10:25 AM

To: "John Peters Jr." <john.peters@pomfretvt.us>, Benjamin Brickner <benjamin.brickner@pomfretvt.us>, Steve Chamberlin <steve.chamberlin@pomfretvt.us>, Meg Emmons <meg.emmons@pomfretvt.us>, Emily Grube <Emily.Grube@pomfretvt.us>

Hi all, I received this email from VLCT about out vehicle coverage. They are requesting a signature to select either a 10,000,000 liability limit for uninsured motorist coverage, or a reduced limit of \$250,000. There is a brief explanation below. This decision isn't mine to make, so am passing the question on to you. Maybe you can put it on the agenda for next meeting. Ellen

---

**From:** DocuSign NA4 System <dse\_NA4@docusign.net>

**Sent:** Friday, October 20, 2023 6:21 AM

**To:** Ellen DesMeules <Treasurer@pomfretvt.us>

**Subject:** Reminder: PACIF DocuSign: UM/UIM Coverage Direction Form

[Redacted]

[Redacted]

KELLY KNOTEK sent you a document to review and sign.

**REVIEW DOCUMENT**

**KELLY KNOTEK**


Dear Member,

Your PACIF renewal packet was sent out on Friday September 29th with a special note to expect receipt of a DocuSign request regarding UM/UIM coverage along with the description below:

Uninsured/Underinsured Motorist (UM/UIM) is a particular type of auto liability coverage that VCLT PACIF provides its members. In most municipal applications, it provides additional coverage limits that an injured employee can access, in addition to workers' compensation. Because of that, the PACIF Board of Directors established a lower coverage limit of \$250,000 per occurrence many years ago. Since this reduced limit differs from our standard auto liability limit of \$10,000,000 per occurrence, the Vermont Department of Financial Regulation has requested that each member direct PACIF as to the specific coverage limit they desire.

A requirement of this request, is that the form must be signed by a municipal official who is authorized to make such determinations. Examples include a Municipal Manager, a Selectboard Chair, a Town Administrator acting on the direction of the Selectboard, or a Mayor in a municipality with a strong mayor form of government. Town Clerks may only sign if directed to do so by the Selectboard in writing or in public session.

Please have one of the municipal officials noted above complete the DocuSign document via the link below to select either the existing coverage limit of \$250,000 or the higher \$10M limit for a modest additional contribution. Once a coverage option is selected, a digital signature must be provided, and the form submitted for completion. We must receive this selection of coverage limit from every member in advance of renewal. Members with questions about this coverage or coverage limits are encouraged to contact a member of the underwriting team at [underwriting@vlct.org](mailto:underwriting@vlct.org).

Powered by 

#### **Do Not Share This Email**

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

#### **Alternate Signing Method**

Visit DocuSign.com, click 'Access Documents', and enter the security code:  
149A464B782D4664B05D48B8BB69ADA27

#### **About DocuSign**

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.



**Questions about the Document?**

If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly.

**Stop receiving this email**

[Report this email](#) or read more about [Declining to sign](#) and [Managing notifications](#).

If you are having trouble signing the document, please visit the [Help with Signing](#) page on our [Support Center](#).

 [Download the DocuSign App](#)

This message was sent to you by KELLY KNOTEK who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

Town of Pomfret Selectboard  
Draft Meeting Minutes  
October 18, 2023

Present: John Peters, Benjamin Brickner, Steve Chamberlin, Meg Emmons (from 7:10 pm),  
Emily Grube

Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Cathy Emmons, Bill Emmons, Greg  
Greene, Gordon Modarai, Kyle Hansen, David Beilman, Thea Calitri-Martin, Maryann  
Murphy

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – John moved and Ben seconded the following: Add email discussion immediately before Warrants; add Appointments to immediately after the Executive Session; add Constable to appointments list. Unanimous (Meg absent).
3. Public Comment – Cathy Emmons would like to continue using the “no parking” signs on Cloudland Road; she also asked about reimbursing the town for road signs requested by the Cloudland Road residents (the reimbursement amount is \$1,044.35, as shown on WorkSafe invoice #32216).
4. Road Foreman’s Report – Ogden’s will service the grader. Jim needs to purchase Jersey barriers at a cost of about \$4,000. The town garage generator is set up to switch all interior power on. Keith Chase may be able to source an oil tank for the town to purchase. Emily will check with Irving Oil regarding employee discount, Jim believes a buyer’s number is required.
5. Items for Discussion or Vote
  - a. Salt/ClearLane purchases – The Selectboard conducted a good faith review of available sources and determined that Cargill is the only qualified source for white salt and ClearLane. Having also determined that Cargill’s proposed pricing is fair and reasonable, John moved and Emily seconded that the town purchase from Cargill 500 tons of white salt at \$86.50/ton and 900 tons of ClearLane at \$98.00/ton. Unanimous.
  - b. Cutouts and Fences in Highway Right-of-Way – Jim has received mixed feedback regarding the length, depth and frequency of cutouts used to channel rainwater off the back roads. It was noted that Pomfret’s roads sustained minor damage in the July flooring event relative to neighboring towns, and that cutouts likely played a role. Cathy Emmons commented about the berm on the downhill side of some cutouts, which can make it difficult to pull aside to allow opposing traffic to pass in narrow sections. Jim will experiment with different cutout lengths, depths and frequencies on roads now being regraded to see if these concerns can be addressed while still protecting the roads.

Jim also noted the growing number of fences being placed in the highway right-of-way, which can interfere with road repair and maintenance. John noted that by law landowners may not place anything in the right-of-way (other than U.S. mailboxes) without permission of the Selectboard, but that the town typically requires this only when there is an actual road maintenance conflict. Jim will provide the Selectboard

with a list of problematic right-of-way obstructions and the Selectboard will send letters asking owners to remedy the conflicts.

- c. Webster Hill Traffic – Several residents discussed increased traffic and speeding on Webster Hill Road. Emily explained that a section of Broad Brook Road in Royalton was closed following the July flooding event, requiring some commuters to detour through Pomfret via Webster Hill Road and Allen Hill Road. Speed limits and signage on Class 3 roads was discussed. Residents may post cautionary signs on their property (outside the right-of-way) urging drivers to slow down. John will post on the Royalton, Sharon, Barnard, and Pomfret listservs asking drivers to share the road and mind their speed. Per Royalton, Broad Brook Road may reopen as a one-way road this winter, but a full repair is not expected to be complete until summer 2024.
- d. Appointments
  - i. Zoning Board of Adjustment – Three residents expressing interest in serving on the Zoning Board of Adjustment: Kyle Hansen, Gordon Modarai, and Jack White. Mr. Hansen is a graduate student at the Vermont Law and Graduate School. Mr. Modarai is a retired Navy Master Advocate (comparable to a city attorney). Mr. White is a retired law professor.
  - ii. Trustees of Public Funds – No candidate has been identified. Marge Wakefield will be consulted.
  - iii. Town Hall Revitalization Committee – Meg would like to add Dana Kaye to the committee. Emily also suggested adding John Moore who participated in a more limited renovation of the Town Hall several years ago.
  - iv. Constable – Doug Tuthill has been serving the town in this capacity but was not formally re-appointed last March.

The Selectboard will discuss the foregoing in Executive Session and any appointments will be made immediately thereafter.

- e. Town Administrator Discussion – Ben will synthesize a preliminary job description from the materials Becky shared and a recent VLCT compensation study. The Selectboard can then edit the document to fine tune the needs of the town.
- f. Emails – Steve asked that all Selectboard members be kept apprised of potential meetings, etc., especially those with sensitive timing.
- g. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24031	\$8,933.62	Payroll
24032 (rev.)	\$52,318.38	AP and Debit Card

Unanimous.

- h. Approval of Minutes – Ben moved and John seconded approval of the October 4, 2023, meeting minutes. Unanimous.

6. Meeting Wrap Up

- a. Correspondence – Meg received an assessment agreement for the Town Hall project that needs to be executed and returned.
- b. Review of Assignments – Ben will create a job description for a town administrator, prepare a listserv message for John to send; John will send the listserv message; Emily will re-post regarding the Webster Hill Road closure.

- c. Agenda for Next Meeting – Reserve Fund Policy; Errors and Omissions Certificate; Town Administrator Job Description; preliminary budget discussions
- 7. Executive Session
  - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (a)(3) to discuss confidential attorney-client communications and the appointment of public officers. Unanimous. The Selectboard entered executive session at 9:41 pm.
  - b. The Selectboard exited executive session at 10:21 pm, with no decisions having been made therein.
- 8. Items for Discussion or Vote
  - a. Settlement Agreement (23-ENV-00092) – Ben will relay the Selectboard’s input to Stitzel Page.
  - b. Appointments
    - i. Zoning Board of Adjustment – Kyle Hansen (to complete the term expiring March 31, 2024); Jeffry White (to complete the term expiring March 31, 2026).
    - ii. Trustees of Public Funds – No appointment was made.
    - iii. Town Hall Revitalization Committee – Dana Kaye and John Moore (no fixed term).
    - iv. Constable – Doug Tuthill (retroactive to April 1, 2023, and expiring March 31, 2024).
- 9. Adjournment – Ben moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:22 pm.

*The next regular meeting of the Selectboard will be held Wednesday, November 1 at 7:00 pm.*