

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret, Vermont 05053
February 7, 2024, 7:00 pm**

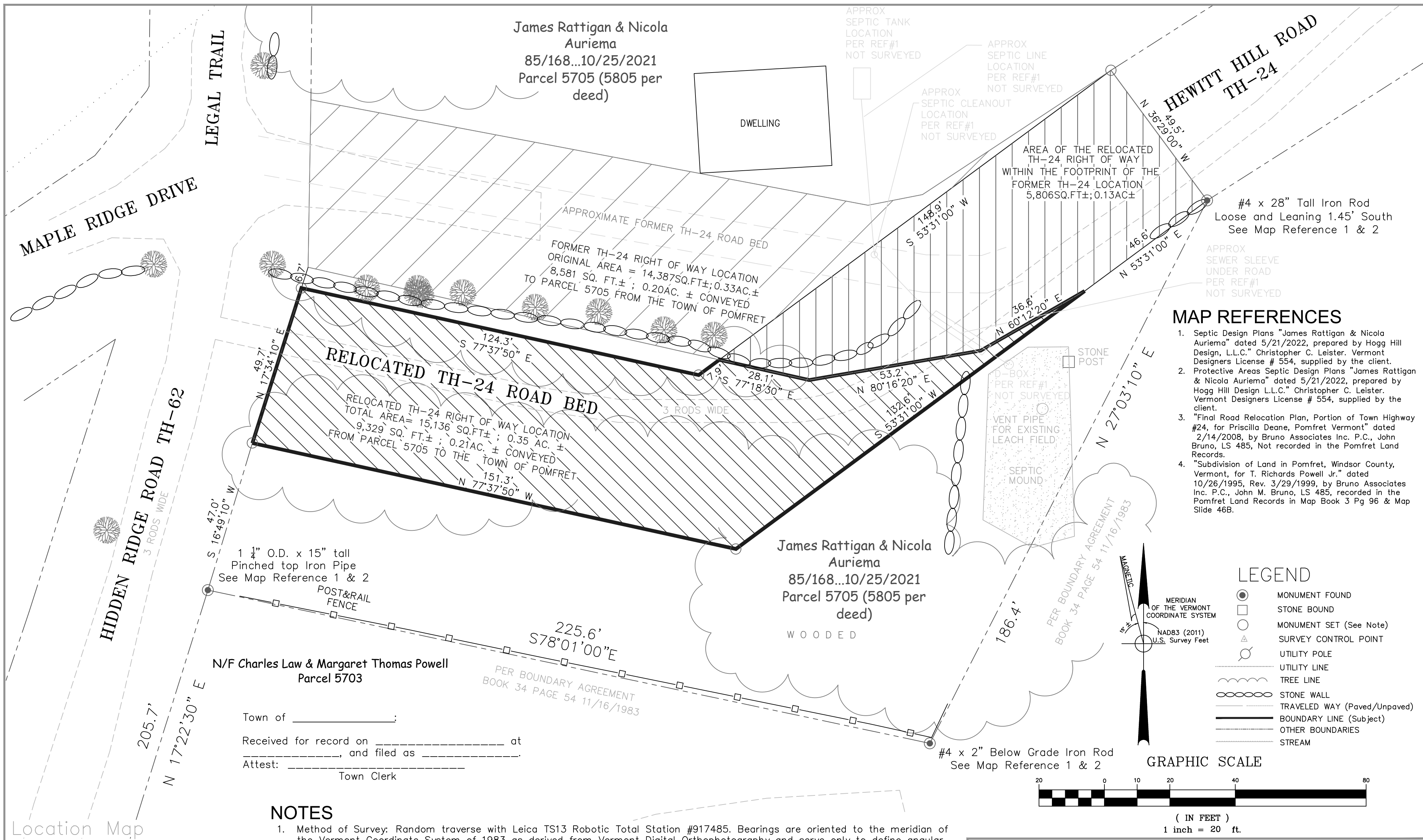
Zoom instructions below

| 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 Boiler Replacement b. Tandem/Truck 3 Replacement c. Highway Materials for Mud Season d. MRGP Annual Report e. Highway Access Permit (Dinsmoor Road) f. TH 24 Hewitt Hill Relocation g. Covered Bridges Half Marathon permit h. Woodstock Chamber of Commerce permit i. Warrants j. Approval January 24, 2024 Minutes | 7:30 pm |
| 6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting | 8:30 pm |
| 7. Possible Executive Session <i>(Attorney-Client Communications; Employment Matters)</i> | 8:45 pm |
| 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> | |

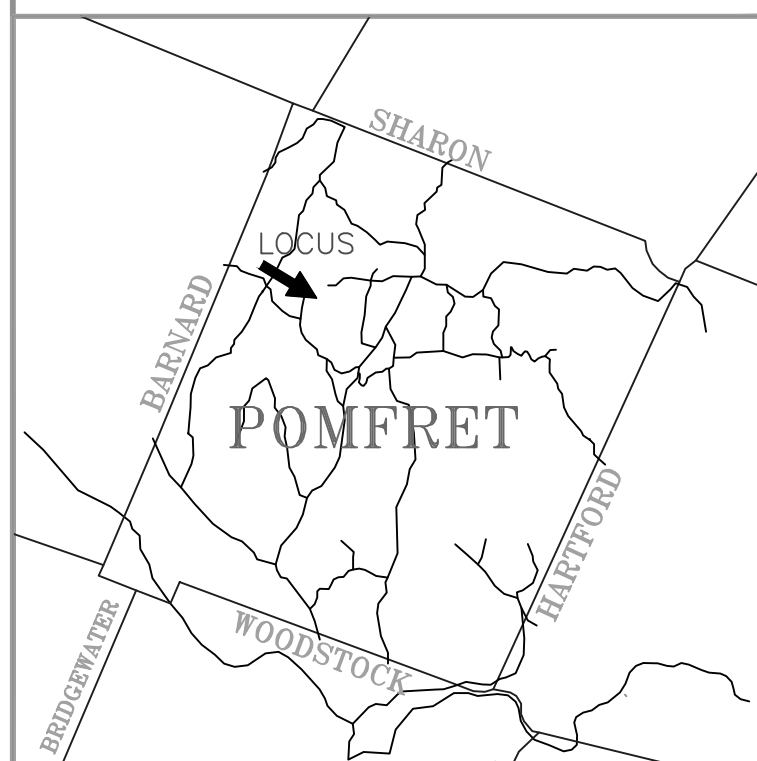
Zoom Instructions

- 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

THIS IS AN ORIGINAL INK DRAWING - NOT A REPRODUCTION



Location Map



NOTES

- Method of Survey: Random traverse with Leica TS13 Robotic Total Station #917485. Bearings are oriented to the meridian of the Vermont Coordinate System of 1983 as derived from Vermont Digital Orthophotography and serve only to define angular relationships between courses. Distances are ground.
 - This plat depicts a Road Relocation survey of TH-24 over the subject properties.
- Current Owners: James Rattigan & Nicola Auriema
Current Deed: Pomfret Land Records Book 85, Page 168, dated 10/18/2021, recorded 10/25/2021.
Tax Map Parcel: 5705 (5805 per deed)
Total Area: 126,324 Sq. Ft. ±, 2.90 Acres ± Per Deed
- Right of Way areas across Parcel 5705:
Area of Original TH-24 Right of Way: 14,387 Sq. Ft.±, 0.33 Ac.±
Area of Original TH-24 Right of Way to be conveyed to Parcel 5705 from the Town of Pomfret: 8,581 Sq. Ft.±, 0.20 Ac.±
Area of Relocated TH-24 Right of Way: 15,136 Sq. Ft.±, 0.35 Ac.±
Area of Relocated TH-24 Right of Way to be conveyed to the Town of Pomfret to Parcel 5705: 9,329 Sq. Ft.±, 0.21 Ac.±
Area of TH-24 unchanged between the Original and Relocated TH-24 (falls within the same footprint): 5,806 Sq. Ft.±, 0.13 Ac.±
- Title to these properties may extend to the centerlines of Hidden Ridge Road (TH-62) and Hewitt Hill Road (TH-24), subject to the public right of way. Area has been calculated to the right-of-way boundary only. The relocated portion of TH-24 does not affect the outbound boundaries of parcel 5705 shown on this survey.
 - This survey is subject to the findings of a complete title search.
 - Unless otherwise noted, monuments set are #5x30" Iron Rods with 2" aluminum cap stamped: Survey Marker, Do Not Disturb, Ethan Gilmour LS 024.0127787.

ROAD RELOCATION SURVEY

Lands of
**JAMES RATTIGAN, NICOLA AURIEMA,
& THE TOWN OF POMFRET**

POMFRET WINDSOR COUNTY, VERMONT

Scale: 1"=20'

DATE: JANUARY 7, 2024

This survey was conducted in accordance with RULES OF THE BOARD OF LAND SURVEYORS, STATE OF VERMONT, STANDARDS FOR THE PRACTICE OF LAND SURVEYING. It is based on deed descriptions, the map references listed above, physical evidence found in the field, and conversations with the owner. It is consistent with this information to the best of my knowledge and belief unless otherwise noted. I hereby certify that this survey conforms with the requirements of 27 VSA 1403.

ETHAN GILMOUR
No. 024.
0127787

HOLT GILMOUR SURVEY ASSOCIATES LLC
Woodstock, VT
www.vtsurveyor.com

(802) 457-4649



January 18, 2024

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

I am writing to request permission to hold the Covered Bridges half Marathon on Sunday, June 2, 2024, at 8:15 a.m.

The race will follow the same course as previous years, beginning at Saskadena Six Ski Area and following Stage Road to Route 12.

A certificate of insurance will be provided to the town from CHBM, Inc.

As in past years, traffic control will be handled by Windsor County Sheriffs and race volunteers. We will notify residents in advance of our race through signs and newspapers notifications.

In the past, the road crew has been very helpful in grading River Road a week or so before the event when needed, if possible, we would appreciate it if that could be done again this year.

Thank you in advance for your consideration; please let me know if you have any questions or concerns.

Sincerely,

Nancy Nutile-McMenemy
Race Director
PO Box 722
Woodstock, VT 05091
802-230-5152, coveredbridgeshalfmarathon@gmail.com

Attachments:

Racecourse Map
Certificate of Insurance
CBHM Safety Brief
CBHM Traffic and Safety Manual

TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION CBHM Inc.

PHONE 802-230-5152

ADDRESS PO Box 722, Woodstock VT 05091

CONTACT PERSON Nancy Nutile-McMenemy PHONE 802-230-5152

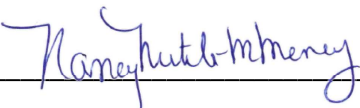
LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Saskadena Six Ski Area, Pomfret VT

ROUTE ON PUBLIC HIGHWAYS (attach map showing route) Map attached.
247 Stage Road to Pomfret Rd to Route12.

TRAFFIC CONTROL (if any) Windsor County Sheriffs, volunteers and Woodstock Police

EVENT DATE(S) June 2, 2024 HOUR (start) 5 am (end) 8:30 am

ESTIMATED NUMBER OF PARTICIPANTS 2000

 1/22/2024
Authorized Representative Date

CONDITIONS:

Approved Denied Town Representative Date

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

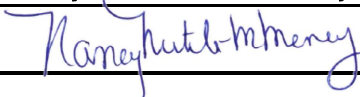
Phone: (802) 457-3861
Fax: (802) 457-8180

**LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality**

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, CBHM Inc. (organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: 1/22/2024

Print Name: Nancy Nutile-McMenemy

Sign Name: 

Witness: _____

| CERTIFICATE OF INSURANCE | | | | PRINT DATE: | | 1/17/2024 | | | | | | |
|---|--|---|--|---------------------|--------------------------|---|-----------------------|--|-----------------------|--|---|--|
| | | | | CERTIFICATE NUMBER: | | 202401171022108 | | | | | | |
| AGENCY: | | | | | | | | | | | | |
| Edgewood Partners Insurance Center 5909 Peachtree Dunwoody Road, Suite 800 Atlanta, GA 30328 678-324-3300 (Phone), 678-324-3303 (Fax) | | | | | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | | | | | | |
| NAMED INSURED: | | | | | | INSURERS AFFORDING COVERAGE: | | | | | | |
| USA Track & Field, Inc. CBHM, Inc. 130 East Washington Street, Suite 800 Indianapolis IN 46204 | | | | | | INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379 INSURER B: Allied World National Assurance Company NAIC# 19489 | | | | | | |
| EVENT INFORMATION: | | | | | | | | | | | | |
| Covered Bridges Half Marathon (6/2/2024 - 6/2/2024) | | | | | | | | | | | | |
| POLICY/COVERAGE INFORMATION: | | | | | | | | | | | | |
| THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | | | | | | | |
| INS | | TYPE OF INSURANCE: | | | POLICY NUMBER(S): | | EFFECTIVE: | | EXPIRES: | | LIMITS: | |
| A | | GENERAL LIABILITY | | | 1-TRE-IN-17-01338542-01 | | 11/1/2023 12:01 AM | | 11/1/2024 12:01 AM | | GENERAL AGGREGATE (Per Event) \$4,000,000 EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000 MEDICAL EXPENSE (Any one person) EXCLUDED PERSONAL & ADV INJURY \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000 | |
| | | <input checked="" type="checkbox"/> Occurrence | | | | | | | | | | |
| | | <input checked="" type="checkbox"/> Participant Legal Liability | | | | | | | | | | |
| A | | UMBRELLA/EXCESS LIABILITY | | | 1-TRE-IN-17-01338543-01 | | 11/1/2023 12:01 AM | | 11/1/2024 12:01 AM | | EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 | |
| | | <input checked="" type="checkbox"/> Occurrence | | | | | | | | | | |
| B | | OTHER | | | 0313-1301 | | 11/1/2023 12:01 AM | | 11/1/2024 12:01 AM | | EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000 | |
| | | <input checked="" type="checkbox"/> EXCESS LIABILITY | | | | | | | | | | |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS: | | | | | | | | | | | | |
| Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies. Excess policy follows form of underlying General Liability. Evidence of coverage only | | | | | | | | | | | | |
| CERTIFICATE HOLDER: | | | | | | NOTICE OF CANCELLATION: | | | | | | |
| CBHM, Inc. PO Box 722 Woodstock VT 05091 | | | | | | Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. | | | | | | |
| | | | | | | AUTHORIZED REPRESENTATIVE: | | | | | | |
| | | | | | |  | | | | | | |

TOWN OF POMFRET
APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Woodstock Area Chamber Phone: 457 3553 Email: bfinlayson@woodstockvt.com
Mailing Address: PO Box 486 Woodstock State: Vt Zip: 05091

* * * * *

Event Name: Cover Bridges Half Marathon Pasta Soppes

Event Date(s): June 1, 2024

Event Hours: NOON - 8 PM (5-7) Anticipated Attendees: 400 total

Event Contact Name: Beth Finlayson Phone: 457-3555 Email: see above

Has the event been held in Pomfret before? Yes No If yes, when? Yearly for 10 years

Please provide a brief description of your event and its location: Using S-6 for serving pasta to runners & family members - Three seatings 5-6-7 with approx 100 at each seating

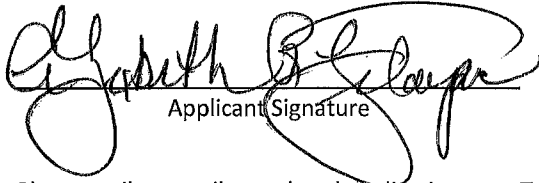
Will your event involve any of the following?

- Use of a Town Highway or Right of Way Yes No If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us.
- Use of other Town Property Yes No If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us.
- Catering of Alcoholic Beverages Yes No If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov.

Via Woodstock Inn
Additional Requirements

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at karen.hewitt@pomfretvt.us.
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.


Applicant Signature

Beth Finlayson
Applicant Printed Name

22 Jan 2024
Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: _____ By: _____

Zoning Permit Required? Yes No Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20 _____.

Selectboard Chair

Copies of approved permits to:

Chief, Pomfret-Teago Volunteer Fire Department

Head of Service, Pomfret FAST Squad

Town of Pomfret Selectboard
Draft Special Meeting Minutes
January 24, 2024

Present: John Peters, Benjamin Brickner, Steve Chamberlin, Meg Emmons, Emily Grube

Public: Jim Potter (Road Foreman), Jason Crance, Tim Ulman, Alan Graham, Kris Graham, Nancy Matthews, Hillary White, Andy Mann, Bill Emmons

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and John seconded that Item 5D be deleted and a discussion about whether to utilize Stitzel Page for a ZBA training session be added before Item 5G. Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Propane has been delivered and a leak test performed on the new tank at the town garage. The new generator will come online this week. Jim has several leaning trees to remove below Bartlett Brook Road that require a boom truck; he will get price quotes. Abracadabra contacted Jim about parking and traffic issues at their location. The Wild Apple Road culvert project continues to await final permitting approval by the Army Corps of Engineers before the replacement work can begin.
5. Items for Discussion or Vote
 - a. Town Garage Boiler Replacement – Decision postponed to the February 7, 2024 meeting while additional information is obtained from the existing bidders in order to allow an apples-to-apples comparison among the bids.
 - b. Highway Access Permit (Dinsmoor Road) – John moved and Ben seconded that Mr. Mann be required, by no later than noon on February 7, 2024 to (1) remove the berm now present on the so-called “south apron” within the town’s right-of-way, (2) restore the grade of Dinsmoor Road and the south apron within the town’s right-of-way to its condition as of early 2022, and (3) refrain from placing any objects or obstructions on Dinsmoor Road or the south apron within the town’s right-of-way. Unanimous.
 - c. 922 Barber Hill Road Town Highway Access – Ben moved and John seconded that the obsolete culvert at 922 Barber Hill Road be removed on or before October 15, 2024, in order to finalize the new highway access permit granted in 2021, the sole condition of which was removal of the obsolete culvert. Unanimous. John will contact Mr. Hunnewell.
 - d. FY 2025 Budget Approval – Ben moved and John seconded approval of the FY 2025 budget as presented. Unanimous.
 - e. 2023 Annual Report Deliverables
 - i. FY 2025 Budget Narrative – Ben moved and Meg seconded approval of FY 2025 Budget Narrative as presented. Unanimous.
 - ii. 2023 Annual Town Warning – Ben moved and Steve seconded approval of the 2023 Annual Town Warning as presented. Unanimous.
 - f. ZBA Training Session – At the applicant’s request, the ZBA will further adjourn its hearing on Abracadabra’s condition use requests. The ZBA would like to use the time instead for a training session on quasi-judicial procedure and decision-making. Ben suggested that Stitzel Page lead the training. The Selectboard agreed this would

be a good use of the time. Ben will confirm this arrangement with Stitzel Page and follow up with the ZBA and Selectboard.

- g. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

| | | |
|-------|--------------|--|
| 24062 | \$ 37,051.87 | A/P (includes January debit card expenses) |
| 24063 | 11,299.88 | Payroll |

Unanimous.

- h. Approval of January 17, 2024 Minutes – Ben moved and Meg seconded approval January 17, 2024 meeting minutes as presented. Unanimous.

6. Meeting Wrap Up

- a. Correspondence – The Planning Commission has finished work on the town planning grant; Bill Emmons will work with Ellen to prepare the necessary paperwork for reimbursement. Dr. Hermann’s paperwork is completed and will be forwarded to the Department of Health to complete his re-appointment as the Local Health Officer. The 2023 Equalization Study Results have been received from the Department of Taxes and Pomfret’s CLA following the recent reappraisal is 100.53%.
- b. Review of Assignments – John to contact Mr. Hunnewell re: removal of obsolete culvert and Ottawaquechee Plumbing re: garage boiler quote. Ben to confirm ZBA tutorial with Stitzel Page; email the Dinsmoor Road group regarding work to be completed in the town right-of-way; forward Dr. Hermann’s completed forms to the Department of Health; send as-approved budget and town report deliverables to the Auditors.
- c. Agenda for Next Meeting – Select town garage boiler vendor, Highway Access Permit (Dinsmoor Road), MRGP annual report submission, Covered Bridges Half Marathon permit application, Woodstock Chamber of Commerce permit application.

7. Executive Session

- a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) and (a)(1)(F) to discuss (1) the appointment of public officers and (2) confidential attorney-client communications the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 8:24 pm.
 - b. The Selectboard exited executive session at 9:08 pm, with no decisions having been made therein.
8. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:09 pm.



State of Vermont
 Department of Taxes
 133 State Street
 Montpelier, VT 05633-1401

Phone: (802) 828-5860

Agency of Administration

January 5, 2024

00542

Chair, Selectboard
 Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053

2023 Equalization Study Results

This letter serves as notification of the results of Property Valuation and Review (PVR)'s 2023 equalization study. Every year we are required to certify the equalized education property value (EEPV or EEGL) and coefficient of dispersion (COD) for each Vermont town (32 V.S.A § 5406). This letter also communicates the Common Level of Appraisal (CLA) for your town and explains how it will impact your homestead and nonhomestead education tax rates.

| | |
|---|--------------------------|
| Education Grand List (from 411): | \$331,358,130 |
| Equalized Education Grand List (EEGL): | \$329,624,850 |
| Common Level of Appraisal (CLA): | 100.53% or 1.0053 |
| Coefficient of Dispersion (COD): | 9.18% |

For a copy of your town final computation sheet and final certified sales report, please view those in your VTPIE account. The **education grand list** listed here is what was reported by your town to the state on the 411 form with your town's cable (if applicable) and tax increment financing (TIF) amounts (if any) included. This number represents the town's total property value that is subject to the education property tax (from the most recent grand list available) and serves as the numerator in the computation of the CLA. Please note tax revenue from any TIF property value is subject to allocation (32 V.S.A. § 5404a).

The **equalized education grand list (EEGL)** represents PVR's statutorily-mandated estimate of total fair market value of the education grand list in your town and serves as the denominator in the computation of the CLA. To find out more about how the equalization study is conducted, how to read the certified sales report, and additional instructions on how to appeal your results, please see the "Introduction to Vermont's Equalization Study" document at tax.vermont.gov/municipal-officials

The **common level of appraisal (CLA)** is determined by dividing the education grand list by the equalized education grand list (32 V.S.A. § 5401). A number over 100% indicates that property in your town is generally listed for more than its fair market value. A number less than 100% indicates that property is generally listed for less than its fair market value. A CLA below 85% or over 115% necessitates a reappraisal (32 V.S.A § 4041a). The homestead and nonhomestead tax rates in your town will be adjusted by your town's CLA (32 V.S.A § 5402).



FW: Pomfret FY 2025 Town Highway Grants / Bridge Inspections / Annual Town Financial Plan and Meeting / Town Road and Bridge Standards Certification of Compliance / Class 2 Centerline Line Pavement Marking Letter

John Peters Jr. <john.peters@pomfretvt.us>

Thu, Feb 1, 2024 at 1:37 PM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, Emily Grube <Emily.Grube@pomfretvt.us>, Steve Chamberlin <steve.chamberlin@pomfretvt.us>, Meg Emmons <meg.emmons@pomfretvt.us>

Cc: Jim Potter <jim.potter@pomfretvt.us>, Cynthia Hewitt <cynthia.hewitt@pomfretvt.us>

We should add this to the agenda for next week also.

John R Peters Jr Selectboard Chair | Town of Pomfret

[5218 Pomfret Road](#) | North Pomfret, Vermont 05053

john.peters@pomfretvt.us | <http://www.pomfretvt.us/>

Please note that any response to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

From: Bump, Chris <Chris.Bump@vermont.gov>

Sent: Thursday, February 1, 2024 1:34 PM

To: Jim Potter <jim.potter@pomfretvt.us>; Emily Grube <Emily.Grube@pomfretvt.us>; John Peters Jr. <john.peters@pomfretvt.us>

Cc: Becky Fielder <Clerk@pomfretvt.us>

Subject: Pomfret FY 2025 Town Highway Grants / Bridge Inspections / Annual Town Financial Plan and Meeting / Town Road and Bridge Standards Certification of Compliance / Class 2 Centerline Line Pavement Marking Letter

-

Please note that the information in this packet is time sensitive!

Dear Town Official(s):

Town Highway Grant Programs

It is anticipated that the Town Highway grant program will resume this year, so applications are now being accepted. Attached is the FY 2025 Municipal Highway Grant Application. This form is to be used to apply for **both** the Town

Highway Structures Grant program and the Town Highway Class 2 Roadway Grant program; a separate application needs to be submitted for each project. **Town highway grants applications are due back to District 4 no later than April 15, 2024.** They may be mailed or sent via e-mail to chris.bump@vermont.gov. Grant awards will be made based on several factors, including, but not limited to, whether the town has received recent grants, the completeness of the submittal, and the overall condition of the existing structure(s) or roadway that the town is requesting the grant for. Other factors being equal, applications submitted by the April 15 due date will receive higher priority.

Town Bridge Inspections

REMINDER.... the town's bridge inspection reports can be found using the VTransparency website. The link is as follows: <https://vtransparency.vermont.gov/>. There will then be two selections for accessing bridge inspections – one where a search can be done by town and the other through a map.

TA 60 Annual Town Financial Plan

In accordance with Title 19 VSA Section 306(j), municipalities must complete a TA 60 Annual Financial Plan (a blank one is enclosed). The town is reminded that to qualify for any of the Agency's grant-related programs, a copy of the town's ***current*** Annual Financial Plan must be on file at the District 4 office. Districts will meet with **town officials** of each municipality within **60 days** of Town Meeting; this meeting can be held in person, virtually or over the phone. Typically, meetings are used to review the Annual Town Financial Plan, get status reports on any grant program projects previously approved or recently submitted, and review the town's plan for the maintenance and construction of town highways for the ensuing year. The town can either elect to fill the TA 60 out and submit with any town highway grant applications or wait for our annual meeting to review and complete together. **To set up a time for the annual meeting, please call Chris Bump at (802) 356-7678.**

Town Road and Bridge Standards – Certification of Compliance for Town Road and Bridge Standards

The 2019 State-approved town road and bridge standards template was rolled out in June of 2019. The adoption of this template enables towns to be eligible for higher ERAF share and the 10% "incentive" for the Town Highway Structures and Class 2 Roadway grant programs – most towns within District 4 did adopt the 2019 standards; if a town has questions about this, please feel free to reach out.

Each year towns must certify that they have road and bridge standards and that they follow them. This is an annual requirement regardless of which standards a town has adopted. Included is the annual Certification of Compliance. This needs to be signed and submitted back to the district.

Class 1 and Class 2 Centerline Pavement Marking Letter

As in previous years, VTrans will be painting centerline on Class 1 and Class 2 highways. Towns should utilize the email on the attached letter with their schedule for repairing and retreatment of these town highways.

Town Contact Information

Lastly, please fill out the Town Contact Information Sheet so that we can keep our information current. It can be emailed to chris.bump@vermont.gov or sent via USPS.

If you have questions regarding any of the above information, please do not hesitate to call Chris Bump at (802) 356-7678. Thank you!

Sincerely,

Chris Bump

District 4 Project Manager

Enclosures:

FY 2025 Municipal Highway Grant Application

TA60 Annual Town Financial Plan

Certification of Compliance for Town Road and Bridge Standards/Network Inventory

Class 2 Centerline Pavement Marking Letter

Town Contact Information Sheet

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9 attachments

 **Certification of Compliance (Codes and Standards).pdf**
141K

 **Frequently Questions About Codes and Standards.pdf**
225K

 **FY25 TA 60 Annual Financial Plan PDF Form.pdf**
74K

 **FY25 TH Grant Application.pdf**
262K

 **PaveMark_Letter_to_Town_2024.doc.pdf**
240K

 **Town Offical Fillable Worksheet.pdf**
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 **Bridge Inpsection Reports Online.pdf**
209K

 **Call to towns for grants requests FY2025.pdf**
490K

 **Pomfret TA 60 Annual Financial Plan FY 25.pdf**
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