

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
May 1, 2024, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Possible Executive Session (personnel matters; appointments)	7:05 pm
5. Road Foreman's Report	8:00 pm
6. Items for Discussion or Vote a. Road Crew Position Description and Advertisement b. River Road Status Update c. ROW Crossing Permit Application (740 Sessions Meadow) d. ROW Crossing Permit Application (478 Hidden Ridge Road) e. Cemetery Lawn Maintenance Contract f. Fraud Prevention Policy and Procedure g. Financial Policies and Goals Introduction h. Bicycle and Pedestrian Program i. T.H. 24 (Hewitt Hill Road) Relocation Report j. Appointment of Public Officers k. Warrants l. Approval of April 17, 2024 Minutes	8:30 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 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, then Meeting ID 953 9507 9923 and Passcode 306922

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY RIGHT-OF-WAY CROSSING PERMIT

(Application fee of \$100 payable to Town of Pomfret)

Landowner Name: Madeline Reynolds Phone: 802-296-1130 Email: Madalyn55@ad.com

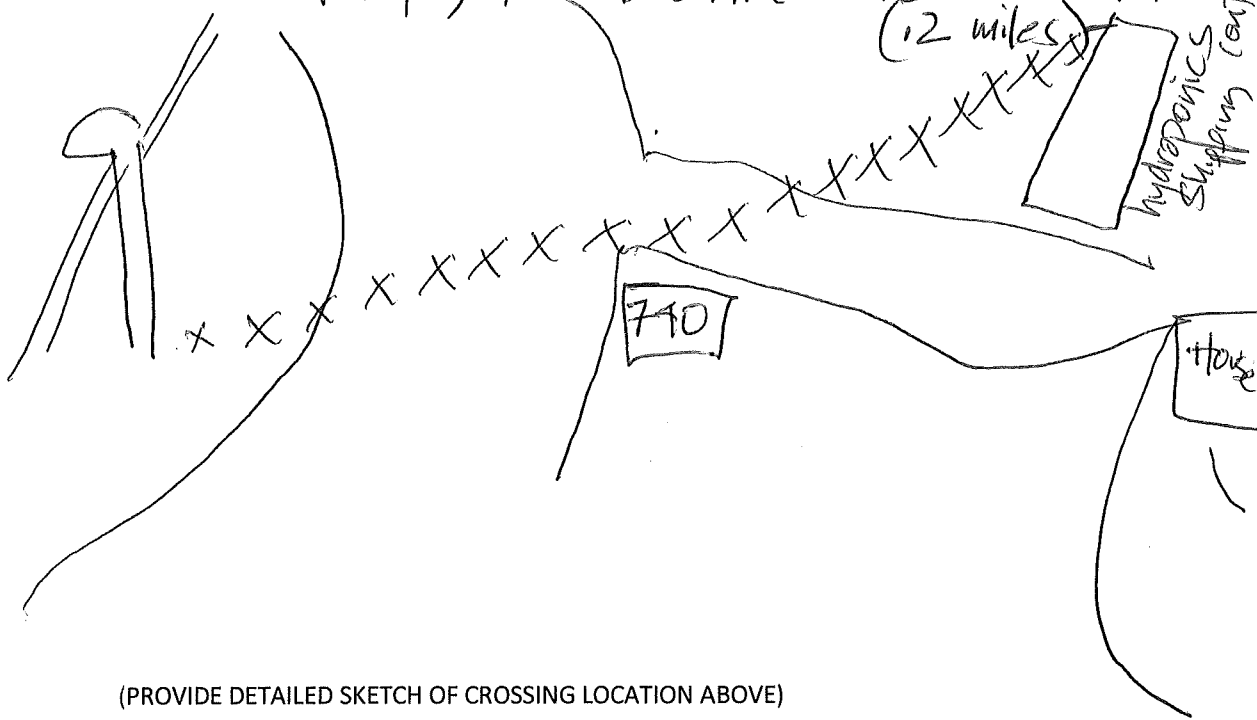
Street Address: 740 Sessions Meadow State: VT Zip: 05091

The undersigned requests permission to cross over (under) (circle one) the right-of-way of Sessions Meadow (road name) at 740 marker (describe precise location)

for the purpose of connecting hydroponics container to electricity (describe specific purpose).

The crossing will be approximately _____ (feet) from the intersection of _____ (nearest intersection).

Nearest intersection Birch Tree circle above us (12 miles)



(PROVIDE DETAILED SKETCH OF CROSSING LOCATION ABOVE)

The following standards, restrictions and conditions shall apply to all crossings of a town right-of-way unless waived in writing:

1. Applicant shall contact Dig Safe at 811 at least 48 hours before, but not more than 30 days before, starting excavation activities at any location.
2. All work in the right-of-way shall be performed during daylight hours and shall cease on weekends, holidays, during severe weather events, and between December 1 and April 15, maintenance and emergency repairs excepted.
3. Applicant shall be responsible for all damages to persons, public or private utilities and property resulting from any work done under this permit, even if the Applicant's contractor performs the work.
4. Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.
5. All excavation and backfilling shall be done under the supervision and to the specification of the town's designated agent.
6. Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.
7. Applicant shall do no work nor place any structures or obstacles in the right-of-way, except as authorized by this permit.
8. Applicant shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the right-of-way caused by the permitted work, for a minimum of eighteen (18) months after final inspection by the Town.

Additional standards, restrictions or conditions:

Multiple horizontal lines for writing additional standards, restrictions or conditions.

The applicant agrees to adhere to the standards, restrictions and conditions forming a part of this permit.

Madeline Reynolds
Applicant Signature

Madeline Reynolds
Applicant Printed Name

Apr 1, 2024
Date

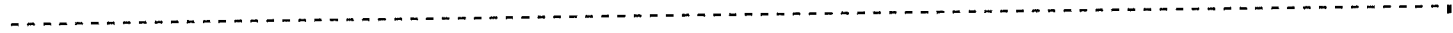
Application fee of \$100 received on 1 April, 2024 by RJF

This permit is issued in accordance with 19 V.S.A. 1111(c) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the right-of-way crossing within one year of the date of approval.

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner

Selectboard Chair



FINAL INSPECTION. The work described in this permit has been constructed in accordance with the above standards, restrictions and conditions and is acceptable under State and local regulations.

Road Commissioner

Selectboard Chair

Date

*Form adopted by the Pomfret Selectboard July 6, 2022, with a technical correction made on January 1, 2023.
Supersedes all prior dated forms.*

FRAUD PREVENTION POLICY AND PROCEDURE
TOWN OF POMFRET
4/17,2024
VLTC WORDING 2019

PURPOSE. The purpose of this policy is to provide a mechanism for employees and officers to bring to the attention of the [*Insert the name and contact information for at least two people with whom internal complaints may be filed*] any complaints regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

REPORTS OF IRREGULARITY. Any employee who has a complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports, or who observes any questionable accounting practices, should report such complaint to [*Insert the name and contact information for at least two people with whom internal complaints may be filed*].

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's option, the employee's contact information if additional information is needed. However, a report shall not be deemed deficient because the employee did not include contact information.

Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

INVESTIGATION. Upon receiving such a report, *the Selectboard* shall investigate the issues identified in the report. The Selectboard may consult with the town auditors, town manager, treasurer, any other Town employee, officer, legal counsel, independent auditors, or any other person or entity as part of their investigation. At the conclusion of the investigation, the *Selectboard* shall prepare a written response to the report, which shall be a public document.

In accordance with 24 V.S.A. § 1686(c), any town officer who willfully refuses or neglects to submit his or her books, accounts, vouchers, or tax bills to the auditors after five business days following his or her receipt by certified mail of a written request by the auditors or public accountant that is approved and signed by the Selectboard, or to furnish all necessary

information in relation thereto, shall be ineligible for reelection for the year ensuing and be subject to the penalties otherwise

prescribed by law.

The foregoing Policy is hereby adopted by the Selectboard of the Town of _____, Vermont, this ___ day of _____ and is effective as of this date until amended or repealed.

Chairperson

Selectboard Members

**INTRODUCTION
DRAFT FINANCIAL POLICIES AND GOALS
TOWN OF POMFRET
Revised 4/03/2022**

GOALS

1. To ensure compliance with laws and conformance with accounting standards.
2. To promote year-to-year consistency and efficiency in handling budgetary and financial matters and methodology regardless of change of personnel.
3. To help local officials make more informed financial decisions, safeguard the town's resources and capital assets, and promote financial stewardship (committed to responsible, moral, ethical, and prudent decision-making).
4. To support development of long and short term financial goals, which become a vital part of the planning process and the annual budget.
5. To maintain a stable tax rate while avoiding tax spikes and short-term debt.
6. To support the use of reserves for funding capital projects and special projects.
7. To clarify responsibilities for managing various facets of financial, capital, and budgetary planning and oversight.
8. To review and manage the budget on a monthly basis with the goal of ending the fiscal year with a balanced budget. If one line-item looks like it will exceed budget by the end of the year, compensate by identifying and underspending other line items.
9. To promote positive working relationships between the town's elected and appointed officials.
10. To require that new staff and public officials, who are responsible for town finances, familiarize themselves with these policies, and comply with their intent.
11. To Inform municipal officials without financial background and provide tools to properly manage the town's finances.
12. To ensure that the goals set for all financial policies together express how to reach the above goals.

ADOPTED POLICIES

- Accounting, Audit, and Financial Reporting Policy & Procedures, adopted 1/20/22
- Balanced Budget Policy Management and Procedures for Town Funds, adopted 5/18/22
- Capital Program and Balance Budget Policy, adopted 4/3/24
- Credit and Debit Card Policy, adopted 3/17, 2021, modified 7/17, 23
- Fraud Prevention, Under discussion
- Income, Expense, and Cash Policy and Procedures, adopted 3/24/22
- Investment Policy, adopted by Trustees of Public Funds
- Purchasing Policy, adopted April 2, 2014, amended 2018 and 5/7/23
- Rainy Day Reserve Policy, adopted 11/5/23
- Reserve Fund Policy, adopted 11/15/23

