

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret 05053  
October 18, 2023, 7:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Cutouts and Fences in Highway Right-of-Way b. Salt/ClearLane Purchase c. Webster Hill Traffic d. Right-of-Way Crossing Permit (2460 High Pastures Road) e. Appointments i. Zoning Board of Adjustment ii. Trustees of Public Funds iii. Town Hall Revitalization Committee f. Town Administrator Discussion g. Warrants h. Approval of October 4, 2023 Minutes	7:30 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Executive Session – Attorney-Client Communications	9:00 pm
8. Items for Discussion or Vote a. Settlement Agreement (23-ENV-00092)	9:30 pm
9. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

**Zoom Instructions**

- Computer or Smartphone <https://zoom.us/j/95395079923?pwd=ZjBEEd3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, followed by Meeting ID 953 9507 9923 and Password 306922



Salt, Road Safety  
 24950 Country Club Blvd, Suite 450  
 North Olmsted, OH 44070

**INFORMAL QUOTE LETTER**

Wednesday, August 30, 2023

Account Information		*Contact Information	
Account Number	2500010270	Attn:	VALUED CUSTOMER
Name	POMFRET TOWN OF VT - D4	Title	
Address 1	100 LA BOUNTY RD	Phone	
P O Box		Fax	
City State Zip	NORTH POMFRET, VT 05053	Mobile	
County	WINDSOR	e-mail	

Cargill, Incorporated Deicing Technology Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2023/2024 season.

*Price Basis Per Ton*

Product	DELIVERY	Estimated Tons	Terminal
DEICER SALT ICE CNTRL BLK DR		500	WHITE RIVER JCT US CDT
<i>THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.</i>			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN TEN (10) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258). ORDERS BEING PLACED FOR PICKUP MAY NOT BE AVAILABLE FOR 24 HOURS FROM THE TIME THE ORDER IS PLACED.

**TERMS AND CONDITIONS –**

- Provided this Price Quote Letter is signed and returned within ten (10) business days from the Date, Cargill agrees to hold the quoted prices firm from August 30, 2023 through May 31, 2024. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on Customers adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2023, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing of products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	Credit Limit	N/A
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*Payment terms & credit limits are subject to change.*

*Thank you for the opportunity to be of service. We are looking forward to supplying your salt needs.*

<b>Cargill, Incorporated          Salt, Road Safety</b>  Sara Cope  <i>Sara Cope</i>  800-600-7258 - p 952-404-8491 - f	<b>Accepted</b>
	Signature:
	Name:
	Title:
	e-mail:



Salt, Road Safety  
 24950 Country Club Blvd, Suite 450  
 North Olmsted, OH 44070

**INFORMAL QUOTE LETTER**

Wednesday, August 30, 2023

Account Information		*Contact Information	
Account Number	2500010270	Attn:	VALUED CUSTOMER
Name	POMFRET TOWN OF VT - D4 - 8545	Title	
Address 1	100 LA BOUNTY RD	Phone	
P O Box		Fax	
City State Zip	NORTH POMFRET, VT 05053	Mobile	
County	WINDSOR	e-mail	

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*Price Basis Per Ton*

Product	DELIVERY	Estimated Tons	Terminal
CLEARLANE® DEICER ENHNCD BULK	█	900	SHELBURNE VT US CDT 1001
<i>THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.</i>			

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- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

<b>Payment Terms</b>	NET 30	<b>Credit Limit</b>	N/A
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<b>Cargill, Incorporated</b> <b>Salt, Road Safety</b>  Sara Cope  <i>Sara Cope</i>  800-600-7258 - p 952-404-8491 - f	<b>Accepted</b>
	Signature:
	Name:
	Title:
	e-mail:

**TOWN OF POMFRET**

**APPLICATION FOR TOWN HIGHWAY RIGHT-OF-WAY CROSSING PERMIT**  
(Application fee of \$100 payable to Town of Pomfret)

Landowner Name: MARC PUGLIA Phone: [REDACTED] Email: [REDACTED]

Street Address: 2460 HIGH PASTURES RD, Pomfret State: VT Zip: 05067

The undersigned requests permission to cross over / (under) (circle one) the right-of-way of HIGH PASTURES (road name)  
at UTILITY POLE 61/34 ~~ACROSS~~ ACROSSED FROM 2460 HIGH PASTURES (describe precise location)

for the purpose of INSTALLING CONDUIT FOR EC FIBER (describe specific purpose).

The crossing will be approximately 500 (feet) from the intersection of GRANITE LEDGE (nearest intersection).

SEE ATTACHED

(PROVIDE DETAILED SKETCH OF CROSSING LOCATION ABOVE)

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

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

Additional standards, restrictions or conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

CONTRACTOR FOR MARC PUGLIA  
[Signature] VALLEY TURT SERVICES TODD F. HOLMES 10/16/23  
Applicant Signature Applicant Printed Name Date

Application fee of \$100 received on 10/11, 2023 by [Signature]

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

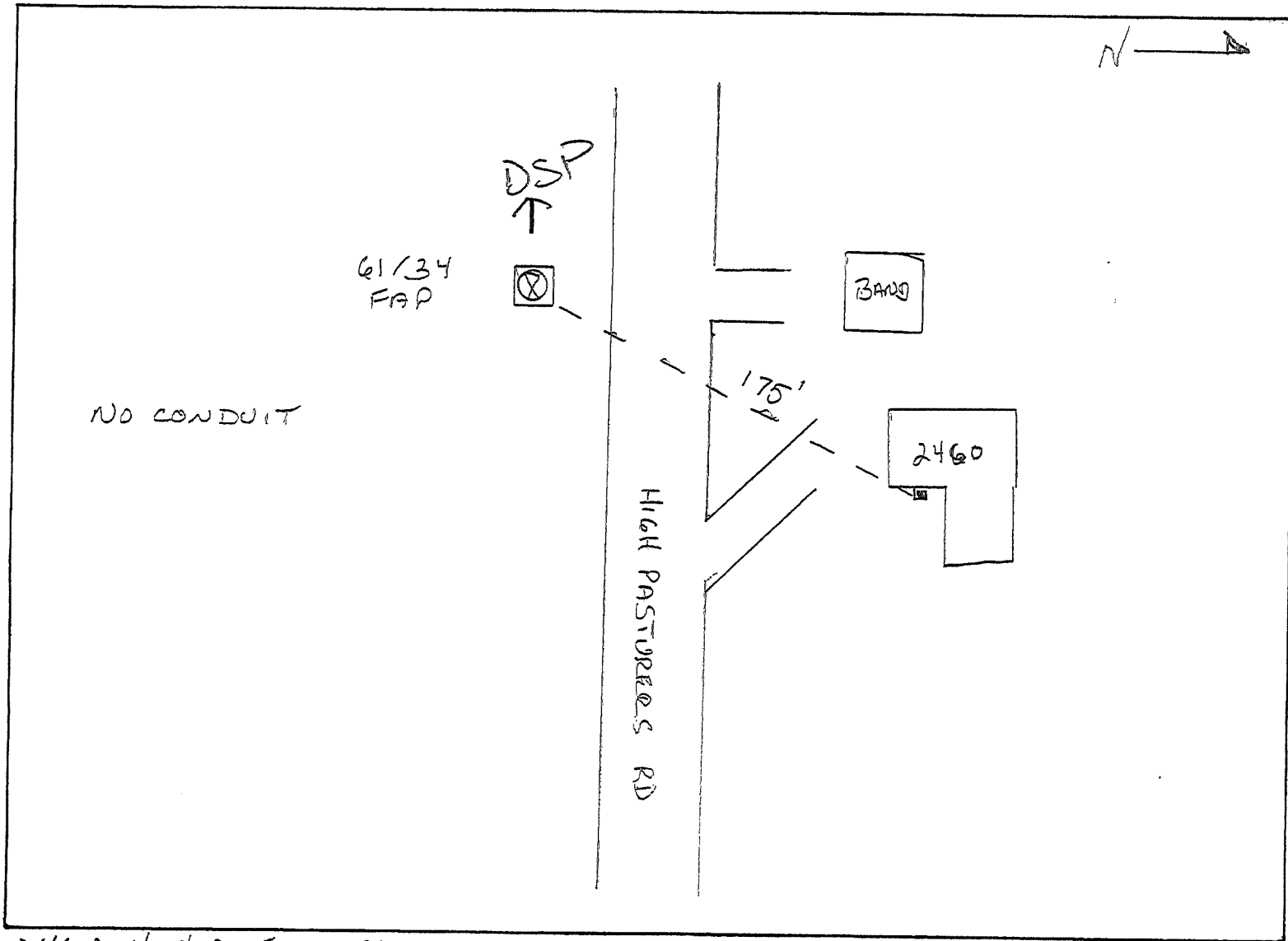
PERMIT APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Road Commissioner Selectboard Chair

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

\_\_\_\_\_  
Road Commissioner Selectboard Chair Date

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



2460 HIGH PASTURES RD  
POMFRET, VT.

UNDERGROUND

**TOWN OF BRISTOL**  
**Job Description**

**Town Administrator**

**Job Summary:** The Town Administrator is a highly responsible administrative and supervisory position overseeing the overall operations of the Town under the direction and at the discretion of the Selectboard. The Town Administrator shall be subject to the Town's personnel policies, but also may be subject to the terms of a contract negotiated between the Selectboard and employee.

**Essential Duties and Responsibilities:**

1. Act as the chief executive officer of the Town and carry out the policies established by the Selectboard and be responsible to the Selectboard in such matters.
2. Attend all meetings of the Selectboard except when the Administrator's compensation, evaluation, contract or removal is being considered, or when the Selectboard allows or an absence is requested. The Administrator shall keep the Selectboard informed of all important matters involving the Town and shall make reports and recommendations to the Board as it so directs or as the Administrator deems advisable.
3. Be an ex-officio member of all standing committees of the Town, with the right to attend and participate in all meetings, but shall have no vote in any such committee.
4. Perform all other duties required by his/her employment contract, Town policies and ordinances, by state statute or by resolution of the Selectboard.
5. Prepare, with input from all subordinate department heads, an annual budget for the Town, which included the water, sewer and police districts; submit it to the Selectboard for review and approval, and be responsible for its administration after adoption; except where other entities are responsible by statute or Selectboard policy.
6. Oversee the gathering of information for and preparation of the annual Town Report for distribution in accordance with statute prior to Town Meeting, and including such information as the Selectboard may direct.
7. Work with the Treasurer to assure that monthly budget reports and a preliminary year end budget report are furnished to the Selectboard in a timely manner.
8. Be responsible for the efficient and well-managed operation of all departments and functions of the Town with the exception of the schools and library, including but not limited to the road department, police department, recreation department, fire department and water and sewer districts.
9. Be the general purchasing agent for the Town with the exception of the schools and library, subject to the Purchasing Policy adopted by the Selectboard.
10. Work with the Treasurer to administer a system of accounts to facilitate good budget management and records.

11. Act as the Selectboard's agent in the supervision of employees. Advise the Selectboard and make recommendations in regard to the appointment and hiring of employees, the setting of salaries and wages, the management of benefits, and the discipline or discharge of employees. The Town Administrator may reprimand and suspend employees subject to the provisions of the Town's Personnel Policy. The Administrator may delegate to subordinate employees any duties conferred upon the Administrator unless otherwise directed by the Selectboard. The Selectboard will work through the Town Administrator in the direction and supervision of all employees. In no case shall individual Selectboard members give orders publicly or privately to any department head or employee of the Town who is under the supervision of the Town Administrator.

12. May with the approval of the Selectboard act as the Town's agent in the signing of contracts, purchase orders, legal matters, Revolving Loan Fund loan closings, and similar matters.

13. Prepare long range planning documents or capital plans as directed by the Selectboard and with input from various department heads and committees.

14. Be responsible for developing policies for the general direction of Town affairs at the request of the Selectboard.

15. Ensure that all Town and special service district ordinances are enforced.

16. Serve as a liaison between the general public and the Selectboard.

17. Act on behalf of the Town in making application for and the administration of any grants applied for and received by the Town or special service districts after Selectboard approval.

18. Prepare agendas for Selectboard meetings in cooperation with the Selectboard Chair. The Town Administrator shall make such arrangements for all Town Meetings that are not the responsibility of the Town Clerk as the statutory supervisor of elections.

19. Oversee the proper use, scheduling and maintenance of public buildings and property.

20. Act as the Emergency Management Director (EMD), and work with the Emergency Management Deputy and Coordinator to create the Local Emergency Operation Plan and other strategies for preparedness.

21. Other duties as assigned by the Selectboard.

**Qualifications:** Bachelor's or Master's Degree preferred, with a preferred course of study in public or business administration, finance or equivalent subjects. Five years' experience in local government planning or administration, or equivalent experience in business or government. Combinations of the above qualifications or other qualifications may be acceptable as determined by the Selectboard.



## Knowledge, Skills and Abilities

- Knowledge of intergovernmental relations, finance, accounting, and budgeting in relation to the field of municipal management;
- Knowledge of state and federal statutes affecting municipal governments including but not limited to, financial, public works, and personnel practices;
- Ability to work effectively with local, regional, and state agencies, non-profit organizations and town citizens;
- Commitment to Town's purposes and objectives as determined by its voters, Selectboard, and commissions
- Ability to communicate effectively, both orally and in writing, with a proficiency in public speaking;
- Ability to work with multiple interests on behalf of taxpayers, voters, and other stakeholders;
- Ability to conduct and interpret legal research, and present findings;
- Ability to manage and resolve conflict;
- Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques, and offer objective recommendations;
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- Ability to direct and supervise staff;
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously;
- Ability to keep accurate, organized records;
- Ability to work independently without direct supervision
- Ability to manage confidential information in a professional manner;
- Ability to listen to and accept criticism;
- Attend appropriate training to maintain and improve skills;
- Have a positive attitude and work well as part of a team;
- Ability to positively interact with the general public, other town officials and employees, volunteers and the media.
- Ability to oversee construction and infrastructure projects.
- Ability to handle small building maintenance tasks, such as, but not limited to, snow removal, installation of storm windows and screens, changing lightbulbs, etc.

**Working Conditions:** This job is a salaried position as defined in the Town's Personnel Policy. It is expected to be performed under normal office conditions for a period of forty to forty-five hours per week. It is recognized that there is considerable time spent beyond the normal working hours both in the field and at various meetings.

**Adoption:** This job description was reviewed and adopted by the Bristol Selectboard on March 24, 2014, then amended on March 20, 2017.

Town Administrator  
Bristol, Vermont

The Town of Bristol is seeking highly motivated candidates for the position of Town Administrator. Bristol (pop. 3894) is a steadily growing, vibrant community located in Central Vermont's Addison County.

The Selectboard is seeking an individual with strong business and financial management skills, ability to oversee 11 full-time, 4 part-time employees and 35 paid on call fire fighter's, administer approximately \$3.27 million in general operating and other funds, experience in economic development, grant writing, growth and planning issues. Knowledge of municipal process and municipal experience are a must. A detailed job description is available at [www.bristolvt.org](http://www.bristolvt.org).

Salary is commensurate with experience and comparable with Towns of similar size. Minimum of four years of municipal experience, Incident Command System training and a degree, preferably in business or finance, are preferred.

To apply, please send a confidential cover letter, resume and three references to:

Bristol Town Administrator Search  
PO Box 249  
Bristol, VT 05443

Deadline to apply is Monday, July 31, 2017. The Town of Bristol is an equal opportunity provider and employer.

## **Town Administrator- WTA**

**Job Description:** Warren Town Administrator (WTA)

**FLSA Status:** Full-time / Salaried

**Reports To:** Warren Select Board

**Work Hours:** In general, regular work week hours are 8 a.m. to 4 p.m. Monday through Friday.

### **ADMINISTRATIVE DUTIES;**

The Warren Town Administrator is an employee of the Town of Warren and works under the direction and supervision of the Warren Select Board (hereafter WSB) which is vested with certain decision making, fiscal and administrative powers and responsibilities as per the applicable laws of the State of Vermont. The WSB has the legal capacity to hire and to delegate certain administrative functions of the Town of Warren to a Town Administrator, whose duties and responsibilities are as outlined below. It shall be clearly understood that the WSB retains the right to exercise these same administrative functions if or when it might become deemed necessary or in the Town of Warren's best interest. And, that while delegating certain administrative functions to the Warren Town Administrator (hereafter WTA), all matters of policy and fiscal expenditure shall remain firmly and entirely with the jurisdiction of the WSB.

### **OUTLINE OF ADMINISTRATIVE DUTIES**

The WTA shall, on an ongoing basis, maintain administrative oversight of the following functions and duties, as directed by the Warren Selectboard, so as to provide for the proper daily operation of the Town of Warren. Additional administrative tasks may, at times, be required of the WTA, as per the direction of the WSB. This outline is not necessarily intended to be all inclusive.

- The WTA will attend all announced and emergency meetings of the WSB. Direct assistance to the WSB shall include, but not be limited to, the following:
  1. To carry out the decisions, policies, regulations, programs and plans of the WSB as duly voted.
  2. To cause duties required of the Town, not committed to the care of any other officer or employee, to be duly performed and executed, which may include signing forms, reports, requisitions, and other documents.
  3. When more immediate action may be required, and such action requires a decision involving significant policy issue, the WTA shall first seek the concurrence of the WSB chair, who may elect to convene a special meeting. In any case, however, the WTA shall act in accordance with WSB policy as duly approved.
- To generally help coordinate efforts with and between all departments As such, the WTA must understand the general workings of all various town assets including: town buildings, town lands, town owned equipment, tools, and other property, town projects, grant availability and application.

- The office of WTA must act as a conduit for information to flow from the various departments to the WSB
- Act as a liaison between the WSB and the Town Staff in general. To have general oversight of administrative functions, except those exercised by other elected town officers, department heads, or employees. This also includes interaction with members of the public and or taxpayers while answering questions and making referrals.
- Insure that the essential functions of the town are carried out where action is needed, required or desirable prior to a scheduled Select Board meeting, up to and including authorizing orders on the general fund of the town for regular and necessary expenditures as established by the WSB's policies. The Administrator shall report such actions to the Selectboard at the next scheduled meeting. Where action requires an expenditure of funds exceeding an amount previously authorized by the Selectboard, the Administrator shall first seek the concurrence of the Selectboard chair, who may elect to convene a special meeting of the WSB
- Open, date stamp, and read WSB correspondence. Notify the WSB chair of any correspondence requiring immediate action. Summarize and organize materials into a written report for the WSB and distribute to the WSB and Town Clerk (and any other parties identified) prior to the meeting
- Develop WSB meeting agendas (in consultation with the Chair)
- Maintain the town's website. Coordinate with Town Clerk/Treasurer on the posting of meeting agendas and minutes for the WSB and all other boards, departments, commissions, committees, in town, that are subject to Vermont's Open Meeting law
- Research topics of concern and prepare action recommendations as requested by the WSB
- Serve as a representative of the WSB or as designated (primary) WSB contact in communications with Local, State, Federal and other agencies in matters pertaining to the town
- Coordinate with the Town Attorney and serve as the primary point of contact for the town in legal matters pertaining to the jurisdiction of the WSB
- Be fully informed and knowledgeable of town policies, ordinances, plans and their implementation. Recommend updates and revisions to the WSB
- Additional duties which may be required and assigned include: acting as liaison or providing direct assistance to Health Officer, Animal Control officer, Constables, Emergency mgmt., as may be required or directed
- Act as Town Safety and Compliance Officer to insure compliance with applicable rules, codes and regulations (VOSHA, MSH, SCPPC, Fire Safety and Electrical Code, etc.) which the town is subject to. Review the status of the town's compliance with all rules and regulations and report to the WSB for action any areas of non-compliance on an ongoing basis
- Develop and maintain a list of projects, appropriate priorities, and action programs, including a times/due date calendar;
- Administer all town insurance policies including, but not limited to: review of current coverage, implementing necessary changes, and recommending changes and implementation when required by changes in State or Federal law;
- Assist WSB in using their time and facilities most effectively;
- Assist WSB in fulfilling their responsibilities regarding the Town's financial programs, including the Annual Budget, Capital Budget and Plan, annual Town Report, and monthly financial reports. Work with Town treasurer and all other Town Departments to solicit initial budget comments and suggestions for consideration and approval by the WSB.
- Research and present findings on grant opportunities to the WSB. Write grant applications as directed and administer awarded grants
- Perform such other tasks and assume such other responsibilities and "special projects" as the WSB may assign or delegate
- Develop and maintain record keeping system in compliance with the State of VT's Open Meeting Law.

**Requirements of Work:**

- Knowledge of intergovernmental relations, finance, accounting and budgeting relating to municipal management.
- Knowledge of State affecting municipal governments including, but not limited to, financial, public works, and personnel practices.
- Able to represent the interests of the Town effectively and appropriately.
- Able to deal with the employees, the public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm and knowledgeable while under possible stressful situations.
- Possess a positive attitude and be an effective team member able to manage and resolve conflict and to direct and supervise staff as needed.
- Strong communicator, orally and in writing.
- Accurate, timely and organized record-keeper.
- Independent self-starter who organizes and uses time effectively. Exceptional ability to multitask.
- Able to exercise sound judgement and discretion in the handling of sensitive information. Able to listen to and accept criticism and have the ability to communicate and work well with others.
- Working knowledge of MS office including Word, Excel, Power point as well as experience with NEMRC and other basic computer and web skills.
- Possess broad knowledge of materials, methods, equipment and techniques commonly used in the various activities of Town departments.

**Qualifications:**

Must have a high school degree. A college degree in public administration, political science, business management or relevant discipline is preferred and/or a minimum of three years' experience in an administrative or managerial capacity in either municipal government or business, or a combination of equivalent experience as the WSB deems sufficient.

The WTA will exhibit a commitment to the Town's goals and objectives as determined by its voters, current WSB, and commissions. The WTA will also exhibit initiative, leadership, and judgement in the administration of all affairs placed in his/her charge.

**Licenses:**

Possession of a valid Drivers license and a vehicle to use when traveling on town business.

**Compensation:**

Commensurate with experience. This is a full-time salary position; flexible schedule requires night meetings and attendance at all WSB meetings. Some travel is required. Benefits are subject to the terms and conditions of the Personnel Policy and any other policies duly adopted by the WSB.

**Physical demands/Work environment:**

This is primarily an office-based job in an active municipal office setting. While performing this job, the WTA is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and buildings. The employee must occasionally lift up to 30 lbs. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Warren is an Equal Employment Opportunity employer.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Select Board Approval**

\_\_\_\_\_  
Select Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Chair Signature

\_\_\_\_\_  
Date

# **Town Administrator**

at Town of Highgate in Highgate, Vermont, United States

## Job Description

### Summary:

The Town Administrator works as an agent of the Select Board, executing many of the Select Board's administrative functions to run the municipal government of the Town. This does not include the Town's school.

The Town Administrator position is full-time, Monday – Friday, 8:30am – 4:30pm. The position requires attendance at evening Select Board meetings twice per month, Planning Commission meetings once per month, Village Core meetings once per month, and occasional participation at other Town Board meetings as necessary.

Compensation will be based on knowledge and experience; benefits include health care, retirement, short term disability, life insurance, paid holidays and vacation.

### Preferred Qualifications:

- A self-starter and collaborative leader with a demonstrated ability to work with minimal supervision
- A degree in public administration, management, finance, or a related field and/or equivalent experience in municipal government, business management, or non-profit administration.
- Organizational skills with the demonstrated ability to plan for and manage multiple tasks and deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Grant-writing and/or proposal-writing experience, ideally with a track-record of successful awards.
- Ability to communicate effectively with the Select Board, other Town departments, governmental agencies, the public, and the press.
- Ability to understand and ensure compliance with municipal, state, and federal laws, regulations, and requirements.
- Fluency in word processing and spreadsheet software; familiarity with video conferencing software, accounting software, and other common business applications.

### Duties/Responsibilities:

- Carry out the imperatives of the Select Board, as directed by the Board.
- Assess the Town's municipal requirements on an ongoing basis and communicate these findings to the Select Board.
- Facilitate Select Board meetings including all preparation work and operate video conferencing software while administratively running the meetings. Prepare the meeting minutes for the Select Board to review and approve. Ensure all warrants are appropriately signed and filed.

- Ensure compliance with public meeting laws.
- Serve as lead agent for the annual municipal audit, including all policy and grant reporting.
- Serve as the general purchasing agent for the Town's municipal government.
- Act as the liaison to the Town Attorney and other regional, state, and federal agencies.
- Prepare, distribute, and publish Requests for Proposals (RFPs) and manage incoming bids.
- Act with the approval of the Select Board as the Town's agent in signing municipal contracts, agreements, purchase orders, and similar matters.
- Supervise all human resource functions of the municipality.
- Prepare and publish employment opportunity notices at the direction of the Select Board.
- Research and identify grant opportunities for all municipal departments, and write and manage grant applications as directed by the Select Board.
- Develop the annual budget in coordination with all municipal departments.
- Supervise and coordinate maintenance of municipal facilities.
- Maintain and periodically review municipal bylaws, ordinances, policies, and procedures for completeness, consistency with best practices, and compliance with applicable laws and regulations. Propose updates as necessary.
- Assist the Select Board in economic development, community relations, and recreation.
- Coordinate and participate in community events.
- Respond to emergency management incidents and critical events.
- Perform other duties as assigned by the Select Board



# **Town of Starksboro Job Description Town Administrator**

FLSA Designation: Non-Exempt  
Hours per week: 18-24 hours per week (position may increase in future)

## **Scope of Position:**

The Town Administrator (TA) works to support the Starksboro Selectboard in fulfilling its duties and responsibilities to the town. The Town Administrator is charged with carrying out programs, implementing policies and procedures, addressing personnel issues, serving as grants administrator, and overseeing IT and HR systems as directed by the Selectboard. The TA will work cooperatively with the Town Clerk to ensure the work of the municipal office is done.

The Town Administrator is responsible for planning, organizing, directing, and coordinating the affairs of the town in areas not directly the responsibility of others, for assisting the Selectboard in developing policies for the general direction of town affairs, for planning long-range programs for town departments, and responsible for the performance of administrative and technical duties as assigned by the Selectboard. The TA is appointed and works at the discretion and direction of the Selectboard.

The TA is expected to work an average of 18-24 hours per week with total hours to be determined by the Selectboard or as the workload requires. The TA shall be available to attend Selectboard meetings (Regular, Special, Emergency meetings) as well as Public Hearings, Quasi-judicial Hearings and other meetings scheduled by the Selectboard and other committee meetings as needed. Work is performed independently within general policies established by the Selectboard. The Town Administrator reports to the Selectboard, which means a quorum of three or more Selectboard members in a duly-warned meeting. The Selectboard Chair does not have any additional authority to manage or direct the TA except as delegated by the Selectboard.

## **Duties and Responsibilities:**

- Carry out the policies of the Town and decisions of the Selectboard as directed
- Serve as the contact person and liaison between federal and state agencies, other municipalities, organizations and nonprofits, local agencies, regional planning, and individuals to ensure effective and efficient flow of information
- Act as liaison to law enforcement in conjunction with the Selectboard, Animal Control officer, Town Clerk, Health Officer, or another town official
- Serve as primary contact with Town Attorney
- Oversee Information Technology (IT) and computer related equipment and systems; coordinate contracts and solicit bids for new or replaced IT equipment
- Assist the Selectboard with policy making by identifying problems and opportunities, analyzing options, and offering recommendations to the Selectboard for policy improvements; Conduct periodic review of all policies and procedures
- Assist with the preparation and management of town budgets and annual budget planning; coordinate with Treasurer, Auditors, and Selectboard

- Proactively identify issues and opportunities that may be of concern or interest to the Selectboard and present summaries of the those for board consideration
- Research grant opportunities, write grant applications and act as the administrative officer of active town grants; Work with other dept. heads to identify priorities for future funding
- Serve as HR manager and handle personnel matters; conduct staff annual reviews; conduct probationary employee and performance reviews with department heads and/or Selectboard

#### **Administrative**

- Prepare Selectboard's meeting agendas, minutes, and correspondence
- Work with town clerk, staff, and volunteers to ensure Open Meeting Law compliance
- Organize and make available policies, ordinances, and other public documents of the board
- Maintain HR records, prepare and publish employment and volunteer opportunities
- Coordinate employee training and documentation with town clerk and road foreman
- Prepare, distribute, and public RFPs and manage incoming bids, other than highway
- Prepare and submit reports (quarterly, bi-annually, annually) for town properties, landfill, etc.
- Manage and oversee town website; train staff as needed
- Make arrangements for public hearings, informational meetings and other Selectboard meetings not held in the town offices
- Gather information and do historical and/or legal research as requested by the Selectboard
- Serve as DOT employee testing coordinator and maintain records of mandatory drug tests for required employees (CDL license holders)

#### **Requirements of Work:**

- Valid driver's license and reliable transportation
- Excellent oral and written communication skills
- Professional demeanor and interpersonal skills
- Ability to work with the public and manage challenging situations

#### **Qualifications: Education, Training and Experience**

- College degree or equivalent amount of professional experience in nonprofit administration or business management or similar fields
- Knowledge of general municipal government operations required
- Strong computer skills and proficiency in Microsoft Office programs
- Grant writing and management skills required
- Employee management and HR skills required
- Working knowledge of municipal accounting and budget preparation preferred
- Experience with website maintenance preferred
- Organizational systems and/or management preferred

#### **Physical Demands / Work Environment:**

The job is not physically demanding but does require the ability to work some evenings, to be determined. Schedule and evening hours to be reviewed annually or as needed to ensure work-life balance.

Town of Pomfret Selectboard  
Draft Meeting Minutes  
October 4, 2023

Present: John Peters, Benjamin Brickner, Meg Emmons (from 8:50 pm), Emily Grube

Public: Ryck Morales (U.S. Small Business Administration), Jim Potter (Road Foreman), Nancy Matthews (Auditor), Doug Tuthill (Constable), Cathy Emmons, Chris Markwell, Bailey Markwell, Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 7:02 pm.
2. Executive Session
  - a. Ben moved and John seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the appointment, employment or evaluation of public officers or employees. Unanimous (Chamberlin and Emmons absent). The Selectboard entered executive session at 7:05 pm.
  - b. The Selectboard exited executive session at 7:37 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and John seconded that a Stitzel, Page & Fletcher authorization be added before Warrants and Item 6C (Request to Cater Permit (2324 Stage Road)) be deleted. Unanimous (Chamberlin and Emmons absent).
4. Public Comment
  - a. Ryck Morales, Public Affairs Specialist in the Office of Disaster Recovery and Resilience of the Small Business Administration, outlined support services available to home owners for property damage resulting from the July floods. The deadline to apply is October 12.
  - b. Doug Tuthill asked the Selectboard to clarify the role of Constable as it relates to the role of the Sheriff, arguing that in certain situations, handling issues with a local Constable may be more productive and cost effective. John suggested this be added to a future agenda.
  - c. Cathy Emmons reported that the temporary traffic pattern changes on Cloudland Road and Barber Hill Road have improved safety and quality of life for area residents. Jim noted that a “road closed” sign and reflective barrel had to be replaced.
5. Road Foreman’s Report – The new generator has been installed at the town garage; electrical work to be finished this week. Jim is attempting to purchase a 500-gallon fuel tank to be buried at the garage. If the town owns the tank, we are not tied to a particular fuel vendor. Gregg Freeman submitted an emergency request for a Right-of-Way Crossing permit on Broad Brook Road to install a new drain pipe to replace a collapsed pipe in the same location. As a result of the collapse, Mr. Freeman’s basement is wet. Jim performed a site visit and sees no issue. Ben moved and John seconded approval of the permit, with a condition that Mr. Freeman give Jim at least 5 days’ notice before commencing work. The road work will be announced on the Pomfret and Barnard listserves. Jeff White on Kenyon Hill Road is removing a barn that is close to right-of-way. Once that is finished Jim will repair the roadside and install new material. Caleb from Pike hopes to complete the Stage Road paving this season. If the work slips to 2024 the 2023 pricing will be honored. Chris Bump will join Jim and Kyle (Division for

Historic Preservation) on a site visit of the Wild Apple Road culvert. Jim has ordered 20 new road signs and posts to replace those that have been damaged or gone missing. Deanna Jones contacted Jim regarding mowing at the Caper Street intersection with Pomfret Road.

6. Items for Discussion or Vote

- a. Salt and ClearLane Purchasing – Jim will confirm the state’s pricing to determine whether the Selectboard can accept the Cargill proposals without first soliciting sealed bids.
- b. Abracadabra Limited Event Permit – Ben moved and John seconded approval of the Limited Event permit application for October 8. Unanimous (Chamberlin and Emmons absent).
- c. Revised Purchasing Policy – Final changes were discussed including spending thresholds and the list of authorized purchasing agents. Ben moved and Emily seconded approval of the policy as revised. Unanimous (Chamberlin and Emmons absent). Nancy would like to proceed next with the Reserve Fund Policy. She will distribute a draft for review at a future meeting.
- d. Appointment of ZBA Members – Ben received interest from two residents. A second solicitation will be sent via the listserv with appointments to be made at the October 18 meeting.
- e. Town Administrator Job Description – Becky received and shared town administrator job descriptions used in several other Vermont towns. The Selectboard will review and prepare a draft description for discussion purposes.
- f. Preliminary FY 2025 Budget Planning – Neil Lamson or Kristen Esty will be asked to prepare the updated budget worksheets to be used to develop the FY 2025 budget. Individual departments will be asked to submit their budget requests by mid-November.
- g. Stitzel, Page & Fletcher Authorization – Ben moved and John seconded that Stitzel, Page, & Fletcher be authorized to accept service on the Town’s behalf in the matter of White vs. Mann (No. 23-CV-03473). Unanimous (Chamberlin absent).
- h. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24028	\$ 10,494.18	Payroll
24029	55,899.29	A/P

Unanimous (Chamberlin absent).
- i. Approval of Minutes – Ben moved and Emily seconded approval of the September 20, 2023, meeting minutes as presented. Unanimous.

7. Meeting Wrap Up

- a. Correspondence – None.
- b. Review of Assignments – Ben to contact Ellen about insurance for road sign loss, Joe re: White vs. Mann service, post the ZBA openings on the listserv. Cyndy to post the Broad Brook Road work on the Pomfret and Barnard listserves.
- c. Agenda for Next Meeting – Revised Reserve Fund Policy, ZBA appointments, Trustee of Public Funds appointment, salt/ClearLane purchase, continued Town Administrator discussion.

8. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:22 pm.