

Town of Pomfret
Special Selectboard Meeting Agenda
Town Offices, 5238 Pomfret Road
No. Pomfret, VT 05053
 May 18, 2022, 7:30 p.m.

Zoom Instructions below

Business Items	Approx Time*
1. Call to Order	7:30
2. Public Comment	7:35
3. Agenda Review	7:45
4. Road Foreman’s Report & Highway Items	8:00
a. Better Roads Grant	
b. Hiring of Full Time Road Crew	
c. Paving RFPs	
d. Cloudland Road Shop Drawings	
e. Falvey Driveway Permit	
5. Items for Discussion or Vote	
a. Dave Green, Woodstock Ambulance	
b. Balanced Budget Policy – Nancy Matthews	
c. ARPA Proposals – Sight & Sound A/V	
d. Electronic Communications Guidelines	
e. Traffic Ordinance	
f. Handicap Access – Town Offices	
g. Catering Permit – Monkey House, Wedding Reception, 07/16/22 @Hewitt Hill Farm	
h. FCC License	
i. Woodward Freedom of Information Act	
j. Picnic Area No Pomfret (Across from Fire Station)	
k. Revise June 9, 2021 Meeting Minutes	
l. Warrants	
m. Approve 05/04/2022 Minutes	
6. Meeting Wrap Up	
a. Select Board Correspondence	
b. Review of Assignments	
c. Agenda for Next Meeting	
7. Adjournment	
* Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated	

- Join Zoom Meeting via Computer or Smartphone Click <https://zoom.us/j/95395079923?pwd=ZjBEeDZuZWgvWmx2M0tpOE8zbjg2dz09> to start or join a scheduled Zoom meeting
- Join Zoom Meeting via Mobile Phone +19292056099,,953950799233#,1#306922
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

Better Roads
Clean Water You Can Afford



NOTICE OF AWARD

PLEASE READ ALL INFORMATION CAREFULLY!

Town of Pomfret
5218 Pomfret Rd
5218 Pomfret Rd
North Pomfret, VT 05053

Dear Jimmy Potter:

May 13, 2022

Congratulations on your FY2023 Better Roads Category B Grant award! You have been awarded \$20,000.00 for a project on Wild Apple Rd. TH#33 that includes the following components per your grant application: Culvert - Upsize / Stone Lined Ditch / stone inlet/outlet berm removal stone turnouts. All projects are currently undergoing an environmental review; if any project conditions arise from this review, your Grant Agreement may include additional Special Conditions of construction. You may not begin work until you have received a fully executed Grant Agreement from the Agency. It is expected that funding will be appropriated by the Legislature in early May 2022. If you would like to begin work on the project prior to July 1, 2022 but after execution of your grant agreement, that is permissible as long as the Town understands that there is some element of risk. However, we cannot reimburse for any of these costs until after July 1, 2022.

The Grantee shall complete work in accordance with specifications contained in the Vermont Better Backroads Manual, ANR Stormwater Manual or other applicable manual(s). Before completing work please make sure you have any necessary permits. Please remember to work safely! This may include items such as safety vests, hard hats, trench boxes, and work zone signs.

To receive reimbursement for your work you must complete the following:

Project completion checklist:

Work completed according to the specifications in the above referenced documents. This includes, but is not limited to:

- ■ Mulch exposed soil areas daily, seed and mulch as soon as final work occurs;

- ■ Use erosion control matting on side slopes over 2 horizontal: 1 vertical, use riprap where appropriate,
likely in the base of ditches when slope is over 5%;
- ■ If work is completed after September 15th, exposed areas must be stabilized with either hydroseeding or erosion control matting (seed and mulch is not adequate protection for winter);
- ■ Use adequately sized culverts, headers and riprap at inlets and outlets if needed;
- ■ Dispose of excess soil properly, not in wetlands or on streamside slopes;
- ■ Use silt fencing at the base of exposed slopes but not in flowing water. Stabilize ditches with seed and mulch (before September 15th), erosion control matting, hydro seeding, or riprap. The items below must be received with the final report in order to release grant award:
- Municipal Invoicing Spreadsheet with attached receipts/invoices
- A total of 4 color photos including: 2 during construction, and 2 after project completion.

For reimbursement information and forms please see program website at:

<http://vtrans.vermont.gov/highway/better-roads>

Upon receipt, review, and approval of all items listed above, your town will be reimbursed for 80% of your project costs, up to your total grant amount. The deadline for completion of your FY2023 Better Roads grant project and submission of the final report paperwork is June 30, 2023. Your project may also be subject to a final inspection.

The Committee encourages you and your town road leaders to continue with Better Roads initiatives in a number of ways:

- ■ Ask us for technical assistance, it is at no cost to you and you can take advantage of the proper road construction and maintenance expertise from around the state
- ■ Tell your neighboring towns and road foremen about the Better Roads program. Help us spread the word about cost-effective techniques that improve water quality.
- ■ ApplyforBetterRoadsGrantsnextyear.

If you have any questions or concerns, please contact Alan May (802) 828-4585.

Best regards,

Ross Gouin
VTrans Municipal Assistance (802) 595-2381 Ross.Gouin@vermont.gov

Ross Gouin

TOWN OF POMFRET
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner Falvey, Jennifer Phone 802-457-9966
Address 5869 Pomfret Rd State VT Zip 05053

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the N side of Pomfret Rd (E911 highway name) Town Highway No. _____

The proposed access will be located approximately _____ (ft./mi.) from the intersection of this road with _____ (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.) on Back →

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90 degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at noon this 4 day of May 2022

Jennifer Falvey
Signature, Applicant or Applicant's Agent

Jennifer Falvey
Applicant or Applicant's Agent's Name
(printed or typed)

Application fee of \$50. Received Date _____ by _____

Directions, restrictions and conditions:

15-inch culvert required yes no

Other restrictions or conditions

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this _____ day of _____, 20__.

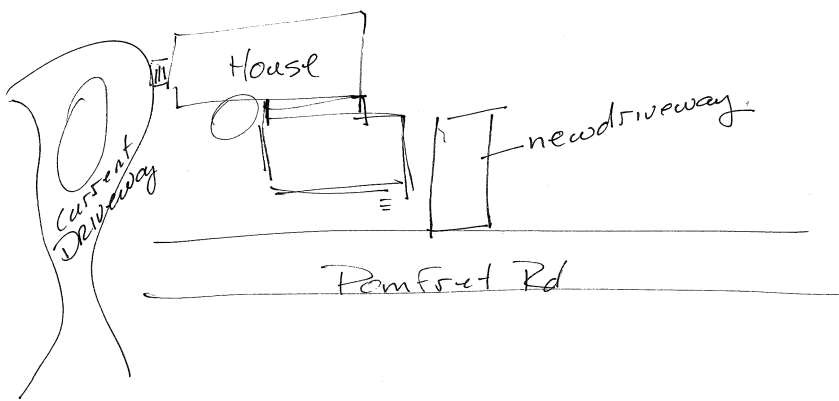
_____ Road Commissioner _____ Chair, Selectboard

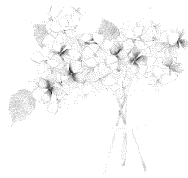
Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This _____ day of _____, 20__.

_____ Road Commissioner _____ Chair, Selectboard

Form adopted by Pomfret Selectboard January 6, 2010





Hi Karen,

I would like to build a deck along the Pomfret Rd - side of this house to replace the old wooden steps. I would also like to put in a driveway near that door so I can use it in winter. The existing driveway gets

© 2014 RPT

beaten up with snowplows.
A smaller driveway on
the other side will make
life easier in the winter.

Please LMK if I need
to do anything else.

Thank you.

Jim

**BALANCED BUDGET POLICY, MANAGEMENT AND PROCEDURES FOR ALL TOWN FUNDS
TOWN of POMFRET
DRAFT 5 14 22**

PURPOSE: The Selectboard of the Town of Pomfret believes that sound financial management requires the annual Town budget be developed and administered in such a way that revenue from property taxes and other sources equals expenses. The adoption and administration of balanced budgets will help maintain the stability of the Town tax rate and reduce the need for borrowing. Attention needs to be paid to variations from budget, as these differences might frame the budget for the upcoming year. Additionally, budgeting guidelines should be established to ensure that adequate reserves are maintained in the Town's Unassigned Fund Balances and reserves for the following purposes:

- To provide adequate cash flow, tax rate stabilization, and protection against unanticipated expenditures and revenue shortfalls during the course of the fiscal year as may be caused by economic downturns, natural disasters, and other unforeseen circumstances.
- To reduce the need for short-term borrowing.
- To safeguard the town's resources and capital assets, and promote financial stewardship by comparing and evaluating proposed line items with previous years to assess the historical trends and consider updates to reflect the times.
- To avoid proposing budgets that overestimate revenues, defer maintenance or replacement of essential capital assets, roll over short-term debt, or inadequately fund Town obligations.

DEFINITIONS:

- The current year Fund Balance is the sum of revenues minus expenditures.
- The previous year's Fund Balance is the cumulative total of previous years surplus balances.
- The Unassigned General Fund balance is a surplus from the previous year which cannot be carried forward and thus needs to be allocated to spending, other funds, or returned to the voters as part of income to pay budgeted expenses in the subsequent year. A Highway Fund surplus may be carried over from one fiscal year to the next.
- Operating expenditures: cost of services budgeted and provided annually by local government.

BUDGET DEVELOPMENT AND APPROVAL: The Selectboard will endeavor to develop a Town budget which provides services in a manner consistent with the voters' expectations, and conforms to the Capital Improvement Plan. Although circumstances may arise during the fiscal year that alter the assumptions of the budget, these policies seek to provide management tools to address financial realities to avoid deficit spending or borrowing money to pay current operating expenses. When presented to the voters, the proposed budget should show an operating budget that balances annual revenues and annual expenditures for all funds.

Budget planning: To meet the deadlines for printing and distributing the Annual Report, all information in the annual report must be in the Auditor's hands by January 10-15 to allow such tasks as proof-reading, integrating the Selectboard Budget and Reports with other documents, finalizing the Table of Contents, printing, and mailing.

Budget development:

July and August: Request from each department a brief evaluation of their portion of the budget, explaining any items over or under budget, and how these differences will impact the upcoming year.

Review the previous year's financial reports to identify the chief income or expense items that contributed to the surplus or deficit, and consider how or if these items should be altered in the upcoming year. A deficit requires the Selectboard to take prompt action to cure it within the next fiscal year. Covering the deficit may be accomplished through debt, by withdrawal from the Rainy-Day funds, or by increasing taxes. 24 VSA sections 1771, 1523 (a) and 1623 (a) govern handling of deficits.

Review the previous year's financial Reserve reports to determine sufficient fund balances for anticipated spending and confirm adequate funding appropriations.

September and October: Prepare budget worksheets and distribute to all departments. Establish deadlines for budget submission.

- Meet with staff/departments to discuss budget and identify future equipment, projects, and appropriation estimates for all reserves.
- Obtain quotes or estimates to verify costs of potential projects and purchases. Identify potential grant opportunities and timeframe.
- Complete review of 3 prior fiscal years budgets vs 3 ½ years actual data to identify trends that might be important in development of the new fiscal year. Consider market trends, inflation, and State mandates and their impact on budget.
- A budget rough draft should be completed by October 31 to allow sufficient time for completion of the process.

November and December:

- Review and revise budget while testing for tax rate.
- Identify projects, purchases, or revenue sources that might be postponed, weighed against Town priorities.
- Review the Capital Plan and prepare budgets for the Reserves Funds.
- Determine if the Rainy-Day balances are sufficient for the Town's needs.
- If there was a surplus at the end of the prior fiscal year, discuss how it should be used.

January: The Selectboard shall prepare and approve the final budget draft and schedule a public meeting, before the Town Meeting vote, for comments. The completed report will be forwarded to the Auditors to be placed in the annual town report by January 10-15.

BUDGET ADMINISTRATION: During the Fiscal year, the Selectboard administers the budget by following the Purchasing Policy for special projects and selecting suppliers, equipment and supplies. The Selectboard approves, with a majority vote of Board, orders and authorizes the

Treasurer to disburse money. They also receive, from the treasurer, monthly reports and notations of line-item variances from budget. This information may indicate significant events during the year that should be addressed as promptly as possible, and evaluated to see if measures taken are sufficient.

There are innumerable events that can derail the most thoughtful and comprehensive annual budget. In the absence of such prior events, it often is not until the final quarter of the fiscal year that actual differences clearly indicate income and expense status, and the need for compensating arrangements.

In the beginning of April, with the assistance of the Treasurer, review the year-to-date actual expenditures and revenues compared with budget and develop a final closing plan. If the review shows a likely deficit, it should be acted upon to avoid or reduce the deficit. The following approaches and remedies may help identify budget diversions and compensating measures:

- If revenues are lower than projected or expenses higher than expected, identify compensating expense reductions.
- Identify line items trending off budget and those that can offset each other.
- Curtail spending, postponing projects or purchases.
- At year end, weigh the impacts of these measures on next year's budget and capital expense plans.

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

_____ Chairperson

_____ Treasurer

Town of Pomfret Electronic Communications Guidelines¹

Adopted [_____], 2022

Section 1. Introduction. The Pomfret Selectboard adopts the following guidelines concerning pomfretvt.us email accounts. These guidelines are adopted pursuant to 24 V.S.A. 872, 1121 and 1122.

Section 2. Purpose. These guidelines are for appropriate use of electronic communications in performing ones municipal duties. While these guidelines apply generally to email accounts provided by the Town of Pomfret to certain employees, elected officials, appointees, departments and agents thereof, records created via other email accounts for the purpose of performing such duties may also be subject to disclosure under the Public Records Act, 1 V.S.A. 315 *et seq.*

Section 3. Eligibility. The Town of Pomfret will provide email accounts to employees, elected officials, appointees, departments and agents of the Town whom the Selectboard has determined a Town email account is necessary or convenient for such person to perform their municipal duties.²

³ Upon an account holder's termination as an employee, elected official, appointee or agent of the Town, the holder's account will be deactivated and archived to facilitate pubic records retention and disclosure as required under the Public Records Act.

Section 4. Appropriate Use. Account holders may use their accounts only to conduct their municipal duties. Account holders may not use their accounts for personal business, or to engage in discriminatory, offensive or abusive behavior.

Section 5. Account Security. To reduce the risk of security breaches, account holders must:

- Select strong passwords;
- Memorize passwords or write them down in secure locations;
- Not share accounts or passwords; and
- Avoid clicking links or opening attachments from unknown or untrusted sources.

¹ **Note to Selectboard:** This draft is adapted from the City of Barre's Email Use Policy. See https://www.barrecity.org/client_media/files/CityMgr/Council%20Policy/EMAIL%20USE%20POLICY.pdf.

² **Note to Selectboard:** Do we want to list here the offices we believe qualify for email accounts under this standard? Following the "incompatible offices" approach discussed at the May 4 meeting, that would include: Auditor, Selectboard, Treasurer, Assistant Treasurer, Clerk, Assistant Clerk, **Constable**, Road Commissioner, **Cemetery Commissioner**, **Trustee of Public Funds**, Delinquent Tax Collector. The yellow-highlighted officers in the foregoing list do not currently have town accounts. The office of Road Commissioner is currently vacant. All town employees also currently have accounts.

³ **Note to Selectboard:** Should we include the option for individuals to refuse/decline an email account?

Section 6. Email Address Format. The format for individual email addresses will be “firstname.lastname@pomfretvt.us” (e.g., “isaac.dana@pomfretvt.us”). A middle initial or suffix may be added upon request or to distinguish between identical names. When a shared account is deemed appropriate, the format will be “departmentname@pomfretvt.us” (e.g., “highway@pomfretvt.us”).

Section 7. Email Signature. Account holders shall create professional email signatures substantially in the following format:

First-Name Last-Name | Town of Pomfret
5218 Pomfret Road | North Pomfret, Vermont 05053
firstname.lastname@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.

Training is available for account holders needing assistance with creating email signatures.

Section 8. Records Retention and Disclosure. Account holders must adhere to the records retention and disclosure requirements of the Public Records Act. Account holders should refrain from deleting (either manually or automatically by mail rule) electronic communications that are public records or public documents under the Act. “Public record” and “public document” are broadly defined to include any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business subject to limited exemptions.

Section 9. Open Meeting Law. The Open Meeting Law, 1 V.S.A. 310 *et seq.*, defines a public meeting as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. All meetings of a public body are to be open to the public at all times unless otherwise exempted. Members (elected or appointed) of any Town public body must refrain from using email or other means of communication to discuss the business of the public body or taking action by the public body in violation of the Open Meeting Law. Members of public bodies also must refrain from commenting on or responding to inquiries related to quasi-judicial matters within the jurisdiction of their public bodies.

Section 10. Communications May Become Public. Account holders should exercise common sense when utilizing email. Most emails sent in the course of performing ones municipal duties are public records and may be disclosed, potentially to large audiences.

Section 11. Acknowledgement and Agreement. Individuals who are provided with Town email accounts must acknowledge their understanding of and agreement with these guidelines. A form of acknowledgement is attached to these guidelines.

Section 12. Violations. Upon review by the Selectboard and a reasonable opportunity to be

heard, account holders found to be in violation of these guidelines may be subject to disciplinary action including loss of email account privileges.

Section 13. Effective Date. These guidelines shall become effective immediately upon its adoption by the Pomfret Selectboard.

Adopted this [_____] day of [_____], 2022

POMFRET SELECTBOARD

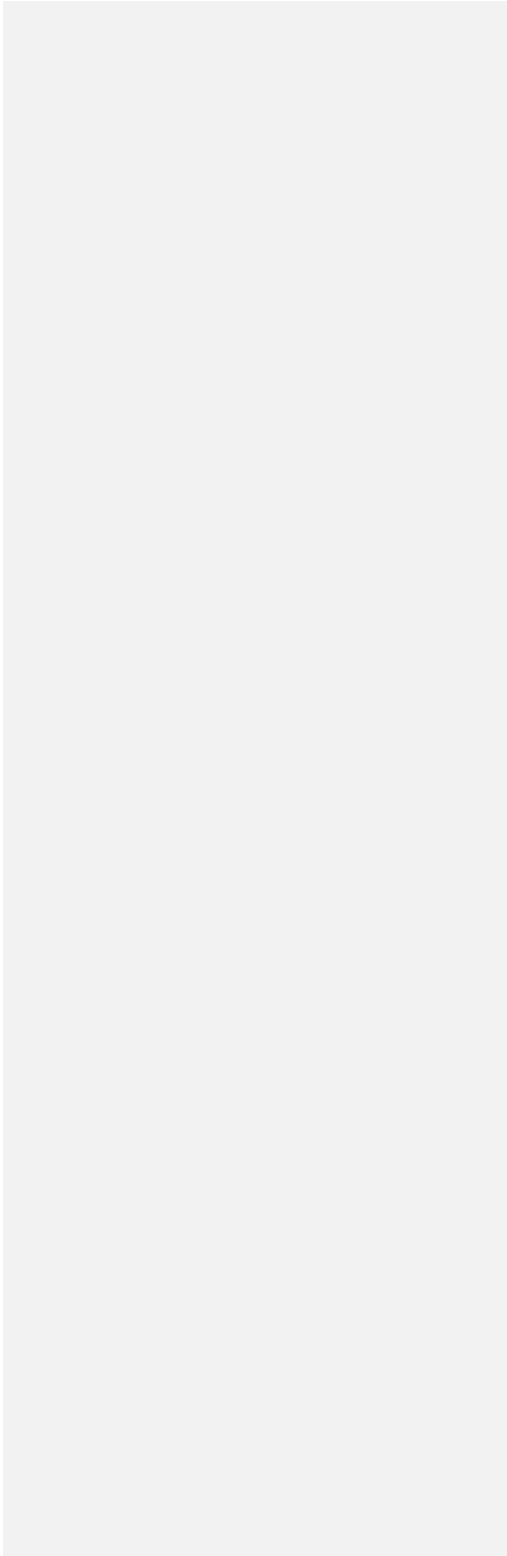
Emily Grube, chair

John Peters, Jr., vice-chair

Benjamin Brickner

Steve Chamberlin

Jonathan Harrington



**Town of Pomfret
Electronic Communications Guidelines**

Account Holder Acknowledgement⁴

- A. I have received a copy of Pomfret’s Electronic Communications Guidelines adopted [_____], 2022
- B. I understand that it is my responsibility to familiarize myself with the contents of these guidelines and to ask questions if there is anything I do not understand;
- C. I acknowledge that I understand these guidelines and I agree to comply with them; and
- D. I understand that if I fail to comply with any of these guidelines, I may be subject to loss of email account privileges and other disciplinary action.

Name: _____

Date: _____

⁴ **Note to Selectboard:** This acknowledgement is adapted from Addendum A to VLCT’s model Social Media Policy. See https://www.vlct.org/sites/default/files/documents/Resource/VLCT%20Model%20Social%20Media%20Policy_0.pdf.



POMFRET, TOWN OF
5218 POMFRET ROAD
PO BOX 184
SOUTH POMFRET, VT 05067-0184

Re: POMFRET, TOWN OF
Your application is in a dismissal status effective

Date: 05/10/2022 **Reference Number:** 6973539

File No.: 0009917453 **Radio Service:** PW

Call Sign: WNYG666 **Market Area:**

FAC #:

Federal Communications Commission

Public Safety and Homeland Security Bureau NOTICE OF DISMISSAL

without prejudice in accordance with Section 1.934 of the Commission's Rules for the reason(s) indicated below. If you still wish to be licensed, you must file a new application, pay applicable fees, and include all required showings. If you currently hold a valid license, you may

05/07/2022

If you are currently operating under authority provided by the Commission's Rules based on your submission of the above referenced application, you must immediately cease operation until such time as you come into compliance with the Rules.

Electronic filing is required. For information on how to file an application electronically, visit the website at <http://wireless.fcc.gov/uls>. For additional assistance, you may visit the website at <http://esupport.fcc.gov>. You may also call the FCC at (877) 480-3201 (TTY 717-338-2824). To provide quality service and ensure security, all telephone calls are recorded.

continue to operate under that authorization.

The application was not amended within 60 days of the date shown on the Notice of Application Return letter; therefore, this application is hereby dismissed. A Waiver Attachment Type and/or a Hurricane Relief Attachment Type must be present if the Waiver question = Yes.

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POMFRET TRAFFIC AND PARKING ORDINANCE^{5,6}

Town of Pomfret, Vermont

1. Preamble: Pursuant to the provisions of 23 V.S.A. §§ 1007 and 1008, 24 V.S.A. §§ 1971-1973, 24 V.S.A. § 2291 (1), (4), and (5), 23 V.S.A. § 1753, § 2157 and 13 V.S.A. § 7251, the Pomfret Selectboard adopts this Traffic and Parking Ordinance.

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2. Scope; Civil Ordinance: This Ordinance establishes special traffic regulations applicable to public highways within the Town. In accordance with 24 V.S.A. § 1971 and § 1974a, this Ordinance shall be designated a civil ordinance and violations thereof shall be enforced in accordance with the requirements of law relative to such ordinances.

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3. Definitions: The definitions in 23 V.S.A. § 4 are incorporated by reference. See the Vermont General Highway Map of the Town of Pomfret, prepared by the Vermont Agency of Transportation, dated June 11, 2015, on file at the Pomfret Town Clerk's office, for town highway ("T.H.") numbers.

4. Traffic Control Devices:

4.1 It shall be unlawful for any person to disobey the direction of a traffic control device except in response to the directions of a law enforcement officer.

4.2 It shall be unlawful for any person to intentionally remove, injure, obstruct, deface, alter, or tamper with, any traffic control device.

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4.3 It shall be unlawful for any person to install any sign or device that may resemble or be mistaken for an official traffic control device without prior approval of the Pomfret Selectboard.

5. Speed Regulations: On the basis of traffic and engineering surveys, the following maximum speeds are hereby established for traffic in all directions on the following designated portions of town highways:

5.1 On T.H. 1,

5.1.1 From the Woodstock town line through the center of Pomfret to the Hartford town line: 45 mph beginning at the Woodstock town line,

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⁵ **Note to Reader:** This draft remains subject to review and comment by the Selectboard and legal counsel to the Town.

⁶ **Note to Reader:** The current Ordinance appears to have been based on the model Ordinance in VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*. See <https://localroads.vermont.gov/sites/localroads/files/files/resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=11>.

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extending northerly 0.90 miles; then 35 miles per hour to 0.99 miles; then 25 mph extending northerly to 1.25 miles from the Woodstock town line; then 35 miles per hour to 0.35 north of the junction of T.H. 60; then 45 mph extending northerly to 0.10 mile south of the junction of T.H. 24; then 40 mph extending easterly 4.43 miles to the Hartford town line.

5.1.2 Speed limit between flashing light and “End School Zone” signs shall be as posted when light is flashing.

Deleted: Lights shall be flashing on days when school is in session at times agreed upon in writing between the Pomfret Selectboard and the Windsor Central Unified Union School District Board of Directors.

5.2 On T.H. 2, Stage Road, from South Pomfret toward the Barnard town line: 25 mph beginning at the junction with T.H. 1, extending westerly 0.11 mile; then 35 mph to bridge B13.

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5.3 On T.H. 3, Howe Hill Road, from the Hewittville corner toward the Sharon town line: 35 mph beginning at the junction of T.H. 1 extending northerly 1.25 miles to 0.52 mile south of the Sharon town line.⁷

5.4 On T.H. 29, Bunker Hill Road, 25 mph for its entire length.

5.5 On T.H. 60, Library Street, 25 mph for its entire length.

6. Stop and Yield Intersections:

6.1 The following intersections are designated as STOP intersections and shall be so signed:

6.1.1 T.H. 1 southbound at the junction of T.H. 2

6.1.2 T.H. 3 entering T.H. 1

6.1.3 T.H. 60 entering T.H. 1

6.1.4 T.H. 60 entering T.H. 2

6.2 The following intersections are designated as YIELD intersections and shall be so signed:

6.2.1 T.H. 7 entering T.H. 3

7. Parking Regulations.⁸

7.1 It shall be unlawful to stop, park or leave standing any vehicle at any time in the

Deleted: stand or

⁷ **Note to Reader:** Under the current Ordinance, there is no designated speed for the 0.52 miles of Howe Hill Road south of the Sharon town line. The Selectboard had contacted the regional planning commission for assistance with performing a traffic study necessary to designate a speed limit for this portion of Howe Hill Road.

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⁸ **Note to Reader:** This new section is based on Article VI of the model Ordinance in VTrans publication *Setting Speed Limits - A Guide for Vermont Towns*. See <https://localroads.vermont.gov/sites/localroads/files/files/>

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right of way of any public highway within the Town of Pomfret in a manner that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.

7.2 It shall be unlawful to park any vehicle at any time on either side of T.H. 37 from 0.60 miles north of the Woodstock town line extending northerly to the junction of T.H. 5.⁹

7.3 Any vehicle stopped, standing or parked in violation of this section may be summarily removed by order of any law enforcement officer, Pomfret Selectperson, the Pomfret Road Commissioner or his/her designee, or the Pomfret Road Foreman or his/her designee. Signs indicating that vehicles may be towed away at the owner's expense shall be posted conspicuously at or near all areas affected where parking is restricted.

Deleted: at the owner's expense,

7.4 All costs of vehicle removal, and any expenses incurred in securing removal, including, without limitation, towing and storage costs, may be charged against the owner of the vehicle, which charges shall be a lien against said vehicle, and the vehicle shall not be released to the owner, or person responsible for the vehicle, until all such costs have been paid.

7.5 If the owner of a vehicle removed under this section does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, said vehicle shall be deemed "abandoned" under this Ordinance, and the title to such vehicle shall escheat to the Town and the vehicle may be sold or otherwise disposed of by the Town, as authorized by 23 V.S.A. 2157.

Deleted: in accordance with 27 V.S.A., chapter 11

7.6 Nothing in this section shall be construed to prohibit vehicular stops in response to the direction of a law enforcement officer or emergency services personnel, for causes beyond the operator's control, or to undertake a use described in 24 V.S.A. § 4413(d)(1).¹⁰

8. Special Traffic Regulations:¹¹

8.1 The Pomfret Selectboard may adopt special traffic regulations from time to time as to the maximum speed, permitted direction or exclusion of motor vehicles as

resources/materials/Setting%20Speed%20Limits%20Guide%20Update%20August%202016.pdf#page=13.

⁹ **Note to Reader:** This section describes a portion of Cloudland Road (T.H. 37) that is approximately 0.3 miles on either side of the Sleepy Hollow Farm driveway, from just south of the 3748 Cloudland Road driveway to the intersection of Barber Hill Road (T.H. 5).

¹⁰ **Note to Reader:** This V.S.A. reference incorporates required agricultural practices, accepted silvicultural practices and forestry operations, which are generally exempt from regulation by local Ordinance.

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¹¹ **Note to Reader:** This new section is modelled on Title 8, Section 8222 of the Woodstock Village Ordinance. See <https://townofwoodstock.org/wp-content/uploads/2013/10/Woodstock-Village-Ordinances-Revised-May-10-2009.pdf#page=55>.

the public good requires, in accordance with 23 V.S.A. § 1010.

- 8.2 The Town shall conspicuously post and maintain signs indicating the special traffic regulations in and near all affected roadways or portions thereof during while such regulations are in effect. When feasible, the Town also shall disseminate such information via electronic means, such as on the discussion list for Pomfret sponsored by Vital Communities.
- 8.3 A special traffic regulation adopted in accordance with this section shall take precedence over any other traffic regulation to the contrary.

9. Enforcement; Violations and Penalties; Other Remedies:

9.1 Those enforcement officers identified in 23 V.S.A. § 4(11)(A) shall be issuing and appearing officials for the purpose of enforcing any and all provisions of this Ordinance. In addition, those persons identified in § 7.3 of this Ordinance shall be issuing and appearing officials for the purposes of enforcing those provisions of this Ordinance constituting civil Ordinance violations, and not constituting a traffic violation, as defined in 23 V.S.A. §2302(a), but including violations relating to parking.

9.2 Except as otherwise required by State law or provided herein, any person who violates any provision of this Ordinance shall be liable for a civil penalty of not more than \$250.00 for each offense. The waiver penalty for each violation of this Ordinance shall be \$125.00 and such waiver penalty, if duly paid, shall be in lieu of the civil penalty.

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- Deleted: ordinance
- Deleted: fined
- Deleted: Each day the violation continues shall constitute a separate offense.

9.3 Any person who commits a traffic violation, as defined in 23 V.S.A. § 2302(a), under this Ordinance shall be liable for the penalty amount required by law and/or set forth in the Vermont Judicial Bureau Waiver Penalty Schedule, Ordinance

9.4 Nothing herein shall preclude the Town from pursuing any other civil remedies available by law for the purpose of enforcing this Ordinance, collecting penalties for violations thereof, or from pursuing any other any other remedy at law or in equity, including injunctive relief and process for contempt.

9.5 OrdinanceEach violation of a provision of this Ordinance shall be deemed a separate offense. Each day a violation continues shall constitute a separate offense.

Deleted: <#>The waiver penalty for each violation of this ordinance shall be \$125.00 and such waiver penalty if duly paid shall be in lieu of the civil penalty.¶ Each

9.6 The provisions of this Ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment.

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- Deleted: ordinance

10. Severability: The provisions of this Ordinance are severable, and if any provision hereof

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be judged invalid, such judgment shall not affect the validity of any other provision.

11. Designation: This Ordinance may be referred to as the "Traffic Ordinance" and in a prosecution hereunder a copy of such Ordinance, certified by the Town Clerk shall be *prima facie* evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this Ordinance shall be a sufficient reference hereto.
12. Repeal of Prior Ordinance: The "approved traffic ordinances" adopted December 21, 2016 and effective February 19, 2017 are hereby repealed.
13. Adoption: Pursuant to 24 V.S.A. § 1972 and such other provisions of law as set forth above, this Ordinance is adopted by the Pomfret Selectboard at its meeting on the ____ day of _____ 2022 and shall become effective on the ____ day of _____ 2022.

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Emily Grube, Chair

John Peters Jr., Vice-Chair

Benjamin Brickner

Steve Chamberlin

Jonathan Harrington

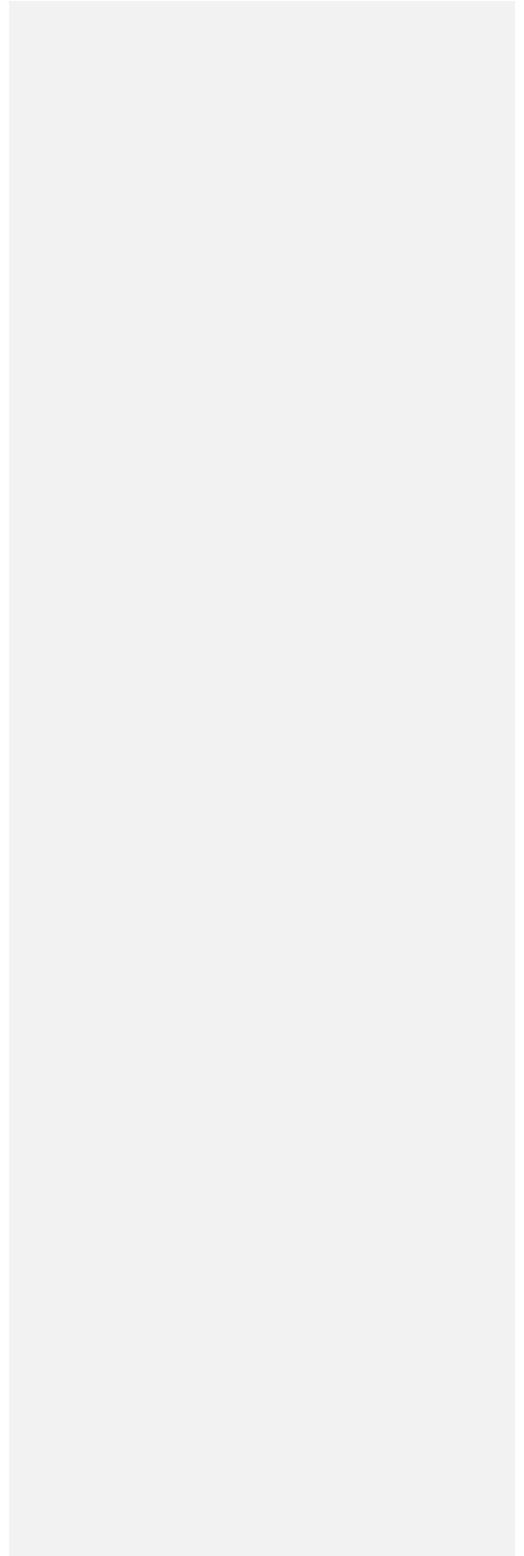
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Date & Time	5/16/2022 7:16:22 AM
Comparison Time	0.38 seconds
compareDocs version	v5.0.100.42

Sources	
Original Document	Pomfret Traffic Ordinance (DRAFT 2022-04-29).docx
Modified Document	POT22-001 Pomfret Traffic Ordinance (DRAFT 2022-04-29)-51622jsm.docx

Comparison Statistics	
Insertions	29
Deletions	7
Changes	21
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	57

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
Deletions	
<u>Moves / Moves</u>	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
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Merged cells	
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Show Reviewing Pane	Word	True
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print





Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Application Fee (must be included)

License Number: _____
Licensee Name: _____
Doing Business as: _____
Street: _____ Town/City: _____
Contact Name & Phone: _____
Email or Fax: _____

**BE SURE TO READ INSTRUCTIONS BELOW
BEFORE COMPLETING APPLICATION**

1) Describe type of event: _____
2) Location of event: _____
3) Date of event: _____
4) Hours of operation from beginning to end: _____
Approximate number of persons expected: _____
Signed: Amel Baran Date: _____

**Each catered event must have approval from the Town/City
before submitting this application to Liquor Control.**

Please check one: Approved Disapproved

Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City Clerk for approval (Town/City Clerk will send to DLC).
- 2) Follow all Liquor Control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
- 3) Must have a defined area for serving and consumption of alcohol with designated barriers.
- 4) Must have separate toilet and lavatory facilities available for both men and women.
- 5) Provide sufficient number of employees for control purposes.
- 6) No personal checks will be accepted.

Town of Pomfret Special Selectboard Meeting June 9, 2021
Amended Minutes

Present: Emily Grube, Steve Chamberlin, John Peters, Jon Harrington, Chuck Gundersen

Public: Jim Potter (Road Foreman), Betsy Rhodes (Library), Ben Brickner (Zoning, Auditor),
Cynthia Hewitt (SB Assistant)

1. The meeting was called to order at 7:04 pm
2. No Public Comment
3. Agenda Review – Emily moved and John seconded we add Warrants for Payment, ARPA

Notice, Pomfret.US email. Unanimous roll-call vote

4. Items for discussion or vote:

1. Roadside mowing hire. Jim asked that Keith Sawyer's hourly rate of pay be raised. He has returned to mow for this summer and also helps out with winter plowing, etc. Chuck moved and Jon seconded. Vote was 3 ayes and 1 abstain, (Steve could not vote as he was not present for the discussion) motion passed. Betsy thanked the town for the excellent job of eliminating invasive plant reseeding by mowing the roadsides
2. Warrants for payment

21111.	21111	\$1350.00	Accounts Payable
21112.	21112	85.00	Accounts Payable

Emily moved and Chuck seconded payment. Unanimous roll-call vote

3. Pomfret US Email. Emily recently found in her "Junk" email a statement sent to Frank Perron re: Stormwater permit which was past due. Ellen will pay this statement and explain why it is late. Emily stated that Frank had asked to keep his PomfretUS email address since he was the Fire Warden. Emily pointed out his fire appointment came from the state and thus his email address should as well. Emily will call Frank.
 4. ARPA Funding. It is necessary for the town, within the next 30 days, request funding from ARPA via the Access Portal. Emily would like to ask Neil Lamson to take care of this, as he has assisted with FEMA funding in the past.
 5. Piece Field Farm Act 250. Jon Harrington will call Linda Matteson re: the elimination of the Pomfret land in the permit. She assured him the Pomfret Planning Commission intended to attend the site visit and hearing and thus would represent Pomfret's interest and questions.
 6. Employee Handbook – Emily would like to send the document to Joe McLean before putting it into practice. Chuck will check with Teresa regarding inclusion of some recent employee decisions.
5. Meeting Wrap-Up
1. Assignments – Jon call Linda Mattesten, Emily call Neil and Frank, Chuck check

with Teresa

2. Steve moved and John seconded for adjournment at 7:50 pm. Unanimous roll-call vote

Town of Pomfret Select Board Meeting

May 4, 2022 Draft Minutes

Present: Emily Grube, Steve Chamberlin, John Peters, Jon Harrington, Ben Brickner

PUBLIC: Jim Potter (Road Foreman), Allyn Ricker (Consultant), Cathy Peters, Neil Lamson (Lister), Jun Wanzhen (VT Standard), Elly Pizzani, Cynthia Hewitt (SB Assistant)

1. Emily called the meeting to order at 7 PM
2. No Public Comment
3. Agenda Review – Remove Human Resource Manual, Remove Emergency Services Committee, add Truck RFP. Steve moved and Ben seconded to accept changes. Motion carried
4. Road Foreman’s Report – Jim’s new office has been painted and he will move in soon.
 - a. Sand RFP – Bids received from D&D and Twin State. John moved and Steve seconded to award the bid to D&D with the best price \$16/yard (2022-23 Season) and \$16.25/yard (2023-24 Season). Unanimous vote
 - b. Cloudland Project Shop Drawings – Jon, Jim, and Allyn will review and contact Horizons/Northwoods with questions
 - c. CDL –Emily contacted VLCT there are no changes in CDL policy
 - d. Truck RFP – Steve reports no bids have been submitted because Ford has not set prices for 2023 models. He will stay in touch with vendors and adjust dates of RFP when prices are available.
 - e. Traffic Ordinance – Ben has made minor changes based on discussion from last meeting; he will forward the document to Stitzel Page for approval.
5. Items for Discussion or Vote
 - a. Planning Grant – To be accepted electronically. Steve moved and Ben seconded Neil Lamson be designated Assistant to the Select Board at \$20/hour. Unanimous vote. Neil will work with Sarah Wraight at Two Rivers.
 - b. Storage of Files in Outlook – John will offer a tutorial for board members at the next meeting to improve the board’s recordkeeping and organization practices.
 - c. Pomfret.us email accounts – Ben provided a list of employees granted email accounts. There are two account license types: [Office 365 E3](#) and [Office 365 E1](#). E3 licenses cost \$240/holder/year and include email, web-based and local Microsoft applications. E1 licenses cost \$96/holder/year and include email and only web-based Microsoft applications. Having at least three active E3 licenses affords us a discounted rate on the E1 licenses. Frank Perron is the only active account holder who is not appointed, elected or hired by the town. Fire Wardens are appointed by the State Commissioner of Forests, Parks and Recreation. It was also noted that Art Lewin and Justin Ricard have accounts; John with check with Jim to confirm these accounts are necessary. After discussion Ben will provide a list of other officials who might benefit from a town email for consideration.
 - d. Woodstock Ambulance Service Renewable Agreement and Unpaid Ambulance Bills. David Green will attend our next meeting for discussion of these items.
 - e. Dog Letters – The board will invite Mr. Perron to collect the dog letters and invoice on Monday, May 9, 2022

- f. Discussion of Frank Perron email to the board regarding Selectboard meetings and meeting process.
 - g. Amending 06/09/2021 Minutes – Discussion tabled. Ben will contact Frank about this.
 - h. So Pomfret Village Scoping Study – Engineering Contract- Jon moved and John Seconded the Board authorize Emily to sign the Consulting Engineering Services Agreement (based on the VTRANS template) in the amount of \$51,251. Motion carried
 - i. Ben moved and John seconded approval of the following Warrants for payment; unanimous vote

22100	\$ 8406.58	Payroll
22101	42,219.93	A/P
 - j. Approval of 04/20 & 25/2022 minutes. Approval with corrections sent by Ben.
6. Meeting wrap up
- a. Correspondence: Governors Equity and Diversity Work Force Council survey re: potential \$\$ help toward handicap access.
 - b. Review of Assignments: Jon will call D&D; John will speak with Jimmy about garage emails; Invite Dave Green to next meeting; Emily will discuss with Becky the cost of handicap access to town offices for purposes of completing the Governors Equity and Diversity Work Force Council survey
 - c. Agenda for Next Meeting: ARPA proposals; A/V Sight & Sound; Tree Policy; Email policy; Nancy Matthews - Balance Budget Policy, Management, and Procedures for All Town Funds.
 - d. Ben moved and Jon seconded adjournment at 9:45. Motion carried