

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret 05053
December 6, 2023**

**Executive Session Possible at 6:30 pm
Public Session to Begin at 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:30 pm
2. Possible Executive Session – Employee Agreements	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman’s Report	7:05 pm
6. Items for Discussion or Vote a. Road Crew Communications Devices b. Better Roads Grant Application c. Overhead Door Contract d. RFP Wild Apple Bridge Construction e. Generator Service Contract f. Capital Program and Budget Policy and Procedure g. FY 2025 Budget Discussion h. Town Administrator Discussion i. Warrants j. Approval of November 29, 2023 Minutes	7:30 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
8. Possible Executive Session –Employee Agreements	9:15 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

The Genuine. The Original.



Overhead Door Company of Rutland
63 Plain Street
Rutland, VT 0570
Ph. 802-775-5711
Fax.802-775-6586

To Our Valued Customer:

Overhead Door Company of Rutland is pleased to present to your company, our Planned Maintenance Program for 2024. Please take a moment from your busy schedule to look over this important offer. Please pay special attention to the discounts that apply to parts.

Planned Maintenance is the yearly “tune up” for overhead doors, rolling steel doors, openers and dock equipment that will help ensure trouble free operation. **P.M.** is comparable to having your heating system checked in the fall. Professional service ensures peace of mind and will reduce the risk of untimely or emergency service calls.

This offer is an excellent opportunity to save money on necessary yearly maintenance for your overhead & rolling doors, electric openers and dock equipment. If you have any questions about our 2024 **Planned Maintenance** offer, please call us at (802)775-5711 or email Emily Patrick at emily@rutlandohd.com.

Sincerely,

Overhead Door Company of Rutland

“P.M.” Service Agreement-2024

OVERHEAD DOOR COMPANY OF RUTLAND will perform our 18 point “P.M.” (Planned Maintenance) service on your overhead and rolling doors, electric openers, and dock equipment between the months of January through September.

SERVICE INCLUDES:

1. Check all nuts, bolts, fasteners, and set screws.
2. Check door for proper alignment, balance, and counter balance,
3. Check for excessive wear on rollers, bearings, and cables.
4. Straighten track and refasten where required (inspect back hanging, safe and secure).
5. Check, adjust and lubricate chain hoist (if any).
6. Note any damaged sections, broken or cracked glass.
7. Lube springs, pulleys, rollers, bearing, hinges, and locks.
8. Adjust vertical tracks and top fixtures for tight seal.
9. Inspect condition of present stops and/or weatherstripping.

Extension Spring Doors

1. Check stud & clevis pulleys for excessive wear.
2. If the door has safety cables check all connections. If it does not have safety cables, recommend them to the customer.

Electrically Operated Doors

1. Check chain tension and alignment of sprockets.
2. Check limit adjustment.
3. Check brake adjustment and function.
4. Check belt wear.
5. Check all nuts, bolts, fasteners, and set screws.
6. Lube all moving parts (including bearings).
7. If the door has a rope attachment, recommend removal.

No additional work will be performed without proper authorization.

All work will be performed during normal working hours (7:30 AM to 4:30 PM) Monday thru Friday.

PLEASE SIGN AND RETURN THE NEXT PAGE VIA EMAIL, MAIL, OR FAX.

RATES:

1. Two Hundred and Forty Dollars (\$240.00) per hour for two technicians.
2. Ten percent (10%) discount off any parts or lubricant used.
3. Recommendations for repairs or replacements to your existing equipment will be priced to include a 10% discount and must be accepted within 30 days from issue date, for discount to be applicable.
4. Thirty (30) day warranty against defective parts and labor.

TERMS:

All invoices are NET30. An interest charge of 1½% per month (18% annual) as well as collection and court costs will be added (if necessary) on overdue accounts.

Names of Personnel authorized to **OK** additional work:

Date: _____

X _____

AUTHORIZED SIGNATURE

If more than one PM is requested per
 Calendar year, please indicate your
 Months of preference.

Your Company Name

Address

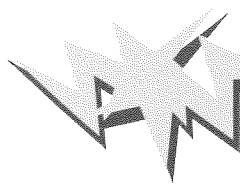
City/Town State

How many garage doors?

Phone _____

Email _____

OVERHEAD DOOR COMPANY OF RUTLAND will not be responsible for misuse or negligence pertaining to the products and/or services of this "P.M." Service Agreement. NOTE: It is impossible to determine if a spring or electrical part may fail, even immediately after service work is performed.



Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 TOLL-FREE: 866-769-3797 • (802) 485-6567 • FAX: (802) 485-6690
E-mail: info@brookfieldservice.com • www.brookfieldservice.com

*Sent email
10.13*

Dear Valued Customer:

We are pleased to present our **2024** Preventative Maintenance Agreement for your standby generator. Attached you will find your agreement that is specific to your generator size and location.

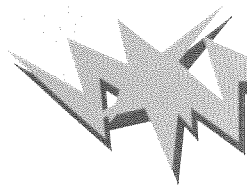
Your generator is a combustible engine that produces electricity. Regular preventative maintenance is essential for your generator to operate safely, reliably, and efficiently during power outages.

Please review the agreement which includes two options to consider for your generator's maintenance program. You are not required to pre-pay for the service, however if you do pay before the discount date you will be able to take advantage of the discount. If you opt not to pre-pay, returning the agreement with your signature commits us and you to the price of your service as shown in the agreement and ensures you are flagged for the schedule. I can take email confirmation as your approval, just be sure to indicate in your email which program you want and whether or not you intend to pre-pay. As always checks are accepted, be sure to put your customer agreement number (located in the upper right corner of the agreement) on your check.

Thank you for the opportunity of letting Brook Field Service take care of your generator's needs. I'm always available and welcome any questions or comments you may have.

Jim Brochhausen
Brook*Field*Service

Town of Pomfret				
C-0009392				
North Pomfret - 5218 Pomfret Road	Town Office	CH740EP #4227104581	Kohler 14RESA #SGM32355B	RXT #SGM322KDB
South Pomfret - 2026 Pomfret Road	Teago	GM 1.6L, 4 Cyl	Kohler 15RES #2087183	Kohler RDT #12073853
North Pomfret - 7373 Pomfret Road	Fire Dept	Generac 1.6L, 4 cyl	Generac 4605610100 #2080189	Generac GT5020WAXDNAY #98484



Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 TOLL-FREE: 866-769-3797 • (802) 485-6567 • FAX: (802) 485-6690
E-mail: info@brookfieldservice.com • www.brookfieldservice.com

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Customer Agreement #
C-0009392

PREVENTATIVE MAINTENANCE AGREEMENT Contractual Year 2024

Below please find the two preventative maintenance programs available for your standby generator. Prices quoted apply to the following: **Town Office Pomfret VT (3)Units Total - (2) Fire Dept. (1) Town Office, see attached list**

Manufacturer/Model#/Serial#

Engine: See Attached List
Equipment Driven: See Attached List
Switch/Controls: see attached list

Please indicate your acceptance of this agreement and terms by circling program you are selecting and signing below.
PLEASE RETURN (1) COPY TO BROOK FIELD SERVICE.

PROGRAM #1 – **COMPLETE ANNUAL MAJOR SERVICE** \$789 OR \$750 If Prepaid By: November 10, 2023
Parts, labor and mileage included
See reverse side for details

PROGRAM #2 – **TWO VISITS A YEAR** \$1,421 OR \$1,350 If Prepaid By: November 10, 2023
(1) Major & (1) Minor Svc.
Operational checkout service/analysis
See reverse side for details

Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 Per Unit

Date _____

DATE: October 10, 2023

Authorized Signature

Jim Brochhausen
James Brochhausen, Brook Field Service

Credit Card Number: _____

Expiration Date: _____ Security Code: _____ Zip Code for Card: _____

You may give our office a call with payment information if you prefer, 802-485-6567.

EMAIL: _____ PHONE#: _____

CUSTOMER PREFERENCE: (check on) No appointment needed Coordinate appointment

PREVENTATIVE MAINTENANCE AGREEMENT
Program Details

Program 1 – Once a year maintenance program, Major Service

- A technical inspection and testing of your generator (multi-point test and review)
- Upload controller latest software upgrades
- Oil change and oil filters replaced
- Oil and diesel fuel analysis
- Air and fuel filters replaced
- Tune up of engine
- Coolant fluids tested for liquid cooled models
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
 - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
 - At your request - this will require an interruption of power.

Program 2 – Twice a year maintenance program (Done 6 months apart, Major & Minor)

- Includes items listed in Program 1, Major Service
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
 - At your request - this will require an interruption of power
- Vermont State Inspection (if required – this will require an interruption of power)

Where to send your agreement form:

Fax: 802-485-6690

Email: info@brookfieldservice.com

Mail: Brook Field Service, PO Box 47, Northfield VT 05663

CAPITAL PROGRAM AND BUDGET POLICY AND PROCEDURE
TOWN OF POMFRET
DRAFT revised 11 12 23

PURPOSE: The purpose of the Capital Program and Budget Policy is to establish a capital improvement program (CIP) for the Town of Pomfret in accordance with 24 V.S.A. § 4430. The capital assets of the Town and their condition are critical to the quality of services provided to the municipality. A CIP is a **five year or (long term)** financial plan for the construction or acquisition and maintenance of capital assets. It provides for the planning of future financial needs, resources and financing of projects, matching costs with funding options in order to better manage its long-term financial position.

CAPITAL EXPENDITURES, definition: For purposes of the CIP, a capital expenditure is defined as any expenditure for any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment when first constructed or acquired; any preliminary studies and surveys relating to any physical betterment or improvement; land or rights in land; or any combination thereof costing more than \$_____ and any expenditure for infrastructure (e.g., roads, bridges, water and wastewater distribution and collection systems) costing more than \$_____.

CAPITAL IMPROVEMENT PLAN AND BUDGET: The Selectboard will adopt a **5 year** CIP for the Town of Pomfret. This plan will include the Town's plan of capital projects, in order of priority, proposed to be undertaken each year including:

1. Their description of each proposed project
2. Estimated acquisition and total costs
3. On-going maintenance and operating costs
4. Proposed method(s) of financing (see below)
5. The estimated life or usefulness of the equipment.
6. The five-year plan shall be updated each year
7. In addition, each year, a list of existing and sold capital assets, their current value, and estimated life will be kept in the Town and reported each year in the Annual Report

Funding options or combinations of the following:

1. Reserve funds created in accordance with 24 V.S.A. § 2804 to accumulate resources to pay for items included in the CIP. The use of such reserve funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt.
2. Grants, including those financed from the federal or state government plus other sources of reimbursement.
3. Direct appropriations to operating budgets.
4. Capital debt or leases. Although in most cases debt is not necessary, there may be good reason to use debt or bonds especially if a particular capital expense will exceed _____ (**\$250,000 is this an appropriate figure?**). The estimated life, usefulness, and

operating expense must be estimated to evaluate the appropriate length of dept or lease obligations.

CAPITAL EXPENDITURES: Each year, as part of the budget process, the Selectboard will review the CIP and consider decide whether to fund capital projects in the next year's budget. If so, the selectboard will develop a capital budget including its description and funding mechanism, to be incorporated in the following year's budget.

After the budget is approved, the CIP will be reviewed and updated on an annual basis based on the past year's activity and experiences that may have altered the CIP's underlying assumptions. If the CIP is updated, the revised plan is subject to approval by the Selectboard. The CIP and annual additions/revisions are subject to a Selectboard vote taken after a duly ~~advertised~~-noticed public hearing.

RESERVE FUNDS: In conjunction with the Town's debt management policy, the Selectboard shall annually propose budget for the funding of reserve funds created in accordance with 24 V.S.A. § 2804 to accumulate resources to pay for any of the capital expenditures included in the CIP. The use of such reserve funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt. Other capital improvements may be funded by bond issue or through the operating budget.

PRIORITY CRITERIA: Capital projects and/or capital assets will receive a higher priority if they meet some or most of the following criteria:

1. The project or asset is required under a state or federal mandate, law, or regulation.
2. The project or asset meets a policy goal or fulfills a strategic objective of the Selectboard.
3. The project or asset will mitigate or eliminate a known safety hazard.
4. The project or asset will maintain and improve the delivery of public services to the majority of the population.
5. The project or asset will improve the quality of existing infrastructure.
6. State or federal grant funds are available to assist in funding for project.

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

Selectboard Chair

Selectboard Vice Chair

Selectboard Member

Selectboard Member

Selectboard Member

Selectboard Member

Town of Pomfret Selectboard
Draft Special Meeting Minutes
November 29, 2023

Present: John Peters, Benjamin Brickner, Steve Chamberlin, Meg Emmons, Emily Grube

Public: Terri Antal, Andy Mann, Alan Graham, Cathy Emmons, Neil Lamson (Lister), Phil Dechert, Hillary White, Jason Crance, Alison Sander, Richard Dalton, Ryan Palmer (Windsor County Sheriff), Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 7:01 pm.
2. Agenda Review – None.
3. Public Comment – None.
4. FY 2025 Budget Discussion – Insurance prices remain tentative, the PACIF bill should arrive by next week. Likewise, several other assessment invoices (e.g., Two Rivers, VLCT, GUVSWMD) are expected in December. Meg is working with Scott Barger and Ellen regarding the payment and accounting of workers' comp insurance for the Fire Department. Meg also will clarify timing of the Fire Department's capital plan. Ryan Palmer confirmed the hourly rate for Sheriff patrols will remain unchanged next year, but urged the Town to considering increasing the contract hours. The Selectboard decided to budget for 10 hours per week (up from 8 hours per week currently). In the highway budget, John will speak with Jim about purchasing uniforms versus renting them as a cost saving measure. Jim would like to purchase a shorter (12-foot) new grader blade as the current blade (14 feet) is too wide for crowning the narrower roads. If purchased, this can be paid for from remaining ARPA funds. John will speak with Jim about purchasing Town use-only cell phones for the Road Crew. Meg will ask Neil Lamson to provide an updated accounting of the Town's ARPA funding. The Vtrans Structures Grant for the Wild Apple Road culverts replacement has been approved at \$200,000. A modest amount of additional funding for the Bridges Reserve was suggested as that fund will be tapped for the required matching funds and any expenses in excess of the grant amount.
5. Items for Discussion or Vote
 - a. Warrants – Emily moved and Ben seconded approval for payment of the following warrants:

24045	\$ 12,655.16	Payroll
24046	38,957.10	A/P

Unanimous.
 - b. Approval of Minutes – Ben moved and Steve seconded approval of the November 22, 2023, special meeting minutes. Unanimous.
 - c. Dinsmoor Road Request for Clarification – Mr. Crance, counsel for White/Dechert spoke of the need for safe and reasonable access and suggested the Selectboard require that the driveway be restored to its 2019 condition. Mr. Mann, Mr. Graham, and Ms. Sanders also spoke about the condition of the driveway and apron. The Selectboard will deliberate after the public meeting and transmit any decision via counsel to the parties.
6. Meeting Wrap Up
 - a. Correspondence – Public Health Council of the Upper Valley sent a letter indicating they will seek a social services appropriation next year.

- b. Review of Assignments – John to speak with Sheriff Palmer re: contract and fines; with Frank Perron re: Fast Squad budget, with Jim re: uniforms, cell phones. Meg to check with Neil Lamson and Ellen re: remaining ARPA funds, with Scott Barger re: Fire Department workers’ comp and capital plan; Ben to transmit any decision on Dinsmoor Road via counsel to the parties.
 - c. Agenda for Next Meeting – 6:30 pm executive session with Jim Potter re: personnel matters, cell phones for Road Crew, Overhead Door Contract, RFP for Wild Apple Road project, Generator Service Contract, Capital Program and Budget Policy and Procedure, continued FY 2025 Budget Discussion, continued Town Administrator Discussion.
7. Executive Session
- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A), (B) and (F) to discuss contracts, employee agreements and confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 8:43 pm.
 - b. The Selectboard exited executive session at 10:12 pm, with no decisions having been made therein.
8. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:13 pm.