

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Regular Selectboard Meeting Agenda for May 1st,
 2019 at 7pm

| Agenda Item | Presenting Individual | Timeframe |
|---|------------------------------|-----------------------|
| 1. Call to Order | Chair | 7:00pm |
| 2. Public Comment | Chair | 7:00-7:10pm |
| 3. Review of Agenda | Chair | 7:10-7:15pm |
| 5. Recurring Items, Including Items for Possible Vote: a) Minutes Approval: 4/3/19, 4-19-19, 4-22,19 b) Warrants for Payment c) Road Commissioner Update | Chair | 7:15-7:25pm |
| 6. Business Items for Possible Vote: a) Lemp b) Long Term Tech Systems Maintenance and Administration c) Driveway Permit, Loreda Sola d) Cloudland Bridge Bid Opening e) Scope of Work McLean to include Zoning Regulation issues f) Highway Department Hire g) Employee Compensation h) Road Foreman Job Description | Joint | 7:25-8:40pm |
| 7. Business Items for Discussion: a) Crack Sealing b) Lawn Mowing Contract, Town Office, Town Hall c) Sand RFP d) Truck Purchase | Chair | 8:50-9:00pm |
| 8. Possible Executive Session ongoing Artistree Litigation | | 9:00-9:30pm |
| 9. Selectboard Correspondence 8. Adjournment | Chair | 9:30-9:40pm 9:40pm |

| Vendor | Invoice Number | Purchase Order | Invoice Date | Due Date | Ck Acct | Invoice Amount | Discenc. Amount | Discount Amount |
|------------------------------------|--------------------------|---------------------|---------------------------|----------|----------------------------|----------------|-----------------|-----------------|
| 1305 | CITIZENS BANK MASTERCARD | 04102019 | 04/29/19 | 05/03/19 | 01 misc town expenses | | | |
| | | 100-7-10-30-531.000 | Postage & Envelopes | | | 1,362.40 | 0.00 | 0.00 |
| | | 100-7-10-30-641.038 | Office 365 software | | | 64.00 | 0.00 | 0.00 |
| | | 100-7-10-30-641.040 | Computer services | | | 238.50 | 0.00 | 0.00 |
| | | 150-7-40-83-410.000 | Garage Utilities | | | 20.00 | 0.00 | 0.00 |
| | | 150-7-20-75-650.045 | Highway Misc. | | | 53.33 | 0.00 | 0.00 |
| | | 150-7-30-80-330.015 | Shop, oil, small tools et | | | 33.29 | 0.00 | 0.00 |
| Invoice 04102019 Total | | | | | | 1,771.52 | 0.00 | 0.00 ✓ |
| 1434 | DE LAGE LANDEN FINANCIAL | 63305509 | 04/29/19 | 05/03/19 | 01 copier expense | | | |
| | | 100-7-10-30-740.000 | Copier: lease + copies | | | 97.95 | 0.00 | 0.00 ✓ |
| 1620 | FASTENAL COMPANY | 78506-78820- | 04/29/19 | 05/03/19 | 01 shop bills | | | |
| | | 150-7-30-80-330.015 | Shop, oil, small tools et | | | 41.88 | 0.00 | 0.00 |
| | | 150-7-30-80-330.015 | Shop, oil, small tools et | | | 160.05 | 0.00 | 0.00 |
| | | 150-7-30-80-330.015 | Shop, oil, small tools et | | | 58.81 | 0.00 | 0.00 |
| Invoice 78506-78820- Total | | | | | | 260.74 | 0.00 | 0.00 ✓ |
| 1685 | FERGUSON WATERWORKS #576 | 0879822-8799 | 04/29/19 | 05/03/19 | 01 highway misc | | | |
| | | 150-7-20-75-650.030 | Culverts & Headwalls | | | 865.20 | 0.00 | 0.00 |
| | | 150-7-10-70-240.000 | Protective Cloth/Supplies | | | 19.53 | 0.00 | 0.00 |
| | | 150-7-20-75-650.045 | Highway Misc. | | | 114.47 | 0.00 | 0.00 |
| Invoice 0879822-8799 Total | | | | | | 999.20 ✓ | 0.00 | 0.00 |
| | | 0879924 | 04/29/19 | 05/03/19 | 01 Sugarhouse culverts | | | |
| | | 150-7-20-75-650.030 | Culverts & Headwalls | | | 865.20 ✓ | 0.00 | 0.00 |
| Total For FERGUSON WATERWORKS #576 | | | | | | 1,864.40 | 0.00 | 0.00 |
| 1740 | GOLDCOAST HOUSECLEANING, | 0713 | 04/29/19 | 05/03/19 | 01 cleaning 4/2,4/23 | | | |
| | | 100-7-10-30-330.000 | Cleaning | | | 200.00 | 0.00 | 0.00 ✓ |
| 1910 | IRVING ENERGY | 31605 | 04/29/19 | 05/03/19 | 01 23.6 gals LP | | | |
| | | 100-7-20-33-623.000 | Brick bldg propane | | | 36.89 | 0.00 | 0.00 ✓ |
| | | 846152 | 04/29/19 | 05/03/19 | 01 305.0 gals ULS Diesel | | | |
| | | 150-7-30-80-330.000 | Diesel | | | 902.81 | 0.00 | 0.00 ✓ |
| | | 847399` | 04/29/19 | 05/03/19 | 01 107.3 gals ULS heat oil | | | |
| | | 100-7-10-65-624.000 | Fuel Oil, Town Hall | | | 282.74 | 0.00 | 0.00 ✓ |
| | | 852203 | 04/29/19 | 05/03/19 | 01 170.0 gals ULS heat oil | | | |
| | | 100-7-30-40-624.000 | Heating oil, Teago FD | | | 447.95 | 0.00 | 0.00 ✓ |
| Total For IRVING ENERGY | | | | | | 1,670.39 | 0.00 | 0.00 |

| Vendor | Invoice Number | Purchase Order | Invoice Date | Due Date | Ck Acct | Invoice Amount | Discenc. Amount | Discount Amount |
|---------------------------------|---------------------------------|---------------------|---------------------|----------|---------|---------------------------|-----------------|-----------------|
| 2290 | NORTRAX CO. | 1934245 | 04/29/19 | 05/03/19 | 01 | loader coupler plumbing | | |
| | | 150-7-35-05-678.015 | Loader, parts | | | 312.87 | 0.00 | 0.00 ✓ |
| 2380 | PIKE INDUSTRIES, INC. | 1018785 | 04/29/19 | 05/03/19 | 01 | 178.01 ton 3/4" cr stone | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 2,376.45 ✓ | 0.00 | 0.00 |
| | | 1019136 | 04/29/19 | 05/03/19 | 01 | 45.04 ton 3/4" cr stone | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 601.29 ✓ | 0.00 | 0.00 |
| | | 1019377 | 04/29/19 | 05/03/19 | 01 | 43.87 ton Rip Rap | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 679.99 ✓ | 0.00 | 0.00 |
| | | 1019377 B | 04/29/19 | 05/03/19 | 01 | 88.48 ton 3/4" cr stone | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 1,181.21 ✓ | 0.00 | 0.00 |
| | | 1019377 C | 04/29/19 | 05/03/19 | 01 | 134.43 ton 1 1/2" cr ston | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 1,740.88 ✓ | 0.00 | 0.00 |
| | | 1019377 D | 04/29/19 | 05/03/19 | 01 | 108.66 ton 3" cr stone | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 1,754.86 ✓ | 0.00 | 0.00 |
| | | 1019757 | 04/29/19 | 05/03/19 | 01 | 67.06 ton 1 1/2" cr ston | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 868.43 ✓ | 0.00 | 0.00 |
| | | 1019757B | 04/29/19 | 05/03/19 | 01 | 66.1 tn 1 1.2" cr bnk run | | |
| | | 150-7-20-75-650.010 | Crushed Stone | | | 941.92 ✓ | 0.00 | 0.00 |
| Total For PIKE INDUSTRIES, INC. | | | | | | 10,145.03 | 0.00 | 0.00 |
| 2580 | SABIL & SONS, INC. | 35640 | 04/29/19 | 05/03/19 | 01 | bulb for truck 2 | | |
| | | 150-7-35-05-671.015 | Truck 2, parts | | | 8.58 | 0.00 | 0.00 ✓ |
| 2690 | STITZEL, PAGE & FLETCHER, 48014 | | 04/29/19 | 05/03/19 | 01 | legal svc-Purple Crayon | | |
| | | 100-7-10-45-333.000 | Legal & Prof Fees | | | 5,419.52 | 0.00 | 0.00 ✓ |
| 2804 | TODD AND VICKI LAFLAMME | 04292019 | 04/29/19 | 05/03/19 | 01 | Pomfret land purchase | | |
| | | 150-7-50-93-630.105 | land purch-LaFlamme | | | 51.86 | 0.00 | 0.00 ✓ |
| Report Grand Total | | | | | | 21,802.86 | 0.00 | 0.00 |

| Fund Totals | Expenditures | Dis-Encumbrance |
|-------------|--------------|-----------------|
| 100 | 8,149.95 | 0.00 |
| 150 | 13,652.91 | 0.00 |
| | 21,802.86 | 0.00 |

TOWN OF POMFRET Accounts Payable
Check Warrant Report # 18101 Current Prior Next FY Invoices
For checks For Check Acct 01 (General Fund) 05/03/19 To 05/03/19

| Vendor | Invoice | Invoice Description | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|--------|--------------------------------|------------------------------------|-----------------|-----------------|-------------|--------------|------------|
| 1305 | CITIZENS BANK MASTERCARD | 04102019 misc town expenses | 1771.52 | 0.00 | 1771.52 | 3448 | 05/03/19 |
| 1434 | DE LAGE LANDEN FINANCIAL SERCI | 63305509 copier expense | 97.95 | 0.00 | 97.95 | 3449 | 05/03/19 |
| 1620 | FASTENAL COMPANY | 78506-78820- shop bills | 260.74 | 0.00 | 260.74 | 3450 | 05/03/19 |
| 1685 | FERGUSON WATERWORKS #576 | 0879822-8799 highway misc | 999.20 | 0.00 | 999.20 | 3451 | 05/03/19 |
| 1685 | FERGUSON WATERWORKS #576 | 0879924 Sugarhouse culverts | 865.20 | 0.00 | 865.20 | 3451 | 05/03/19 |
| | | | | | ----- | | |
| | | | | | Check Total | 1864.40 | |
| 1740 | GOLDCOAST HOUSECLEANING, LLC | 0713 cleaning 4/2,4/23 | 200.00 | 0.00 | 200.00 | 3452 | 05/03/19 |
| 1910 | IRVING ENERGY | 31605 23.6 gals LP | 36.89 | 0.00 | 36.89 | 3453 | 05/03/19 |
| 1910 | IRVING ENERGY | 846152 305.0 gals ULS Diesel | 902.81 | 0.00 | 902.81 | 3453 | 05/03/19 |
| 1910 | IRVING ENERGY | 847399` 107.3 gals ULS heat oil | 282.74 | 0.00 | 282.74 | 3453 | 05/03/19 |
| 1910 | IRVING ENERGY | 852203 170.0 gals ULS heat oil | 447.95 | 0.00 | 447.95 | 3453 | 05/03/19 |
| | | | | | ----- | | |
| | | | | | Check Total | 1670.39 | |
| 2290 | NORTRAX CO. | 1934245 loader coupler plumbing | 312.87 | 0.00 | 312.87 | 3454 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1018785 178.01 ton 3/4" cr stone | 2376.45 | 0.00 | 2376.45 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019136 45.04 ton 3/4" cr stone | 601.29 | 0.00 | 601.29 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019377 43.87 ton Rip Rap | 679.99 | 0.00 | 679.99 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019377 B 88.48 ton 3/4" cr stone | 1181.21 | 0.00 | 1181.21 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019377 C 134.43 ton 1 1/2" cr sto | 1740.88 | 0.00 | 1740.88 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019377 D 108.66 ton 3" cr stone | 1754.86 | 0.00 | 1754.86 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019757 67.06 ton 1 1/2" cr ston | 868.43 | 0.00 | 868.43 | 3455 | 05/03/19 |
| 2380 | PIKE INDUSTRIES, INC. | 1019757B 66.1 tn 1 1.2" cr bnk ru | 941.92 | 0.00 | 941.92 | 3455 | 05/03/19 |
| | | | | | ----- | | |
| | | | | | Check Total | 10145.03 | |
| 2580 | SABIL & SONS, INC. | 35640 bulb for truck 2 | 8.58 | 0.00 | 8.58 | 3456 | 05/03/19 |
| 2690 | STITZEL, PAGE & FLETCHER, P.C. | 48014 legal svc-Purple Crayon | 5419.52 | 0.00 | 5419.52 | 3457 | 05/03/19 |
| 2804 | TODD AND VICKI LAFLAMME | 04292019 Pomfret land purchase | 51.86 | 0.00 | 51.86 | 3458 | 05/03/19 |

TOWN OF POMFRET Accounts Payable
Check Warrant Report # 18101 Current Prior Next FY Invoices
For checks For Check Acct 01(General Fund) 05/03/19 To 05/03/19

| Vendor | Invoice | Invoice Description | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|--------|---------|---------------------|-----------------|-----------------|-------------|--------------|------------|
| ----- | | | ----- | | | | |
| | | Report Total | 21,802.86 | 0.00 | 21,802.86 | | |
| | | | ===== | | | | |

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****21,802.86 Let this be your order for the payments of these amounts.

Emily Grube, Chairman

Steve Chamberlin

Frank Perron

John Peters, Jr.

Scott Woodward

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Road Foreman Job Description

Summary of Duties and Responsibilities:

A Road Foreman serves as the working supervisor of the Town of Pomfret Road Crew, carrying out a variety of road and town maintenance related tasks. This person is responsible for the day-to-day operations of the Town Highway Department. This position requires experience in personnel management, road and bridge construction and maintenance, mechanical ability, record keeping, computer experience and communication skills. The position is full-time, requiring a flexible schedule which may include nights, weekends and holidays. The Road Foreman works under the supervision of the Road Commissioner. The Road Foreman reports directly to the Road Commissioner or to the Selectboard in his (her) absence, and may also be required to attend Selectboard meetings.

Maintenance Responsibilities:

The Road Foreman's maintenance duties shall include, but not be limited to, the following:

- Safely operate Town highway equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and woodchippers, and other equipment required for the maintenance of the roads.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers, welders, shovels, picks, rakes and other hand operated equipment necessary for road and buildings maintenance.
- During the winter months the duties chiefly require snow plowing, snow removal, sanding, salting, patching, and culvert thawing. These duties frequently occur at irregular times and hours.
- During Spring, Summer and Fall duties include major repair, rebuilding, construction, grading and re-grading of gravel roads and the repair and patching of asphalt roads. Activities include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing guard posts and rails, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the Town highways.
- Road Crew Members, including the road foreman, are responsible for the general maintenance of the Town Road Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility through out the year.
- In addition to the above duties, Road Crew Members, including the road foreman, are also responsible for routine maintenance of town buildings and facilities, including but not limited to cleaning, trash collection and minor building repairs, assistance to other Town employees and contractors when appropriate, and other duties as assigned.

Supervisory Responsibilities:

The Road Foreman's supervisory duties shall include, but not be limited to, the following:

- Plans, assigns, directs and supervises the road crew;
- Reviews and approves administrative requirements of Road crew, including timesheets, work logs, vehicle logs, etc.;
- Makes assignments to best utilize workers on a daily basis;
- Monitors department operations and responds to problems on a daily basis, including complaints by public;
- Determines materials and equipment required to complete jobs;
- Purchases supplies and arranges for repairs, under the direction of the Road Commissioner;
- Complies with all Town personnel policies, and State and Federal regulations;
- Instructs Town Road Crew in proper safety procedures and monitors same;
- Complies with drug testing requirements;
- Performs such other work as deemed necessary by the Road Commissioner.

Supervision:

The Road Foreman works under the supervision the Road Commissioner. The Road Foreman will report directly to the Road Commissioner or to the Selectboard in his (her) absence, and may also be required to attend Selectboard meetings.

Skill requirements:

- Knowledge and ability to operate the Town Road equipment, including but not limited to skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.
- Knowledge and application of safety rules and regulations for the operation of heavy equipment including: safe lifting heights, practice, loading and load securing techniques, and dumping safety. Application of these rules is required at all times, on the public way, and also in remote situations. Knowledge and application of the techniques and practice for safe heavy equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.
- Ability to communicate well and interface with the general public in a professional manner.
- Ability to cooperate effectively with fellow workers and supervisors and guide and direct others.
- Ability to use or willingness to learn standard office computer programs such as word processing, spreadsheets and email.

Physical Requirements:

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

CDL License:

Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required.

Education:

High School Diploma, GED, or similar equivalent education is required.

Terms of Employment:

The position is a full time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable.

The Road Foreman will be hired by the Selectboard after interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. Six month probationary period will be a condition of employment. The Road Foreman will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his/her employment.

Evaluations:

Annual evaluations detailing the performance of the Road Foreman will be performed by the Road Commissioner, during which the Road Foreman will be afforded an opportunity to respond to the evaluation.

Training:

The road foreman is required to complete required ICS classes within the six month probationary period and complete at least 6 hours of other training annually.

Compensation and Benefits:

Salary and benefit package will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

 Date of Application

 Name

 Date of Birth

 Social Security #

 Street Address

 Phone Number

 Cell Phone Number

 Town State Zip Code

 Fax Number

 E-Mail Address

 Highest Level of Education Completed

 Date Graduated

CDL License # _____ Expiration Date _____ Restrictions _____

Driver's License # _____ Expiration Date _____ Restrictions _____

DRIVER EXPERIENCE

| | YES | NO | Years Experience | License Endorsements |
|-----------|--------------------------|--------------------------|---------------------|----------------------|
| Class A | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Class B | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Class C | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Grader | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| Loader | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| Excavator | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| Backhoe | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

Vehicle Owned

Make/Year

Insurance Co.

Policy #

ACCIDENT HISTORY FOR PREVIOUS 3 YEARS

| Date of Accident | Nature of Accident | Fatalities or Personal Injuries |
|------------------|--------------------|---------------------------------|
| | | |
| | | |
| | | |

MOTOR VEHICLE VIOLATIONS (OTHER THAN PARKING) – FOR PREVIOUS 3 YEARS

| DATE OF CONVICTION | OFFENSE |
|--------------------|---------|
| | |
| | |
| | |

Note: Background information provided is subject to confirmation.

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

EMPLOYMENT HISTORY – MOST RECENT FIRST

1. _____
 Company Supervisor

 Address Town State Phone Number

 Dates of Employment Hourly Wage/Salary Type of Work Done

2. _____
 Company Supervisor

 Address Town State Phone Number

 Dates of Employment Hourly Wage Type of Work Done

3. _____
 Company Supervisor

 Address Town State Phone Number

 Dates of Employment Hourly Wage Type of Work Done

Note: Supervisors may be contacted for references

Other References in addition to past supervisors (optional)

| Name | Address | Phone No. |
|-------|---------|-----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

Reasons for Applying for Employment

Goals

Additional Comments

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time. I acknowledge that any employment offers will be contingent on passing a pre-employment drug screening.

Signature

Date

APPLICATION FOR EMPLOYMENT ROAD FOREMAN



Vermont DMV Record Request

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation
dmv.vermont.gov

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000

Requests for Vermont Department of Motor Vehicles records must be submitted on this form. This form may be photocopied for your convenience. The form must be completed in ink. Please print all information, except signatures, which must be written.

*** ALL APPLICABLE SECTIONS OF THIS FORM (FRONT AND BACK) MUST BE COMPLETED TO OBTAIN THE REQUESTED INFORMATION. ***

Signature Required on Back of Form

| | | | |
|---|--|--------------------------|--|
| Requester Name: | | DBA/Company: | |
| Town of Pomfret, Vermont | | Town of Pomfret, Vermont | |
| Mailing Address: | Street/Box Number: | 5218 Pomfret Road, | |
| | City, State, Zip: | North Pomfret, VT 05053 | |
| Mail to (if different than above address): | | | Telephone Number: |
| | | | (802) 457-3861 |
| <input type="checkbox"/> | Listings of 1 through 4 current or expired registrations – \$6.00 | <input type="checkbox"/> | Certified copy of suspension notice – \$6.00 |
| <input checked="" type="checkbox"/> | Listing of 1 through 4 current or expired operator's license – \$6.00 | <input type="checkbox"/> | Certified copy of reinstatement notice – \$6.00 |
| <input type="checkbox"/> | Certified copy of current or original registration application – \$6.00 | <input type="checkbox"/> | Certified copy of title – \$6.00 |
| <input type="checkbox"/> | Certified copy of expired operator's license application – \$6.00 | <input type="checkbox"/> | Certified copy of vehicle title search, title info, lien info. – \$20.00 |
| <input type="checkbox"/> | Certified copy individual accident report – \$10.00 | <input type="checkbox"/> | Certified copy of vessel, snowmobile or ATV title search – \$13.00 |
| <input type="checkbox"/> | Certified copy police accident report – \$15.00 | <input type="checkbox"/> | Certified copy of 3 year operating record (Vermont only) – \$13.00 |
| <input type="checkbox"/> | Insurance information of accident – \$6.00 | <input type="checkbox"/> | Certified copy of complete operating record (Vermont only) – \$16.00 |
| <input type="checkbox"/> | Statistics and research – \$35.00 per hour | <input type="checkbox"/> | Certified copy of proof of mailing – \$6.00 |
| <input type="checkbox"/> | Periodic inspection sticker record – \$6.00 | <input type="checkbox"/> | Certified copy of mail receipt – \$6.00 |
| <input type="checkbox"/> | Lists of registered dealers, transporters, periodic inspection stations, rental vehicle companies, fuel dealers and distributors (including gallons sold or delivered) – \$6.00 per page | | |
| <input type="checkbox"/> | Other – Write explanation on reverse side of this form. All other items of information requested will be furnished at a minimum charge of \$6.00. | | |

• DO NOT MAIL CASH! • Make check or money order payable (in U.S. funds only) to: VT DEPARTMENT OF MOTOR VEHICLES.

FOR DEPARTMENT USE ONLY

Audit Line: →

I am requesting information concerning:

| | | | | | | |
|--|------------|---------------------|---------------------------------|-------------------------------|------------------------|-------------|
| VIN Number | | Vehicle Make | Vehicle Year | VT License Plate # | Expiration Date | |
| | | | | | | |
| Name | | | VT Driver License Number | Date of Birth | | |
| | | | | | | |
| Street/Box Number | | | | Social Security Number | | |
| | | | | | | |
| City | | | State | Zip Code | | |
| | | | | | | |
| Date(s) you want covered, if applicable (does not apply to driving records) | | | | | | |
| Month | Day | Year | Through | Month | Day | Year |
| | | | | | | |

AUTHORIZATION OF RELEASE OF INFORMATION

I hereby, with my signature, authorize (print name of person or business you are authorizing):

Town of Pomfret, Vermont

To perform a one-time search of the VT Department of Motor Vehicles files (pertaining to me) and any resulting reports.

To perform a one-time authorization to transact business (pertaining to me) with the VT Department of Motor Vehicles.

| | |
|---|----------------------------------|
| Signature of individual authorizing release: | Date authorization given: |
| | |

Information requested (be specific, if necessary use separate sheet of paper):

The information requested may be disclosed if its use is authorized under the Driver Privacy Protection Act. The information being requested is:

↓ You **must** initial inside the appropriate box(es)/category(ies) below:

| | |
|-----|---|
| 1. | For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person acting on behalf of a government agency in carrying out its functions. Appropriate documents identifying requester are required* . |
| 2. | For use in connection with matters of motor vehicles or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers. <i>An explanation that details the reason(s) why you feel you qualify under this category must be attached to this document.</i> |
| 3. | For use in the formal course of business by a legitimate business or its agents, employees, or contractors: a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and b. If the information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual. Appropriate documents identifying requester are required* . |
| 4. | For use in connection with any proceeding in any court or government agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of any court. <i>An explanation that details the reason(s) why you feel you qualify under this category must be attached to this document.</i> |
| 5. | For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals. <i>An explanation that details the reason(s) why you feel you qualify under this category must be attached to this document.</i> |
| 6. | For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating, or underwriting. Appropriate documents identifying requester are required* . |
| 7. | For use in providing notice to the owner or lien-holder of a towed or impounded vehicle. |
| 8. | For use by any licensed private investigative agency or licensed security service for any purpose permitted under this section. Appropriate documents identifying requester are required* . |
| 9. | For use by an employer, of its agent or insurer, to obtain or verify information relating to a holder of a commercial driver's license which is required under the Commercial Motor Vehicle Safety Act of 1996 [Title XII of Public Law 99-570]. |
| 10. | For use in connection with the operation of private toll transportation facilities. |
| 11. | For any use specifically authorized by law that is related to the operation of a motor vehicle or public safety. <i>An explanation that details the reason(s) why you feel you qualify under this category must be attached to this document.</i> |
| 12. | Unrestricted or specified use with written consent of the person who is the subject of the information. ("Release portion" on other side of this form must be completed in full.) |

In requesting and using this information I acknowledge that this disclosure and any re-disclosure is subject to the Driver Privacy Protection Act (18 USC §2723). This is signed and the request made subject to the penalties of 18 USC §2723 and 23 VSA §202.

Signature of Requester: _____

Date: _____

Driver License/Corporate Number of Requester: _____

Upon receipt of this request by the Vermont Department of Motor Vehicles, it will be reviewed by the appropriate department personnel to determine whether this request conforms to (DPPA) protocol and requirements. Failure to meet these qualifications will result in a denial of your request.

* Appropriate documents identifying requester are **required**. You must include copies of your identification and documents verifying you are authorized to obtain this information. Failure to meet these qualifications will result in a denial of your request. If you are unsure what documents are required, call 802.828.2000

FOR DEPARTMENT USE ONLY – DO NOT WRITE ANYTHING BEYOND THIS POINT

This request is hereby denied as the record(s) is/are exempt from inspection and copying for the following reason:

- They are records which, by law, are designated confidential or by a similar term.
- They are records which, by law, may only be disclosed to specifically designated persons.

You have the right to appeal this denial to the Commissioner of Motor Vehicles (appeal must be in writing).

Vermont Department of Motor Vehicles: _____

Local Emergency Management Plan Municipal Adoption Form

**Town/City of MUNICIPALITY
1234 Street
Municipality, VT 00000**

| | |
|--------------------|--------------------------------------|
| Municipality | Town of Pomfret |
| LEMP Adoption Date | May 1, 2019 |
| NIMS Adoption Date | May 7, 2014 |
| EMD Name | Kevin Rice |
| Position | EMD |
| Primary Phone | Mobile:802-356-7643 |
| Alternate Phone | Home:802-457-2364 |
| Email | kricevt@gmail.com |
| POC 2 Name | Frank Perron |
| Position | Select Board/Fast Squad President |
| Primary Phone | Home:802-457-3402 |
| Alternate Phone | 802-457-1490 |
| Email | Frank.perron@pomfretvt.us |
| POC 3 Name | Emily Grube |
| Position | Select Board Chair |
| Primary Phone | Home:802-457-2994 |
| Alternate Phone | |
| Email | emily.grube@pomfretvt.us |

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.



Local Emergency Management Plan (LEMP)

Required Elements

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

| Municipal Adoption | |
|------------------------|---|
| | Municipal Adoption Form |
| x | Municipal adoption of National Incident Management System (NIMS) |
| x | Contact information for local authorities during an emergency |
| x | Certification that LEMP meets Vermont NIMS / Implementation Guidance |
| x | LEMP adoption by local selectboard / city council (annual) |
| | Submission of LEMP to Regional Planning Commission (RPC) |
| LEMP Required Elements | |
| | Planners |
| x | List of people who wrote / maintain the LEMP |
| | Municipal Emergency Operations Center (EOC) |
| x | Activation authority |
| x | EOC staff positions and duties (minimum 1) |
| x | List of potential EOC staff members (minimum 1) |
| x | Facility information for potential EOC locations (minimum 1) |
| | Resources |
| x | Emergency purchasing agent and spending limits (if any) |
| x | List of standing municipal contracts that can be used during an emergency |
| x | National Incident Management System (NIMS) Typed Resource List |
| x | List of other local resources that could be used during an emergency |
| | Public Information and Warning |
| x | VT-Alert contact information |
| x | Local website / social media information (if any) |
| x | List of local media outlets (if any) |
| x | Public notice sites for non-phone/Internet information |
| x | Vermont 2-1-1 contact information |
| | Vulnerable Populations |
| x | List of organizations/facilities that serve local vulnerable populations |
| x | Identification and monitoring process |



Required Elements

| | |
|---------------------|---|
| Shelters | |
| x | Spontaneous and regional shelter information |
| x | Opening information for local shelters (if any) |
| x | Service information for local shelters (if any) |
| Contact Information | |
| x | Emergency Management personnel |
| x | Response organizations |
| x | Municipal officials / public works |
| x | State, region, and adjacent municipality contacts |

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

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

2. Municipal Emergency Operations Center (EOC)

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.

| | |
|---|-------------------------------|
| 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 / foxfarm22@gmail.com |
| Bill Emmons | 802-457-1520 / wbemmons3@gmail.com |
| Frank Perron | 802-457-3402 frank.perron@pomfretvt.us |
| Terri Chamberlin | 802-763-7820 / ridgelinefarm@aol.com |
| Phil Dechert | 802-457- 2008 / Pdechert802@gmail.com |

| | |
|--------------------------------------|---|
| | |
| <i>Primary EOC Location</i> | |
| Facility / Address: | Teago Fire Station / 2026 Pomfret Road |
| Phone Numbers: | 802-457-1125 |
| Equipment/Notes: | Water, generator, internet, phone, bathrooms, meeting room white board, copier |
| <i>Alternate EOC Location</i> | |
| Facility / Address: | Town Office Building / 5218 Pomfret Road |
| Phone Numbers: | 802-457-3861 |
| Equipment/Notes: | Internet, phone, copier, generator, blackboard Note: no water if power outage |

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: | | |
| 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 |
| Tree Service | Henderson Tree Service | 802-296-3771 |
| | | |
| | | |
| | | |
| 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 | 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 |
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| <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 | Oth er | Type | I | II | III | IV | Oth er |
| 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 | | | | | |
| 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 | | | | N/ A | |
| Firefighting Brush Patrol Engine | N/ A | N/ A | N/ A | | | Trailer, Dump | | N/ A | N/ A | N/ A | |
| Fire Engine (Pumper) | | | | | | Trailer, Small Equipment | | | N/ A | N/ A | |
| Firefighting Crew Transport | | | | N/ A | | Truck, On-Road Dump | | | | | |
| Aerial Fire Truck | | | N/ A | N/ A | | Truck, Plow | | | | | |
| 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 | | | | | |
| Engine Strike Team | | | | | | Water Pumps, Drinking Water Supply, Auxiliary Pumps | | | | | |
| 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 | | | | | |
| 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 | | N/ A | N/ A | N/ A | |
| Generator | | | | | | Wood Tub Grinder | | | | | |
| Grader | | | | N/ A | | | | | | | |

*Information about the NIMS Typed resources can be found at: <https://rtlt.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: | |
| 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> | |
|--|---------------------|
| <i>Name / Notes</i> | <i>Contact Info</i> |
| CARE (Citizen Assistance Registration for Emergencies) | (Supporting PSAP) |
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6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- 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: | 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): | |
| Phone Numbers: | |
| 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)

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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 Chief | Terri Chamberlin Chris Reilly | (802) 763-7820 (802) 296-2130 | (802) 356-6568 (802) 356-5829 | | Ridgelinefarm@aol.com cdreillylc@myfairpoint.net |
| EMS Chief | Frank Perron | (802) 457-3402 | (802) 281-2764 | | Frank.perron@pomfretvt.us |
| Chief of Police or Constable | | | | | |
| State Police or County Sheriff | | (802) 234-9933 | | | |
| Local Dispatch Center | | (802) 457-1420 | | | |
| Local Public Works Contacts | | | | | |
| Road Foreman | Art Lewin | (802)369-0 225 | (802) 763-7044 | | Art.lewin@pomfretvt.us |
| Road Commissioner | | | | | |
| Town Garage | | (802) 457-2767 | | | |
| Drinking Water Utility | | | | | |
| Wastewater Utility | | | | | |
| Municipal Government Contacts | | | | | |
| Town Administrator | | | | | |

Contact Information

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
|----------|------|--|---------------|---------------|--------|
| | | Primary | Alternat e | Alternat e | |
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Pomfret Select Board Special Meeting
Draft Minutes 4-19-2019

Meeting called to order at 7:00pm by Chair Emily Grube.

Present from the Board are Emily Grube, Steve Chamberlin, Scott Woodward, John Peters JR and, Frank Perron. From the Community were Nancy and Ted Mathews, Jim Morgan, Neil Lawson, Keith and Ona Chase, Terri Chamberlin, and Christina Chamberlin

Public Comment: None

4. Agenda Review

Add Maturing CD's, Request by Ellen so she know what action she should take
Scott Wants to Remove 6, a) open meeting law complaint and have an open discussion.
Steve would like to move 7. B) items for possible vote and put Paving funds from the budget into the Reserve fund. Discussion was had that we can't do that without a town vote

Warrants for payment:

Check Warrant 18096 for \$18,432.58

Check Warrant 18093 for \$500 for the P&S deposit for the Laflame property

Check warrant 18097 for \$14500.00 for the Laflame purchase

Payroll warrant for 18094 for \$7435.98

There was a discussion about the computer fees and was determined that Ellen needed a new computer and Becky needed part of hers replaced as well. Frank Motioned and Emily Seconded to approve the Warrants as presented, Approved by a unanimous vote.

Road Commissioner Update:

After the April 15th rain storm there were three roads that had residents that had no access in or out. By the end of the day on Monday two of the three roads had been repaired and the Road Crew started working on the second. By the end of the day on Wednesday Access had been regained to the end of A-frame road and all residents now had vehicular in and out of their homes.

There are lots of washouts on the sides of the roads and the Crew will be fixing the worst one first, Webster Hill is closed to through traffic.

There is the possibility of applying for FEMA money to early to tell now.

Frank has asked for prices on crack sealing but has only heard back from one vendor, will give till next meeting to decide.

TA-60 is done, Highway Grant money hinges on it. Frank moved Scott Seconded to approve the TA-60, Approved Unanimously.

Scraper truck front end, Talked about putting a heavier duty front end in; to expensive to replace everything. Discussed making it a 2WD but determined not to be a good idea given that it is the scraper truck. About \$10,000.00 to fix with the current setup. Emily Moved and Steve Seconded to make the repair. Passed unanimously.

FEMA money may take some time to come in possibly not in FY 2020.

A Car hit the band rail below Kenyon hill rd this winter and needs repair and 200' extension to help mediate the problem. Cost of \$3400.00 from one vendor hope for another estimate.

Cloudland Bridge RFP is out, there have been 4 inquires so far. Bids will be opened at the May 1st Meeting.

The paving Grant has been submitted to the State.

Coring on Howe Hill has been postponed due to an illness

RFP for new Town truck

10 wheeler vs 6 wheeler 4WD. Determined we should get cost estimates on both to help us what direction we should go in.

Scott- \$43,030 amount for FEMA from July 5th 2017 storm, Final sign off is done \$52,127.44 contracts, 75% FEMA and 12.5% State matching grants.

Will turn off time clock now that it is no longer going to be used. Frank Moved and Steve seconded to cancel UAttend System. Passed by Unanimous vote.

6. A) Open Meeting law Complaint.

Scott said the Sec. of state would be willing to come and talk the the board about open meeting law. The board thought that this would be a good idea.

Scott will withdraw his complaint and write a letter stating that fact.

Discussed the importance of Posting on time and correctly.

B) LEMP

Emily spoke to Kevin about it but has not heard back yet. Will put it on the agenda for next meeting and have it completed. It is almost done

C) Approval for Annual Plan for Highways

Done

D) Disposition of Maturing Bridge Fund Reserve CD, and others:

Frank said we needed to move 14790.04 for the Cloudland bridge project. Emily suggested we wait and make one transfer when we needed to.

It was discussed how long to reinvest 30-60 day, Scott asked if we have to pay a penalty for early withdrawals? Emily Said that money with Mascoma Bank would not have a fee imposed. Scott asked how many CD accounts we had and why not have them in one fund. It was determined they were in multiple places to stay under the FDIC insurance threshold.

Frank Motioned and Emily Seconded to expend the money need for the Laflame property from the Labounty fund and to reinvest the other CD's. Unanimous vote by all.

7. A) Spring and Summer Maintenance Plan.

Frank has a list of task to be completed and is working on fine tuning

Storm has changed some plans

There is a week or two of brush removal, most due to the November heavy snow storm

Some of the work may Need to be subbed out given all of the work that needs to be done.

B) Paving funds:

Discussed under review of Agenda

C) Laflame Property Update:

\$500.00 deposit paid. There is an April 30th Closing with Warranty Deed

D) Brick Building Update:

John Moore said the roofer will be ready to go the first part of June when things dry out and the weather is a little better, Spring rain etc.

E) FY19 Financial Statements (expenditures to Budget)

Emily asked why we keep running Deficits with the Highway Budget, wants to make sure it does not come a pattern. Scott says we should be too careful about reading too much into it, that's why we have a rainy day fund.

8) executive Session

F) Purple Crayon Settlement and Discussion

G) Employee Reviews.

Frank Moved and Emily Seconded that we move into Executive Session per VSA 1 313 1 e. Pending Litigation, and VSA 1 313 3 for discussion of employment or review of an employee. Unanimous vote by all

Frank Motioned and Emily Seconded to exit Executive session, Unanimous vote by all.

No Decisions were made

9. Meeting Wrap-Up

A) Selectboard Correspondence:

None

B) Review of assignments:

Emily: CD, Contact Kevin about the LEMP

C) Band rail, RFP truck and Cloudland, LEMP

Special Meeting on 4-22-19 at 7:00pm for employee reviews

10. Adjournment:

Frank Motioned and Emily Seconded to adjourn the meeting, Unanimous vote by all.

Minutes of the Pomfret Selectboard
Special Meeting
April 22, 2019

Draft Minutes

Called to order at 7:00pm

Present we're Emily Grube, Frank Perron, Steve Chamberlin, John Peters and a Representative from the Vermont Standard

Amend agenda to add 4 liquor permits

1. First class restaurant bar license malt and vinous - renewal
2. Third class restaurant and bar to sell spirits/liqueurs - renewal
3. Outside consumption permit - renewal
4. Catering license - renewal

Frank Moved and Emily Seconded approved by all

Emily Moved and Frank Seconded to go into executive session per 1 VSA 313 3).
Unanimously vote

Exit Executive session, Frank Moved and Emily Seconded, Unanimous vote

Frank Moved to hire a working Road Foreman. Steve Seconded, Unanimous vote

Frank Moved to give a \$1.50 raise to John Peters and Justin Ricard, and a Cost of Living (based on the Boston index) to Art Lewin. Steve Seconded approved by 3 yes and John recused himself.

Assignments

Frank will work up notice of hiring advertisement

- Vermont standard
- Valley News
- Randolph Herald
- State Municipal site
- Local lists

Emily Moved and Frank Seconded to adjourn. Unanimous vote by 4, meeting adjourned at 8:45

Town of Pomfret, Vermont
DRAFT Selectboard Minutes for 04/03/2019

1. The meeting was called to order at 7:04 by Emily Grube, in attendance were, Frank Perron, John Peters, Emily Grube, Steve Chamberlin, and Scott Woodard. In the audience were Norm Buchanan, John Moore, Neil Lamson; and Phil Dechert, Paula Schwenk, Harold Schwenk, Benjamin Brickner, Sharlene Kelly, Greg Russ, Betsy Rhodes, Arther Lewin, Greg Tuthill

2. Public Comment

Sharleen Kelly, on behalf of the Garden Committee, announced a planning meeting at Abbot Library on 05/02/2019 at 7 pm to determine projects to be completed this year. It was noted that the state will meet on 06/04/2019 specifically regarding roadside vegetation

3. Guest Presentations

a) Mill Brook Fish Ladder Update/Repairs

Greg Russ has meet with the White River Fish & Game and presented a sample of the proposed ladder baffles, which are made of rubber and are 50% less expensive than the hemlock and steel used in the past, which were destroyed in the 2011 high water experience. The trout population declined 50% s without the ladder. Rubber baffles are 5 ft long and will be installed in the center of the 16 ft culvert. VTrans has given permission; as has the Department of Fish and wildlife. The installation will occur in August during low water. Frank moved the Board grant permission to install this system; Emily 2nd; The Board passed unanimously.

b) Update from Listers on Purple Crayon Tax Exemption

Scott objected that this item would best be addressed at the Lister's Meeting next week; Emily pointed out it is a valid agenda item and that citizens in the audience were specifically seeking input and answers. Norm Buchanan reported the Listers will meet with the special attorney next week to determine the criteria to meet tax exemption. The decision of the Listers will establish which buildings will be included, the State educational input, and reassessment of the property since renovation. Neil Lamson will return to the Board once the listers have completed the above.

4. Recurring Items, Including Items for Possible Vote:

a) Minutes Approval: 3/6/19, 3/20/19, 3/27/19. Date was corrected from 02/20 to 03/06/2019. John moved minutes be approved; Steve 2nd. Board passed unanimously.

b) Warrants for Payment: Check \$14,745.04 for payroll; \$ 1,004,153.33 CD and scheduled payment. Frank moved; John 2nd. No objections

c) Road Commissioner update --The use of an employee timeclock to punch in and out of a shift was disputed by a former employee. The employees are required to keep a time sheet detailing their hourly activity and feel a time clock is superfluous. There is a \$20 monthly fee for the service. Frank will discuss with the crew and come back to the board with his recommendations.

d) The transportation grant is ready to submit. Frank has prepared the TA 60 Transportation forms which delineate the annual budget revenue and expenses. He moved to accept the certificate. Emily 2nd. The paving grant application is due on 04/15. Frank stated the top ten applications generally are fully funded; Pomfret is 11th /30. John moved application be submitted; Steve 2nd. No negative votes.

e) Frank will submit RFP on the Cloudland Road project. We will open the bids on 05/01/2019. Neil suggested we submit District 4 Paving Grant and Structures grant every year. An RFP for the cracked ceiling

f) A personnel policy for the 6-month assessment needs to be finalized. Frank will review what forms are in place as well as prepare an employee self-report as part of the process. Scott will also work on this. John Peters is due for his 6-month assessment.

g) Reappoint/Hire Road Commissioner. Scott asked Frank if he was interested in continuing his role as commissioner – he is for the short-term but not the long-term. Board decided to continue his appointment to Town Meeting 2020.

5. Business Items for Possible Vote:

a) Runamuck 50K Race Event Permit. No vehicles to be involved. Insurance certificate obtained. Frank moved permission be granted; John 2nd. Unanimous

b) Covered Bridge Half Marathon Road Closure (Teago to River Road) The sponsors have an insurance certificate in place, they put signs up well in advance of the road closure, and manage the event well. Frank moved permission be granted; John 2nd. Unanimous approval

c) The CD Renewal for Fire Equipment Reserve Fund @ Mascoma Bank renews again in October and Frank moved the Board wait until then to decide which equipment. Emily 2nd. All approved.

6. The following items were taken up in Road Commissioner Update

- TA 60 Approval
- Paving Grant Application

- Cloudland Bridge Approval Bid for Job
- Municipal Roads General Permit annual Report

7. Business Items for Discussion:

- a) Frank will write up a Spring Summer Maintenance Plan for the 05/01/2019 meeting.
- b) Discuss LEMP (Local Emergency Management Plan) and FAST Squad Operational Agreement – deadline is 05/01/2019
- d) Highway Employees/Reviews and John Peters Six Month Probationary Review discussion postponed to 05/01/2019.
- e) LaFlamme Property Update-- necessary documents have been obtained, including photos, surveys, etc.
- f) Repeater update—Kevin is working on a maintenance agreement and will work with the fire department regarding easement lines
- g) Municipal Building Handicap Access – the Board agreed that a long term solution with ADA compliance needs to be developed, as well emergency shelter designation.
- h) Water Quality Study – Tabled to next meeting.
- i) Highway Truck Purchase – Two trucks need to be purchased this year. Art & John suggested the town purchase equipment from nearby vender so maintenance will be easier; will include consideration of the cost of extended maintenance plans; determine 6 while vs. 10 wheel. Members of the highway committee will attend a municipal equipment show in Barre in May. Art estimates a 15-month delivery time for a tandem 45WD vehicle. Consider not trading in one of the current trucks to help with down time. There is \$447,000 (±) in the Vehicle Reserve Fund.

8. Meeting Wrap-up:

- a) Selectboard Correspondence - discussed
- b) Review of Assignments
 - Veterans- Memorial -- Scott in collaboration with the Historical Society & Chick Chase
 - Emergency Management Plan – Scott
 - Becky is working with the technicians re: continuing with Office 365 or changing to another program

Road Commissioner:

- Applications and permits completed
- Ceiling repair – RFP
- Drug test policy
- 2019 paving Discussion

c) Agenda Items for Next Meeting

9. Emily adjourned the meeting at 9:24 pm

Frank moved; John 2nd

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