

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret 05053
November 2, 2022, 7:00 pm**

Zoom instructions below

Business Items	7:00 pm
1. Call to Order	Chair
2. Public Comment	
3. Agenda Review	
4. Road Foreman's Report & Highway Items a. Highway Ordinance update b. ARPA Projects (Generator Grant) c. Library Street Intersection d. TH 24/Hewitt Hill Road Relocation	
5. Items for Discussion or Vote a. LHMP Contract b. South Pomfret Scoping Study c. Zoning Violations & Penalties d. Town Plan Transportation Chapter e. Warrants f. Approve 10/19/22 Minutes	8:00
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated</i>	

- Join Zoom Meeting via Computer or Smartphone

Click <https://zoom.us/j/95395079923?pwd=ZjBEd3ZuZWgvWmx2MotpOE8zbjg2dz09> to start or join a scheduled Zoom meeting

- Join Zoom Meeting via Mobile Phone +19292056099,,95395079923#,,#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

Town of Pomfret Select Board
Draft Meeting Minutes
10/19/2022

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

Public: Pamela Pickett, Ned Crowley, Cathy Peters, John Morley, Kerry Hermann, Jamie Ziobro, Annie Abbott, Doug Abbott, Gerry Fields, John Moore, Alan Graham, Kris Graham, Stephen Oatway, Nina Hunnewell, Andrew Oatway, Patrick Potter, Bob Haydock, Tom Gubbins, Keith Chase, Michael Doten, “Chris”, “groups@wellspringworship.org”, “Samsung SM-5901U”

1. Emily called the meeting to order at 7:00 pm
2. Public Comment – Ona presented the Cemetery Commission’s budget request.
3. Agenda Review – Add salt and ClearLane purchases to public agenda; add Pomfret Associates and Eydt Estate Driveway Access to Executive Session, Steve moved and Ben seconded approval of these changes. Unanimous.
4. Road Foreman’s Report – The Road Crew continues with grading and blowing leaves. Jim has had opportunities to purchase Ford F550 truck, but no F600. The board leaves the decision up to Jim. The state has no salt contract yet. Steve moved and John seconded that Jim accept the quotations for 200 tons of white sand and 700 tons of ClearLane. Unanimous. The Wild Apple Road culvert replacement will be finished this week. Residents requested signs posted on both ends of the road to avoid needing to turn around at the work site and potentially having to backtrack a significant distance. A contractor on Webster Hill Road asked permission to bury power lines under the town highway. Jim will direct the owner to the town’s new right-of-way crossing permit application. Andy Mann recently made improvements to his shared driveway located in the highway right-of-way. After feedback from other users of the driveway, Andy would like to make additional changes. John moved and Steve seconded that Mr. Mann be permitted to (1) remove the existing wood posts and rock at the intersection of Dinsmoor Road and Bartlett Brook Road, and (2) replace the existing grass with 3” stone at the existing grade; and that the foregoing when completed be subject to approval by the Road Foreman. Unanimous.
 - a. Fences in the Right-of-Way – Jim reports many instances of fences placed in the town right-of-way. He would like the town to adopt a policy against such fences to protect the town from liability should fences be damaged during routine roadway maintenance and/or wintertime snow removal. Cathy Peters pointed out this is also a safety issue for pedestrians and cyclists who in some locations cannot move off the traveled lane because a fence is in the way. Emily will post a notice on the list serve.
 - b. Wintertime Plowing of the Prosper Valley School – The town cannot commit to plowing the school property early enough in the school day. It was also noted that the school no longer belongs to the town but rather was transferred to the union school district several years ago.
 - c. Sleepy Hollow Traffic – The sheriff reported that traffic appeared to flow more smoothly with the one-way traffic pattern. However, he still needed to divert cars attempting to drive against the flow. Mike Doten also felt things were substantially

improved. He suggested that large vehicles such as campers and buses be prohibited entirely. Residents of Barber Hill Road noted increased dust caused by the extra traffic and asked that the town avoid re-grading the gravel road immediately before foliage season in future years. Mike has been in touch with Woodstock Economic Development Commission and Google Maps to deemphasize or delist Sleepy Hollow as a tourist attraction. Emily suggested that the board should consider closing the road to all but local traffic next year and seeing if a local business such as the Woodstock Inn might run a paid bus service to the location instead.

- d. Eydt Estate Driveway Access – Tom Gubbins would like the board to consider approving the new residential driveway at the existing gravel access location even though it is steeper than allowed; requiring the driveway to switch back would cover more of his land. Andrew Oatway noted there is a trail easement in favor of his adjacent parcel and asked the board to be guided accordingly.
 - e. TH 24 Relocation – the record file for this project has been located, however, a final survey was never recorded. As a result, the relocation process needs to start over. Emily feels the town should have the survey work revised to ensure a sufficient portion of the old right-of-way is retained to allow space for town vehicles to turn around. Jim will accompany the surveyor for this purpose. Jon will follow up with potential surveyors to begin work.
 - f. Highway Ordinance – postponed to next meeting.
5. Items for Discussion or Vote
- a. Bogburn Race – Bob Haydock attended with plans for the Bogburn Race scheduled on January 7, 2023. He presented plans for parking, to keep automobiles off of town roads, parking attendants, and no parking signs on town roads. Steve moved and Ben seconded approval with conditions as discussed. Unanimous.
 - b. Zoning Violations/Penalties – Karen will send notices of violation to the Broad Brook and Caper Street property owners. Further discussion postponed to next meeting.
 - c. ARPA Funding – Emily asked for updates on the audio/visual set up and handicapped access to town offices. John will look into hiring an electrician.
 - d. Wolf Tree Catering Permit – Ben moved and John seconded approval of this permit. Unanimous.
 - e. Hazard Mitigation Plan – Ben circulated a spread sheet comparing the vendors who had bid on this project. Jon moved and John seconded the choice of Two Rivers, who were involved in the last plan. Unanimous.
 - f. Town Plan Transportation Chapter Update – Postponed to next meeting.
 - g. Budget Scheduling – Emily would like to complete the FY 2024 municipal and highway budget by early January to enable the Auditors to print the town report in a timely fashion. Department budgets will be requested by no later than December 1. The following is tentatively scheduled: 11/09 – Highway Budget; 11/16 Municipal Budget.
 - h. Warrants – Steve moved and John seconded approval of the following warrants. Unanimous.

23035	Payroll	9,999.99
23037	A/P	\$26,926.89

- i. Approval of 10/05/2022 Minutes – Ben moved and John seconded approval of the 10/05/2022 minutes with minor changes to the Wild Apple Road discussion. Unanimous.
6. Executive and Deliberative Session.
 - a. Ben moved and John seconded that the board enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communication, and deliberative session pursuant to 1 V.S.A. 312(e) to discuss deliberations in connection with a quasi-judicial proceeding. Unanimous. The board entered executive and deliberative session at 9:38 pm.
 - b. The board exited executive and deliberative session at 10:44 pm, and no decisions were made therein.
7. Eydt Estate Driveway Access – Ben moved and John seconded that the application by the Eydt Estate be denied because it does not promote the safety of the traveling public as required by 19 V.S.A. 1111(b). Unanimous. The applicant will be encouraged to submit a new application at the existing gravel access location.
8. Meeting wrap up
 - a. Correspondence – None.
 - b. Assignments – Emily contact Bob Crean regarding TPVS plowing, and Neil to prepare spreadsheets for budget planning. Jim to accept the salt and ClearLane contracts with Cargill. Ben to notify the LHMP RFP bidders and follow up with Andrew Oatway regarding the trail easement.
 - c. Agenda for Next Meeting – Highway Ordinance update, Town Plan Transportation Chapter, Zoning Violations Penalties, TH 24 Relocation
9. Adjournment Steve moved and John seconded adjournment at 10:46 pm. Unanimous.

~~H~~TOWN OF POMFRET HIGHWAY ORDINANCE¹

Town of Pomfret, Vermont

Originally Adopted December 3, 1980

Adopted as Amended December 5, 2001

Adopted as Amended December 2, 2009

Adopted as Amended [_____], 2022

PART 1. TITLE, AUTHORITY AND ADOPTION

- 1.1. This ordinance is entitled the Pomfret Highway Ordinance and is based on the authority of ~~Title 24 VSA~~ 24 V.S.A. Sections 1971-1976.
- 1.2. This ordinance shall be adopted by resolution of the Selectboard in accordance with the procedure outlined in 24 ~~VSA~~ V.S.A. Section 1972.

PART 2. PURPOSE

- 2.1. The purpose of this ordinance is to establish municipal policy on maintenance and upgrading of existing town roads and to describe construction standards and procedures for accepting new roads into the town highway system.

PART 3. CLASSIFICATION OF TOWN HIGHWAYS

- 3.1. In accordance with 19 V.S.A. Chapter 3, all town highways shall be categorized into one or another of the following classes:
 - ~~(1)~~(a) Class 1 town highways are those town highways which form the extension of a state highway route and which carry a state highway route number. The Agency of Transportation (~~agency~~) shall determine which highways are to be Class 1 highways.
 - ~~(2)~~(b) Class 2 town highways are those town highways selected as the most important highways. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than normal amount of traffic. The Selectboard, with the approval of the ~~agency~~ Agency of Transportation, shall determine which highways are to be Class 2 highways.

¹ Note to Reader: This draft remains subject to review and comment by the Selectboard and legal counsel to the Town.

PART 4. GENERAL HIGHWAY MAP

- 4.1. The Vermont General Highway Map of Pomfret is hereby adopted by reference to be the official inventory of public highway Classification and mileage. The General Highway Map shall be updated annually by the Selectboard with the assistance of the Vermont Agency of Transportation personnel. Copies of the map are on file [and available for inspection](#) at the Town Clerk's Office.

PART 5. STANDARDS FOR CLASS 3 HIGHWAY CONSTRUCTION, RECLASSIFYING OF CLASS 4 HIGHWAYS TO CLASS 3, DRIVEWAYS AND ACCESS ROADS

- 5.1. In the event a particular standard within this part is in variance with one contained within ~~the Subdivision regulations~~ [any other Town of Pomfret ordinance or regulation](#), the most stringent standard shall apply.
- 5.2. Under certain conditions any of the following standards may be waived or varied if specifically approved by the Selectboard and Road Commissioner after consideration of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public. [Any waiver or variance granted shall be the minimum necessary to meet the circumstances and comply with this ordinance.](#)

5.3. STANDARDS:[‡]

~~(1)~~[\(a\)](#) **Design.** Highway design shall be based on projected maximum average daily travel including future extensions and through travel and usage.

~~(2)~~[\(b\)](#) **Inspection.** All highway designs, including cut and fill plans, gravel pit plans, surveys, layouts, right-of-way, road construction site, preparation and construction shall be inspected by the Town Road Commissioner and Selectboard. Professional engineering, surveying, and legal competence may be employed by the Town to provide inspection and counseling services to Selectboard as considered necessary in authorizing inspecting and accepting the construction or altering of highways. The selectboard may require that the cost of such professional services be paid for by the person constructing or altering the highway.

~~(3)~~[\(c\)](#) **Right-of-Way.** Highways shall be aligned and constructed as to afford safe travel, visibility and access in all weather conditions. The right-of-way shall be 50 feet in width, [25 feet each side of road centerline](#), with additional slope rights where necessary. ~~The highway surface for travel shall be built in the center of the right-of-way to the extent possible.~~ The right-of-way shall be cleared to the extent

[‡] ~~Note to Selectboard: Section number hierarchy is not consistent in the original (e.g., subsections in this Section 5.3 are designated "a, b, c" etc. As a result, some section cross-references in this version are incorrect.~~

needed to permit and facilitate snow removal and proper maintenance of drainage ditches, culverts, slopes and banks, accesses, turnouts and turnarounds, and other features of the highway. Dead and diseased trees and stumps shall be removed. Cutting of trees and other vegetation from the right-of-way shall be accomplished in consideration of erosion potential and the development of reasonable and good aesthetic qualities of the highway. Road design and drawings shall reflect the general clearing plan.

~~(4)~~(d) **Highway Width.** Class 2 Highways shall be paved with a traveled way of 22 feet. Shoulders shall extend at least 2 feet on each side of the traveled way. An additional 10 feet beyond the shoulders may be cleared to facilitate snow removal.

Class 3 Highways shall have a traveled way of ~~14~~20 feet. Shoulders shall extend up to 2 feet on each side of the traveled way. An additional 10 feet beyond the shoulders may be cleared to facilitate snow removal.

Class 4 Highways are not maintained for general traffic and as such do not have minimum standards for width, shoulders, and grade and are not plowed in the winter by the Town.

~~(5)~~(e) **Grades.** Grades on Class 2 and Class 3 highways shall not exceed 14 percent (14%). Grades exceeding twelve percent (12%) on new Class 3 highways shall be paved or ~~double tracked~~hard pack surface.

(f) Curves. Curves shall have a minimum radius of 50 feet.

~~(6)~~(g) **Highway Sub-grade and Surface Preparation.** The highway shall have a minimum of 18 inches of ~~packed gravel~~processed gravel sub-base, with the top three inches being aggregate surface course. Where extreme subsoil conditions exist, the builder ~~maybe~~may be required to use additional amounts of gravel and/or roadway stabilization fabric. Gravel subbase and aggregate surface course shall meet Agency of Transportation specifications for gradation. No stones larger than 4 inches shall be placed in the 18-inch depth of gravel and no stone larger than 1-1/2 inches shall be placed in the top 6 inches. Gravel surface shall be fine graded and compacted to the required grade with grader, roller, and hand labor. Finished grades (transverse and longitudinal) shall be smoothed to eliminate sharp dips in traveled surface and to permit efficient snow removal and proper drainage and provide adequate space for proper ditching.

~~(7)~~(h) **Drainage Ditches.** Drainage ditches shall be provided where necessary and shall be constructed to prevent infiltration of water into the gravel sub-base and to conduct storm drainage to absorption areas. Accordingly, drainage ditches adjacent to roads are normally to be at least 6 inches below the gravel sub-base or 30 inches below finished grade. Ditches shall be shaped to prevent excessive

~~access road shall be 16 feet wide and graded and sloped such that water from the driveway or access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope. and developed according to the standards in Agency of Transportation Standards B-71a, B-71b and A-76, or the provisions of this ordinance, whichever is more stringent. For purposes of the preceding sentence, the “design speed” for unposted Class 3 highways shall be deemed to be 30 mph. [In addition, driveways and access roads entering upon a public-highway shall be constructed at a 90 degree angle to such highway.]⁴ Culverts shall be installed if necessary and shall conform to standards for culverts stated in section (h.) above. Vegetation and trees shall be removed as necessary to provide for visibility and safety. The Selectboard may require an access design by a licensed professional engineer before a driveway or access is approved.~~

~~(12) **Agricultural/forestry Access Roads.** Agricultural/forestry access roads entering upon a Town highway shall be constructed at a 90 degree angle to such highway. Minimum site distance shall be 150 feet in both directions when viewed from a point 15 feet back from edge of the travelled way. The access road shall be graded and sloped such that water from the access road does not enter the Town highway. Culverts shall be installed if necessary and shall conform to standards for culverts stated in section (h.) above. Vegetation and trees shall be removed as necessary to provide for visibility and safety.~~

~~(13)(m) _____ **Slopes and Banks.** Vertical and sharp cut faces, excepting ledge, shall not be permitted. Slopes and banks shall be no greater than 1-on 1-1/2.5 (horizontal) to 1.0 (vertical). Soil stability of banks shall be a design consideration, and slopes or banks shall be designed and constructed to prevent instability, slides, washes, or other disturbance to the slope or bank surface or sub-surface. Banks shall not interfere with snow removal. After construction and final grading of banks, banks will be seeded to minimize surface erosion. Cribbing Erosion matting or rip rap shall be provided where necessary.~~

~~(14) **Guard Rails and Posts for Town Highways.** Guard rails and posts will be provided to meet essential traffic control and safety need and shall not interfere with snow removal. Any highway with a slope or bank falling away on a slope of 4:1 or steeper from the road surface, and which is 10 feet or higher in elevation, shall be protected with a guard rail and posts. Guard posts and rails shall also be provided to warn and protect traffic from ledge and other obstruction where necessary in consideration of traffic volume, road width, and safety.~~

(n) _____ **Guard Rails for Town Highways.** Guard rails and posts with treated wood or steel posts will be provided in accordance with Agency of Transpiration

⁴ Note to Selectboard/Highway Team: Vtrans Standard B-71a allows for intersections of 60 to 90 degrees. This sentence can be deleted if 60-degree intersections are acceptable.

- 6.5. TRIAL PERIOD. For the first ~~12~~18 months after a new highway has been added to the town's highway system, the owner or developer shall provide summer maintenance on the road and correct deficiencies which develop during this ~~12~~18 month trial period.
- 6.6. DEED TO TOWN. For new highways accepted into the Town Highway System, after the trial period is completed, the owners shall deed to the town a 50 foot right-of-way, 25 feet each side of the centerline, including slope rights if necessary. Such deed is to be a Vermont warranty deed free and clear of all encumbrances and properly supported by a survey showing roadway and right-of-way center lines, driveways, utility lines (surface or sub-surface), and major road features, alignment and curves.

PART 7. POLICIES AND PERMITS RELATING TO THIS ORDINANCE

- 7.1. HIGHWAY MAINTENANCE. Highways shown on the general highway map will be maintained as required by state statute and commensurate with public safety and convenience as judged by the Selectboard and Road Commissioner. Routine improvements will be made as required.
- 7.2. WINTER PLOWING: Class 2 town highways will be given highest priority when winter plowing. All Class 3 highways will be plowed to the extent necessary to allow access. No Class 4 highways will be plowed by the Town of Pomfret.
- 7.3. CLASS 4 TOWN HIGHWAYS. Class 4 highways are not maintained for general traffic and are not plowed in the winter by the Town. The Road Commissioner will evaluate each Class 4 highway annually and as time permits perform minimal summer maintenance. Replacement of culverts and bridges will be accomplished as necessary to prevent the deterioration of the roads. ~~Homeowners~~Landowners on Class 4 highways or their agents may plow these roads at their own expense with written permission of and under the supervision of the Selectboard and Road Commissioner. ~~Homeowners~~Landowners on Class 4 highways who wish to improve the condition of the highway at their own expense may do so with written permission of the Selectboard in accordance ~~with 19~~with 19 V.S.A. Chapter 7, which requires a public examination, a public hearing and a formal report of the Selectboard findings filed with the Town Clerk. An application fee may be charged by the Selectboard. In evaluating whether to grant permission to plowing of or improvements to any Class 4 town highway, the Selectboard shall consider the following:
 - ~~(1)~~(a) Assurances that the Town will have no responsibility for maintenance or any legal liability for damages to persons or property occurring within the right-of-way limits.
 - ~~(2)~~(b) The potential loss of the Class 4 highway for winter recreation uses if the landowner chooses to plow the highway at his/her own expense.

There will be no fee for an agricultural/forestry access permit. ~~Existing agricultural/forestry~~ Agricultural/forestry access roads ~~are in existence on December 2, 2009 shall be~~ grandfathered ~~on the date of the adoption of this ordinance~~ in the condition thereof as of such date.⁵

~~7.7.7.6.~~ 7.6. LOAD LIMITS: Unless otherwise posted by the Selectboard in accordance with ~~23VSA~~ 23 V.S.A., Section 1400b (the statute authorizing Spring posting), the legal load limit on all Class 2 and Class 3 town highways in Pomfret is ~~TWELVE~~ Twelve (12) tons. Vehicles, including load, traveling on Class 4 roads shall not exceed ~~EIGHT~~ Eight (8) tons.

- (1) Overload Permits. Requests for temporary permits to exceed the legal load limit can be made to the Selectboard. In considering whether to grant such permit the Selectboard shall take into account possible damage to the roadway and the financial responsibility of the permittee. If a permit is issued and damage to roadways, bridges or culverts occurs, the permittee will be held responsible to repair the highway. Failure to repair such damage will result in the town completing the work and billing the permittee.

PART 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

PART 9. EFFECTIVE DATE. This ordinance shall become effective 60 days after its adoption by the Pomfret Selectboard and shall supersede and replace ~~all previous ordinances to establish municipal policy on maintenance and upgrading of existing town roads and to describe construction standards and procedures for accepting new roads into the town highway system.~~ the Highway Ordinance adopted December 2, 2009.

* * * * *

Pursuant to 24 V.S.A. Section 1972 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.

~~Neil Lamson, Chair Selectboard~~
Emily Grube, Chair

DATE

⁵ Note to Selectboard: The prior Highway Ordinance (adopted December 2, 2009) contained a grandfather clause. This change is to prevent expansion of the existing grandfathering.

Summary Report	
Title	pdfDocs compareDocs Comparison Results
Date & Time	10/16/2022 4:56:31 PM
Comparison Time	3.60 seconds
compareDocs version	v5.0.100.42

Sources	
Original Document	Pomfret Highway Ordinance (as adopted 2009-12-02).docx
Modified Document	Pomfret Highway Ordinance (DRAFT 2022-10-16).docx

Comparison Statistics	
Insertions	44
Deletions	17
Changes	40
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	101

Word Rendering Set Markup Options	
Name	
Insertions	
Deletions	
Moves / Moves	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark left border.

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	TrackChanges
Character Level	Word	False
Include Comments	Word	False
Include Field Codes	Word	True
Flatten Field Codes	Word	True
Include Footnotes / Endnotes	Word	True
Include Headers / Footers	Word	True
Image compare mode	Word	Insert/Delete
Include List Numbers	Word	True
Include Quotation Marks	Word	False
Show Moves	Word	False
Include Tables	Word	True
Include Text Boxes	Word	True
Show Reviewing Pane	Word	True
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print

Fw: Generator Funding - DUE NOVEMBER 15

1 message

Emily Grube <Emily.Grube@pomfretvt.us>

Sat, Oct 29, 2022 at 7:23 AM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, "John Peters Jr." <john.peters@pomfretvt.us>, Jon Harrington <jon.harrington@pomfretvt.us>, Steve Chamberlin <steve.chamberlin@pomfretvt.us>, Jim Potter <jim.potter@pomfretvt.us>, Kevin Rice <kricevt@gmail.com>

Hi All

This might be something we should consider re generators, replacement at town hall etc. It would make the ARPA money go farther.

From: Connor Rigney <crigney@trorc.org>

Sent: Wednesday, October 26, 2022 2:47 PM

To: Selectboard Chairs <SelectboardChairs@trorc.org>; Emergency Directors <EMD@trorc.org>; Town Admin <TownAdmin@trorc.org>; Fire Chiefs <FireChiefs@trorc.org>

Cc: Taiga.Christie@vermont.gov <Taiga.Christie@vermont.gov>; Kevin Geiger <kgeiger@trorc.org>

Subject: Generator Funding - DUE NOVEMBER 15

Vermont Emergency Management has funding available to support Local Emergency Management and Emergency Operations Center (EOC) improvement projects. Your EOC is where you would run an emergency from and may be your fire station, town garage, town office, or other building. Improvements include, but are not limited to auxiliary power, technology, communications, and operational aids to enhance EOC capabilities.

This is a good source of generator funding (genset, transfer switch, fuel source, wiring, etc.) Due to the very short timeframe this only makes sense to apply if you have already given some thought to what backup power would be needed. Typically you would need to know your building's power load, and what kind of fuel the generator might use and if that is already in place. You might also consider Powerwalls or other heavy duty battery systems.

Please note that this funding opportunity requires a 50% LOCAL, NON-FEDERAL MATCH. For this program, Applicants are allowed to use American Recovery Plan (ARPA) funds to meet the match requirement. If proposed projects require construction or modifications to existing infrastructure, a review will need to be completed by FEMA Environmental Planning and Historic Preservation (EHP) before the award is granted. The grant agreements will need to be executed BEFORE any funding may be expended. Sub-grant amounts are capped at \$50,000 per sub-recipient. The sub-grant performance period ends on September 15, 2023. Awards will be based on the number of applications, costs, regional applicability, and ability of sub-recipient to provide match.

IF YOU WOULD LIKE TO SUBMIT A PROPOSAL:

- Find out your eligibility by watching the video ([link](#)).
- Go to the Vermont Emergency Management site ([link](#)).
- Read over the grant description and overview (attached).
- Fill out the application (attached).
- Send in the completed application to DPS.EMPGGroup@vermont.gov

Connor Rigney | Planner



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

crigney@trorc.org | Tel: 802.457.3188 x3010

www.trorc.org | [TRORC Facebook](#)

This email is not a legal opinion and is part of the public domain.

2 attachments



EM and EOC Enhancement Grant (3).docx

302K



GMU-202w Sub-Grant Application (1).docx

67K

AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

And the

TOWN OF POMFRET, VERMONT

For

LOCAL HAZARD MITIGATION PLAN SERVICES

Project #: 10-619

CFDA #: 97.047

November 2, 2022

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Pomfret (hereinafter called the Town) that the Regional Commission shall assist the Town in providing Local Hazard Mitigation Plan Services for the Town in accordance with the steps outlined in Attachment A.
- b. This Agreement consists of the body and the following attachment which is incorporated herein:

Attachment A – Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. Whenever feasible, local labor can be used to assist professionals in the gathering and compilation of data, thus minimizing expenses.
- b. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$7,612.50**, unless amended.
- c. The period of performance under this Agreement shall commence **November 2, 2022** and run through **February 28, 2023**, unless amended.
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.
- e. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- f. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.
- g. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- h. Reasonable extensions of time for completing the work may be granted in writing by the Town, if the Regional Commission can demonstrate that it was unavoidably delayed by circumstances beyond its control.
- i. The Town shall appoint one person as the principal contact for the project as outlined in the Scope of Services.

- j. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and by specifying the effective date thereof. At least thirty days prior to the date of termination shall be reimbursed to the Regional Commission by the Town.
- k. The fees charged for services to the Town for the duration of this contract are actual labor, fringe, indirect, and mileage. The Town is responsible for match funds. No additional fees will be charged.

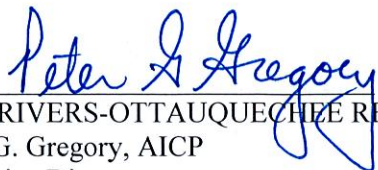
III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to, the Selectboard in providing the services listed in Attachment A.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall invoice the Town on a periodic basis (usually monthly) for costs incurred on this project. A Progress Report will be provided to the Town upon request.
- d. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

- a. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.
- b. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- c. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- d. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.
- e. The Town is responsible for meeting and hearing notices.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this second day of November, 2022 at Pomfret, Vermont.

A handwritten signature in blue ink that reads "Peter G. Gregory". The signature is written in a cursive style and is positioned above a horizontal line.

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP
Executive Director

TOWN OF POMFRET– Selectboard Chair

Attachment A

Pomfret 2022-2023 LHMP Timeline and Scope of Work

Time	Task	Connor Rigney Hours (\$80.95/hour)	Total Task Cost
<i>November</i>	<ul style="list-style-type: none"> • Assemble planning team • Conduct kick-off meeting & hazard risk assessment • Review the planning process and confirm outreach strategy • Establish work plan with deliverables, timelines for completion • Confirm roles and responsibilities 	10.5	\$850
<i>December</i>	<ul style="list-style-type: none"> • Complete vulnerability assessment to quantify the extent of each hazard in a public meeting • Review and identify mitigation strategies based on best available data • Review mitigation strategies in a public meeting 	23	\$1862
<i>January</i>	<ul style="list-style-type: none"> • Submit draft plan to Pomfret Selectboard for a joint review with the planning team 	9	\$729
<i>January-February</i>	<ul style="list-style-type: none"> • Finalize Plan • Submit Plan to VEM for review and revise accordingly • Submit revised plan to FEMA, revise if necessary • Attend SB meeting for adoption if requested 	13	\$1052.50
<i>Ongoing</i>	<ul style="list-style-type: none"> • Update data and text • Conduct research • Format plan • Prep for meetings • Track volunteer and paid staff in-kind hours 	38.5	\$3,117
Total Project Cost		94	\$7,612.50

This contract will be billed at cost, not to exceed \$7,612.50. Regional Commission staff hours are expected to be approximately 94. If additional meetings are needed beyond this scope, they will be mutually agreed upon as change orders prior to work being undertaken and charged for.

Chapter 6: TRANSPORTATION

Introduction

Transportation in Pomfret relies primarily on a network of paved and gravel town highways. ~~Preserving the rural and agricultural character of Pomfret is an important aspect of many sections of the Town plan. Since improving roads can lead to development pressure, it~~ is not Pomfret's intention to build new roads, significantly improve old roads or to pave existing Class 3 roads. Because, ~~among other things,~~ more roads lead to more energy use, the Town will continue to provide economical ways of moving goods, services, and people at a safe speed within and through Pomfret via an existing network of roads.

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Town Highways

~~The State of Vermont periodically publishes road maps for each town in Vermont. Pomfret's 2015-2022 map of roads, including legal trails, is~~ **(IN THE TOWN OFFICE?)** available ~~at the following web link~~here:

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http://vtransmap01.aot.state.vt.us/Maps/TownMapSeries/WINDSOR_Co/POMFRET/POMFRET_MILEAGE_2015.pdf

The State uses four classifications of roads to distribute financial aid to towns for road repair. State aid to a town decreases on a per mile basis from Class 1 to Class 3. ~~The town does not receive any aid for Class 4 roads and trails. According to the 2013 Town Report, in Fiscal Year 2013, the town received a total of \$133,111.90 to maintain these roads.~~ The roads and their respective classifications in Pomfret are:

State Highways: ~~are major roads with state route numbers entirely maintained by the state.~~ Pomfret's only state highway is the 1.4-mile section of Route 12 in the southwest corner of the Town.

Class 1 ~~Town highways are extensions of a state highway route with a state route number.~~ Pomfret has no Class 1 Town highways.

Class 2 Town highways serve through traffic from one community to another and are paved. The Town of Pomfret maintains 14.7 miles of Class 2 highways. These are:

- ~~Woodstock Town Line to West Hartford Town Line South Pomfret - Pomfret Road:~~ 10.15-1.16 Mi.
 - ~~South Pomfret to Barnard Town Line - Stage Road:~~ 2.81 Mi.
 - ~~South Pomfret to Hewitt's Corners - Pomfret Road:~~ 4.42 Mi.
 - ~~Hewitt's Corners to Sharon Town Line - Howe Hill Road:~~ 1.77 Mi.
- ~~Hewitt's Corners to W. Hartford Town Line - Pomfret Road:~~ 4.57 Mi. ~~Pomfret Rd. and Howe Hill are part of the Federal Aid System and classed by the state as principal arterials.~~

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Class 3 Town highways are all the other Town roads that are maintained year-round. In Pomfret, there are 47.25 miles of Class 3 roads that are all gravel.

Class 4 Town highways are not maintained by the Town except for bridge and culvert repairs, and occasional grading. ~~The Town receives no state funds for maintaining its~~ Pomfret has 6.6 miles of Class 4 roads. These roads often have considerable recreational use.

All town highways have a 3-rod or 49.5-foot right-of-way by state statute, unless surveyed or otherwise deeded.

Legal Trails are Town rights-of-way, usually former Class 4 roads. They are no longer maintained and may be restricted to non-motorized use.

Discontinued highways were previously Town roads but their rights-of-way have been transferred to adjoining landowners. Neither the public nor the Town has any residual rights in discontinued highways.

Road Maintenance

~~In 2013, the Town of Pomfret was awarded a Better Backroads Category A Grant for a new town-wide inventory of the Town's highways and for the development of a Road Surface Management System. This project's scope of work included the following major steps:~~

- ~~• Inventory of road surfaces,~~
- ~~• Survey of road surface and drainage conditions,~~
- ~~• An update to the existing culvert inventory, and~~
- ~~• A final report recommending a major maintenance program with the associated costs for the next five years.~~

~~The purpose of this project was to identify specific road segments and culvert/drainage problem in the Town and to determine effective repair solutions to each problem according to the Vermont Better Backroads Manual and the road standards of the Town of Pomfret. The Town adopted the 2013 Town Road and Bridge Standards from VTrans and the State of Vermont on March 20, 2013. The roads and culverts throughout the Town of Pomfret, based on the findings of this grant project, are generally in fair to good condition.⁵~~

The cost of maintaining the Town highways is second only to the cost of education in the Town budget. Pomfret's public highway system is by far the largest asset in Pomfret. With this fact in mind, maintenance practices should be directed to preserve the life of this asset over the long term for the benefit of the greatest number of users.

⁵ "Town of Pomfret – Road Surface and Culvert Maintenance Plan." 2013.

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Summer maintenance is a matter of trying to repair and prevent the deterioration of the roads, both gravel and paved. A regular reclaiming and repaving program has continued for several years, retreatment should be done as needed. Some years several miles have been repaved, some of which will barely last a year because of poor underlying road structure. In other years short sections of highway have been completely rebuilt including the underlying base, whose repairs should last for many years. **Over the next eight years, the town will XYZ (any rebuilds or maintenance goes here; anything with a big investment).** Pomfret will continue to perform routine maintenance on ditches and culverts.

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Safety

Highway Department

The Highway Department has a Road Foreman, appointed by the Selectboard, and two full-time employees. See the Pomfret Annual Report for a current listing of Town Highway Equipment. Major equipment replacement is based on a ~~ten-ten~~-year Capital Equipment Replacement plan with annual allocations to the Highway Equipment Reserve Account. Both the Replacement Plan and the Reserve Account are included in the annual Town Reports and updated each year based on projected costs and the anticipated service life of the equipment. This plan allows for equipment to be replaced before the maintenance costs become excessive and provides for level funding from year to year.

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~~The Town Garage, which houses all the highway equipment, is in marginal condition and needs a major overhaul with a small addition. It is important that all the equipment used in the winter be stored in a heated building with adequate space for regular maintenance and repair work. Improvements to the Town Garage are long overdue: it is not in compliance with waste handling best practices and safety issues. Energy efficiency issues need to be addressed. The town will need to study and decide as to whether a major renovation will be more cost effective than short term fixes.~~

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With the current population and its relatively stagnant rate of increase, the operation of the highway department and its inventory of equipment seem to be adequate. ~~If the population were to increase significantly, particularly in areas served by Class 3 gravel roads, the highway department might need to add employees and equipment, as well as more garage space.~~

Ordinances

There are Town Highway Ordinances relating to speeding, road improvement, and driveway access. A map of Town roads (Map #3) is included in Appendix C and in the web link provided at the top of this section.

Private Roads

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The Town should be concerned about private roads or driveways for three reasons:

- ~~First,~~ the intersection of private roads with town roads must be safe and not cause damage to town roads. The sight lines must allow for the speed limit on the road. Ideally, the intersection angle should be as close to 90° as possible, and the elevation and grade of the private road, relative to the town road, should be designed to prevent gravel washing into the road~~water erosion damage to the town road~~. All new or modified driveways require an Access Permit issued by the Selectboard after they review the proposed plans and determine that they meet the specifications of the Town driveway access ordinance. The access permit only regulates the access point, not the entire drive or road.
- ~~Second, new~~ How private roads and driveways should be constructed ~~so that determines if~~ emergency vehicles are able to reach residences and businesses year-round. Pomfret currently does not review or approve plans for private roads/drives -except where they intersect with the town road, unless they are part of a major subdivision or are in the Ridgeline Zone. Many towns have regulations setting minimum standards for construction of private roads, particularly the maximum grade and minimum width.
- ~~Third, new~~ private roads and drives can have a negative impact on the natural resources and scenic beauty of the Town. Poorly constructed roads can cause soil erosion during and after construction. ~~Improper installation of driveway culverts can exacerbate siltation and drainage problems. Poorly sited roads can disturb wetlands or wildlife habitats. Roads built in open fields and on ridgelines can intrude on agricultural land and viewsheds.~~

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Bicycle/Pedestrian Transportation

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Pomfret does not have any sidewalks or bicycle facilities (such as racks) anywhere in town. However, bicyclists within town and across the region travel Pomfret's roads to enjoy the scenic and rural landscapes. ~~Road improvements that would reduce bicycle safety or discourage bicycling will not be supported in any sense.~~ Paved roads in town generally lack any shoulder and are therefore difficult to safely bike or walk along. Pomfret Road is a popular bike route.

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Public Transportation

~~Unless~~ To be efficient, public transportation requires that a large number of people go to the same place at the same time. The common view is that rural communities like Pomfret do not have the population to support a public transportation system. The exception is the school bus system where a portion of the community, ~~approximately 15 percent,~~ goes to the same places (Woodstock Elementary School, the Prosper Valley School, and Woodstock Union High School) at the same time each school day morning. The van picking up senior citizens at their homes and transporting them to the Thompson Senior Center in Woodstock is also a public transportation system. Although not as efficient as the school bus system, it is an important service to many of Pomfret's older residents.

Stagecoach Transportation Services, a non-profit organization based in ~~Pomfret-Randolph~~, Vermont, is the local transit provider in this region. Essentially, they respond to individual needs for transportation to medical centers or elsewhere by acting as a coordination center for a list of volunteer drivers. The service, available to Pomfret residents, is supported by minimal fees in

addition to federal and state funding.- The Thompson Senior Center also has a van for the same purpose.

~~There are situations now and there may be new ones in the future that justify some additional form of public transportation in Pomfret. Similarly Short of more formal transit, carpooling, either by private arrangements or through Vermont Rideshare, would also have the benefit of minimizing dependence on private autos. Location of Locating a Park and Ride facility ies in Pomfret would facilitate carpooling. These have been and are being established in other small Vermont towns.- Full state funding for Park and Ride lots is available every year for this purpose.~~

The Vermonter is an Amtrak passenger train line running between Washington, D.C., and St. Albans, Vermont. It stops locally in Randolph and White River Junction. The closest regional airport is in Lebanon, New Hampshire.

Regional Transportation

Regional transportation planning in Vermont is now the joint responsibility of the Regional Planning Commissions and the state highway engineers in Montpelier. The Two Rivers-Ottawaquechee Regional Planning Commission has a Transportation Advisory Committee (TAC) made up of representatives from all towns in the region. The TAC is charged with creating a regional transportation plan that is coordinated with land use planning and is responsive to local needs and concerns.

Of special concern to Pomfret is traffic generated in other towns and flowing through Pomfret to other towns such as Hartford or Woodstock, or to Interstate 89.- Further, the Town will not support so-called transportation system improvements that would effectively divert traffic from neighboring communities with state highways to or through rural towns hips such as Pomfret.

Long-Range Goals

1. To Mmaintain Pomfret's roads in a manner that promotes public safety, is consistent with land use goals, does not degrade the environment, and efficiently moves people, goods, and services.
2. To support biking, walking, transit, EVs, and other means of transportation that use less energy or fossil fuels.

Objectives and Policies

- 1.- Continue to schedule resurfacing of paved highways on a yearly basis, in a cost effective manner that will prevent road deterioration.
- 2.- Continue to grade gravel roads and apply new material on a minimal basis. Continue to improve side ditches to keep the roads from significantly degrading without widening or straightening unless this becomes necessary to handle existing traffic.

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~~3. Continue roadside mowing and removal of brush, dead trees, stumps, and rocks that interfere with vision on town roads.~~

~~1. Schedule regular inspections of roads, bridges, and culverts to determine repair needs on a priority basis. perform maintenance on roads as needed.~~
~~4.~~

~~5. Continue to allocate tax dollars to the Reserve Funds each year.~~

~~6. Encourage the Selectboard to continue use of the maximum amounts of federal and state aid available for highways.~~

~~7. May provide for enforcement of the Town Traffic Ordinance by the County Sheriff and State Police to reduce the high number of trucks and automobiles that travel at excessive speeds and damage paved roads.~~

~~2. Enhance safety by designing road improvements that do not encourage drivers to speed by setting appropriate speed limits. Set appropriate speed limits which will improve safety.~~

~~3. Appropriate speed limits, while promoting efficient movement of traffic, should take into consideration pedestrian use, built-up areas, and schools.~~

~~9.~~

~~9. Appropriate speed limits, while promoting efficient movement of traffic, should take into consideration pedestrian use, built up areas, and schools.~~

~~10.4. The Town will not build new roads, improve old roads, pave existing Class 3 roads, or accept ownership of private roads to accommodate development unless such actions provide long term benefits outweighing costs to the Town as a whole.~~

~~5. Any proposed new private road or driveway that serves two or more residences will should meet minimum standards of construction, grade, and width to permit access by emergency vehicles.~~

~~11. Road improvements that would reduce bicycle safety or discourage bicycling will not be supported in any sense.~~

~~12. Construction of private roads should be regulated in a manner that protects town roads and provides safe intersections.~~

~~13. The design and construction of private roads should be reviewed to ensure the protection of significant natural resources, agricultural and forest land, and scenic beauty.~~

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~~14. In the interest of keeping roads useable while maintaining rural character, roads should not be widened or straightened at the cost of damaging mature trees or stone walls.~~

~~15. Maintain roads so that soil erosion and the use of salt do not adversely affect the environment.~~

~~16. When improving, widening, opening or closing a road, the Town should do a cost benefit analysis.~~

~~6.~~

~~17. Develop and maintain a Capital Budget and Replacement Plan for the purchase of highway and fire vehicles and equipment.~~

Recommended Actions

~~Develop a long range plan and budget to reconstruct and resurface a percentage of the paved town roads every year to reduce deferred maintenance. (Selectboard)~~

~~Determine whether the Town Garage and Shed meet the needs of the Highway Department; plan and budget for additional space as required. (Selectboard)~~

~~Create design and construction specifications for new private roads and driveways to be used in Conditional Use review. (Planning Commission)~~

~~Where feasible provide and maintain pedestrian and bicycle paths with grant funding. (Conservation Commission and Planning Commission)~~

~~Work with legislative representatives to change government regulations on posting roads for weight limitations as traffic weights exceed the structural capacity of Pomfret town roads by granting more local control. (Selectboard)~~

~~1. Work with legislative representatives to change State regulations governing speed limits on gravel roads by granting more local control. (Selectboard)~~

~~2. Identify roads not used for access to properties and change their classification to legal trails for recreation. (Planning Commission)~~

~~3. Make recommendations to the Selectboard about road widening and straightening. (Road Foreman)~~

~~1. The Selectboard **(should/shall)** develop a long-range plan and budget to reconstruct and resurface a percentage of the paved town roads every year to reduce deferred maintenance.~~

~~2. The Planning Commission **(should/shall)** create design and construction specifications for new private roads and driveways to be used in zoning.~~

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3. The Conservation Commission and Planning Commission, where feasible, (should/shall) provide and maintain pedestrian and bicycle paths with grant funding.
 4. The Selectboard (should/shall) work with legislative representatives to change state regulations governing speed limits on gravel roads by granting more local control.
 5. The Planning Commission and Selectboard (should/shall) identify roads not used for access to properties and change their classification to legal trails for recreation.
 6. The Road Foreman (should/shall) make recommendations to the Selectboard about road widening and straightening.
 7. The Selectboard (should/shall) continue use of the maximum amounts of federal and state aid available for highways.
 - 4.8. The County Sheriff and State Police may provide for enforcement of the Town Traffic Ordinance to reduce the high number of trucks and automobiles that travel at excessive speeds and damage paved roads.

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