

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for October 7, 2015 Regular Selectboard Meeting
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00-7:15pm
3. Review of Agenda	Chair	7:20-7:20pm
4. Recurring items, including items for possible vote:		
a. Review, discussion & approval of September 16 th Minutes <i>(see attached pages 3-4)</i>	Chair	7:20-7:25pm
b. Treasurer's Report	Chair	7:25-7:30pm
i. Warrants for payment		
a). Accounts Payable <i>(see attached pages 5-12)</i>		
b). Payroll		
c. Road Foreman's Report	Road Foreman	7:30-7:50pm
i. General update		
ii. Pomfret Road Slope Project		
a). Update		
b). Agreement with Fairpoint Communications <i>(see attached pages 13-14)</i>		
c). Repair and Maintenance Easement with landowner		
iii. Mill Brook Bridge		
iv. Disability Insurance <i>(see attached page 15-30)</i>		
v. Bids for sand and cracksealing <i>(see Requests for Bid and Addenda attached pages 31-42)</i>		
vi. Speed Limit (see three orange stakes in South Pomfret on Pomfret Road and Stage Road for proposed 25 mph sections)		
d. Liquor Catering Permits (for reference only) <i>(see attached page 43)</i>	Chair	7:50-7:50pm
5. Business items for possible vote:	Chair	
a. Fire truck request for proposal		7:50-7:55pm
b. Administrative assistant job description <i>(see attached page 44)</i>		7:55-8:00pm
c. Budget Planning		8:00-8:10pm
i. Auditors' Timeline <i>(see attached page 45)</i>		
ii. Selectboard Budget Schedule <i>(see attached page 46)</i>		
d. Delinquent tax collection		8:10-8:15pm

6. Business items for discussion: a. Selectboard correspondence b. Next meeting's agenda	Chair	8:15-8:20pm 8:20-8:25pm
7. Closing public comments & adjournment	Chair	8:25-8:30pm

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the September 16, 2015 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Greg Tuthill, Melanie Williams, Sherman Kent, Laura Kent and Emily Grube.

1. Call to Order: The Chair called the meeting to order at 7:01pm.
2. Public Comment: None.
3. Review of Agenda: Michael Reese moved, and Phil Dechert seconded, to add the following items to the agenda: 1. Add review of a FEMA grant from Vermont Department of Public Safety, Project Certification Report; and 2. Update on Constable activities. The Board unanimously approved the additions to the agenda.
4. Minutes of Prior Meetings: Eric Chase moved, and Phil Dechert seconded, to approve the draft minutes of the September 2, 2015 meeting. The Board unanimously approved the motion.
5. Treasurer's Report:
 - (a) Warrants for Payment:
 - i. Phil Dechert moved, and Eric Chase seconded, that the Board approve payroll warrant number 15018 in the amount of \$5,035.03. The Board unanimously approved the motion.
 - ii. Michael Reese moved, and Phil Dechert seconded, that the Board approve warrant number 15019 in amount of \$1,526,764.33 The Board unanimously approved the motion.
 - (b) Other Issues:
 - i. The Treasurer has been struggling to receive a response from the accountant, which is necessary to close out the fiscal year. She will seek assistance if she does not hear from him shortly.
 - ii. Next meeting's warrant will likely include allocations to the highway, library and cemetery funds.
6. Road Foreman's Report:
 - (a) General Update:
 - i. In the last two weeks, the road crew has smoothed about one-half the roads with the scraper truck and re-chlorided them.
 - ii. Also, they have been identifying water bars and cleaning out culverts.
 - (b) Tractor and Roadside Mower Purchase: The Road Foreman suggested the Board defer its decision on the tractor and roadside mower this season and re-evaluate our needs over the wintertime.
 - (c) State of Vermont Standard Grant Agreement Agreement # P01614 (paving grant): Michael Reese moved, and Phil Dechert seconded, to authorize the Chair to sign the grant agreement for \$175,000 for paving. The Board unanimously approved the motion.

- (d) FEMA grant from Vermont Department of Public Safety, Project Certification Report: Michael Reese moved, and Phil Dechert seconded, to authorize the Road Commissioner (Eric Chase) to sign the project certification report. This document relates to tree work caused by last winter's storm damage for which the Town will be reimbursed \$4,434.75.
 - (e) Sand and Cracksealing RFP Status: Michael Reese will finalize these RFP's shortly.
7. Fire Truck RFP: The fire chief and consultant are still working on the fire truck RFP.
 8. Administrative Assistant Job Description: The Board and members of the public discussed the options for tasks to be performed. The Board will review revised job descriptions at the next meeting.
 9. Town Rights Relating to Teago Community Hall Association Building: Phil Dechert moved, and Eric Chase seconded, that the Chair sign the proposed Quitclaim Deed releasing all of the Town's interests relating to the property. The Board approved the motion with Phil Dechert and Eric Chase voting yes, and Michael Reese voting no.
 10. Budget Planning: Phil Dechert presented a written plan for preparation of the FY2017 budget. The Board made changes to the draft.
 11. Delinquent Tax Collection: The Board will continue to follow up with the delinquent tax collector.
 12. Constable Update: Phil Dechert reported that Ona Chase has been successful in encouraging many residents to register their dogs. She will continue this process. She is also seeking arrangements to enforce Town ordinances at the municipal court in White River Jct..
 13. Correspondence Received:
 - (a) Request from Nancy and Fred Doton relating to speed limits on Cloudland Road; and
 - (b) John Moore correspondence relating to the tractor and roadside mower.
 14. Public Comment: Melanie Williams asked about the status of snowplowing at the school. Phil Dechert replied that he is waiting for a response from School Board Chair Greg Greene.
 15. Adjournment: Phil Dechert moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion at 8:54pm.

Date: 9/17/2015

Respectfully Submitted,

Michael Reese

For checks For Check Acct 01(General Fund) 10/07/2015 To 10/07/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
1050	ALL STATES ASPHALT INC	1066580 chloride/9/8 & 9/11	8600.00	0.00	8600.00	1127	10/07/15
1060	ANYTHING PRINTED	32618 hwy truck signs	460.00	0.00	460.00	1128	10/07/15
1120	BERGERON PROTECTIVE CLOTHING	190048 protective clothing-FD	1676.32	0.00	1676.32	1129	10/07/15
1180	BRITTON'S	106029/5 Cold Patch-6 bg-50#	100.14	0.00	100.14	1130	10/07/15
1430	DEAD RIVER COMPANY	90603 33.9 gal LP	43.59	0.00	43.59	1131	10/07/15
1430	DEAD RIVER COMPANY	9242015 Teago Eng 2-gas	50.30	0.00	50.30	1131	10/07/15
1620	FASTENAL COMPANY	NHWES59412 shop,tools	10.40	0.00	10.40	1132	10/07/15
1755	GREEN MOUNTAIN POWER	09292015 electricity	433.92	0.00	433.92	1133	10/07/15
1770	GVVSWMD	3879 dump coupons-cost	2100.00	0.00	2100.00	1134	10/07/15
1830	HCRS	JULY 10,2015 Voted Appropriation	979.00	0.00	979.00	1135	10/07/15
1880	HP FAIRFIELD	232168 truck 3 repairs	454.12	0.00	454.12	1136	10/07/15
1880	HP FAIRFIELD	232599 blade carbide	1922.00	0.00	1922.00	1136	10/07/15
1880	HP FAIRFIELD	SERINV000898 repairs, truck 2	6224.90	0.00	6224.90	1136	10/07/15
1910	IRVING OIL CORPORATION	645300 353.3 gal diesel	682.78	0.00	682.78	1137	10/07/15
1922	J&B INTERNATIONAL TRUCKS, INC.	C107862 Tie Rod Tube	167.55	0.00	167.55	1138	10/07/15
1975	JIM HAVILL	5032015 snow plow,sanding	395.00	0.00	395.00	1139	10/07/15
2062	LAKE SUNAPEE BANK	2015 APPROPR Bldg Reserve	3000.00	0.00	3000.00	1140	10/07/15
2090	LUCKY'S TRAILER SALES, INC.	SR10704 truck 4 repairs	7.26	0.00	7.26	1141	10/07/15
2145	METROPOLITAN COMPOUNDS, INC	0061903 rock salt remover 6xl ga	536.92	0.00	536.92	1142	10/07/15
2320	OTTAUQUECHEE COMMUNITY PARTNER	JULY 1, 2015 Voted Appropriation	2500.00	0.00	2500.00	1143	10/07/15
2350	OX HILL CONSTRUCTION, LLC	1095 ctr bldgs 4 of 4	237.50	0.00	237.50	1144	10/07/15
2350	OX HILL CONSTRUCTION, LLC	1096 cemeteries mow 4 of 4	1100.00	0.00	1100.00	1144	10/07/15
2357	PENTANGLE ARTS COUNCIL	62112 Voted Appropriation	950.00	0.00	950.00	1145	10/07/15
2380	PIKE INDUSTRIES, INC.	830307 21.72 ton 3/4" cr stone	261.73	0.00	261.73	1146	10/07/15
2380	PIKE INDUSTRIES, INC.	833360 21.25 ton 3/4" cr stone	256.06	0.00	256.06	1146	10/07/15
2380	PIKE INDUSTRIES, INC.	834199 148.54 ton 3/4" cr stone	1789.91	0.00	1789.91	1146	10/07/15
2380	PIKE INDUSTRIES, INC.	834987 212.01 ton 3/4"cr stone	2554.73	0.00	2554.73	1146	10/07/15
2580	SABIL & SONS, INC.	25507 shop/small tools	115.00	0.00	115.00	1147	10/07/15
2665	SPECTRUM TEEN CENTER	OCT 1, 2015 Voted Appropriation	750.00	0.00	750.00	1148	10/07/15
2686	STEVE CURTIS	9272015 town office cleaning	300.00	0.00	300.00	1149	10/07/15
2691	SULLIVAN, POWERS & CO., P.C.	117527 Acc'ting Assistance	405.00	0.00	405.00	1150	10/07/15
2701	TAD RICHARDSON	0001074 Cloud backup	206.25	0.00	206.25	1151	10/07/15
2770	THE THOMPSON SENIOR CENTER	SEPT 18, 201 Voted Appropriation	2575.00	0.00	2575.00	1152	10/07/15
2810	TOWN OF POMFRET	09012015 town debit card	28.52	0.00	28.52	1153	10/07/15
2910	VALLEY NEWS	01241713 notices-add	14.98	0.00	14.98	1154	10/07/15
2930	VERIZON	9752854058 highway cell ph	49.66	0.00	49.66	1155	10/07/15
2990	VISITING NURSE ASSOC. & HOSPIC	A52 Voted appropriation	3950.00	0.00	3950.00	1156	10/07/15
3000	VLCT	2015-16745 Budg & Finance Wksh	120.00	0.00	120.00	1157	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-07/10/15 Payroll Transfer	325.00	0.00	325.00	1158	10/07/15
3320	WINDSOR COUNTY SHERIFF DEPT.	M17-7-15 sheriff's patrol	1029.00	0.00	1029.00	1159	10/07/15
3333	WISE OF THE UPPER VALLEY	AUG 3,2015 Voted appropriation	400.00	0.00	400.00	1160	10/07/15
3360	WOODSTOCK AREA JOB BANK	OCT 1, 2015 Voted Appropriation	300.00	0.00	300.00	1161	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-07/24/15 Payroll Transfer	720.21	0.00	720.21	1162	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-08/07/15 Payroll Transfer	573.44	0.00	573.44	1162	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-08/20/15 Payroll Transfer	506.73	0.00	506.73	1162	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-09/04/15 Payroll Transfer	280.30	0.00	280.30	1162	10/07/15
3150	VT EMPLOYEES RETIREMENT SYSTEM	PR-09/18/15 Payroll Transfer	330.98	0.00	330.98	1162	10/07/15
2810	TOWN OF POMFRET	2 MONTHS debit crd fees aug/sept	12.00	0.00	12.00	1163	10/07/15

10/05/2015

TOWN OF POMFRET Accounts Payable

03:33 pm

Check Warrant Report # 15025 Current Prior Next FY Invoices

EDesMeules

For checks For Check Acct 01(General Fund) 10/07/2015 To 10/07/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
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		Report Total	50,486.20	0.00	50,486.20		
			=====	=====	=====		

Board of Selectmen

To the Treasurer of TOWN OF POMFRET, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****50,486.20 Let this be your order for the payments of these amounts.

Phil Dechert, Chair

Michael Reese

Eric Chase

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/07/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1050	ALL STATES ASPHALT INC	1066580	10/05/15	10/07/15	01 chloride/9/8 & 9/11	8,600.00	0.00	0.00
		150-7-20-75-650.015	Chloride					
1060	ANYTHING PRINTED	32618	10/05/15	10/07/15	01 hwy truck signs	460.00	0.00	0.00
		150-7-20-75-650.040	Signs, snow Fence & posts					
1120	BERGERON PROTECTIVE CLOTH	190048	10/05/15	10/07/15	01 protective clothing-FD	1,676.32	0.00	0.00
		100-7-30-40-240.000	Protective clothing-Emg s					
1180	BRITTON'S	106029/5	10/05/15	10/07/15	01 Cold Patch-6 bg-50#	100.14	0.00	0.00
		150-7-20-75-650.020	Cold Patch & Hot Mix					
1430	DEAD RIVER COMPANY	90603	10/05/15	10/07/15	01 33.9 gal LP	43.59	0.00	0.00
		100-7-10-65-623.000	Propane, Town Hall					
		9242015	10/05/15	10/07/15	01 Teago Eng 2-gas	50.30	0.00	0.00
		100-7-30-40-610.002	EmergVehicle gasoline					
Total For DEAD RIVER COMPANY						93.89	0.00	0.00
1620	FASTENAL COMPANY	NHWES59412	10/05/15	10/07/15	01 shop,tools	10.40	0.00	0.00
		150-7-30-80-330.015	Shop, oil, small tools et					
1755	GREEN MOUNTAIN POWER	09292015	10/05/15	10/07/15	01 electricity	68.68	0.00	0.00
		150-7-40-83-622.000	Garage electricity					
		100-7-10-65-622.000	Electricity, Town Hall			51.66	0.00	0.00
		100-7-30-40-622.000	Electricity--Pomfret FD			90.19	0.00	0.00
		100-7-10-30-622.000	Town Office Electricity			157.56	0.00	0.00
		100-7-30-46-530.015	Repeater expenses			27.41	0.00	0.00
		100-7-30-40-622.005	Electricity--Teago FD			17.40	0.00	0.00
		100-7-20-33-622.000	Brick -Electricity			21.02	0.00	0.00
Invoice 09292015 Total						433.92	0.00	0.00
1770	GUVSWM	3879	10/05/15	10/07/15	01 dump coupons-cost	2,100.00	0.00	0.00
		100-6-10-10-320.025	Landfill Coupons-Cost					
1830	HCRS	JULY 10,2015	09/21/15	10/07/15	01 Voted Appropriation	979.00	0.00	0.00
		100-7-95-50-950.035	HCRS					
1880	HP FAIRFIELD	232168	10/05/15	10/07/15	01 truck 3 repairs	454.12	0.00	0.00
		150-7-35-05-672.020	Truck 3, repairs					
		232599	10/05/15	10/07/15	01 blade carbide	1,922.00	0.00	0.00
		150-7-35-05-672.020	Truck 3, repairs					
		SERINV000898	10/05/15	10/07/15	01 repairs, trck 2	6,224.90	0.00	0.00
		150-7-35-05-671.020	Truck 2, repairs					
Total For HP FAIRFIELD						8,601.02	0.00	0.00

Invoices Up To 10/07/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1910	IRVING OIL CORPORATION	645300	10/05/15	10/07/15	01	353.3 gal diesel		
		150-7-30-80-330.000	Diesel			682.78	0.00	0.00
1922	J&B INTERNATIONAL TRUCKS, C107862		10/05/15	10/07/15	01	Tie Rod Tube		
		150-7-35-05-670.015	Truck 1, parts			167.55	0.00	0.00
1975	JIM HAVILL	5032015	10/05/15	10/07/15	01	snow plow, sanding		
		100-7-30-40-424.000	Buildings Maintenance			395.00	0.00	0.00
2062	LAKE SUNAPEE BANK	2015 APPROPR	09/21/15	10/07/15	01	Bldg Reserve		
		100-7-90-75-950.005	Abbott Library Build. Res			3,000.00	0.00	0.00
2090	LUCKY'S TRAILER SALES, IN SR10704		10/05/15	10/07/15	01	truck 4 repairs		
		150-7-35-05-673.020	Truck 4, repairs			7.26	0.00	0.00
2145	METROPOLITAN COMPOUNDS, I 0061903		10/05/15	10/07/15	01	rock salt remover 6x1 ga		
		150-7-30-80-330.015	Shop, oil, small tools et			536.92	0.00	0.00
2320	OTTAUQUECHEE COMMUNITY PA JULY 1, 2015		09/21/15	10/07/15	01	Voted Appropriation		
		100-7-95-50-950.040	Ottauquechee Comm. Partne			2,500.00	0.00	0.00
2350	OX HILL CONSTRUCTION, LLC 1095		10/05/15	10/07/15	01	ctr bldgs 4 of 4		
		100-7-20-35-430.000	Grounds Maint			237.50	0.00	0.00
		1096	10/05/15	10/07/15	01	cemeteries mow 4 of 4		
		300-7-94-00-430.000	General Maintenance			1,100.00	0.00	0.00
Total For OX HILL CONSTRUCTION, LLC						1,337.50	0.00	0.00
2357	PENTANGLE ARTS COUNCIL	62112	09/21/15	10/07/15	01	Voted Appropriation		
		100-7-95-50-950.045	Pentangle			950.00	0.00	0.00
2380	PIKE INDUSTRIES, INC.	830307	10/05/15	10/07/15	01	21.72 ton 3/4" cr stone		
		150-7-20-75-650.010	Crushed Stone			261.73	0.00	0.00
		833360	10/05/15	10/07/15	01	21.25 ton 3/4" cr stone		
		150-7-20-75-650.010	Crushed Stone			256.06	0.00	0.00
		834199	10/05/15	10/07/15	01	148.54 ton 3/4" cr stone		
		150-7-20-75-650.010	Crushed Stone			1,789.91	0.00	0.00
		834987	10/05/15	10/07/15	01	212.01 ton 3/4"cr stone		
		150-7-20-75-650.010	Crushed Stone			2,554.73	0.00	0.00
Total For PIKE INDUSTRIES, INC.						4,862.43	0.00	0.00
2580	SABIL & SONS, INC.	25507	10/05/15	10/07/15	01	shop/small tools		
		150-7-30-80-330.015	Shop, oil, small tools et			115.00	0.00	0.00

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
2665	SPECTRUM TEEN CENTER	OCT 1, 2015	09/21/15	10/07/15	01 Voted Appropriation			
	100-7-95-50-950.042	Spectrum Teen Center				750.00	0.00	0.00
2686	STEVE CURTIS	9272015	10/05/15	10/07/15	01 town office cleaning			
	100-7-10-30-330.000	Cleaning				300.00	0.00	0.00
2691	SULLIVAN, POWERS & CO., P	117527	09/21/15	10/07/15	01 Acc'ting Assistance			
	100-7-10-45-333.015	Accounting Support				405.00	0.00	0.00
2701	TAD RICHARDSON	0001074	10/05/15	10/07/15	01 Cloud backup			
	100-7-10-30-641.040	Cloud backup & support				206.25	0.00	0.00
2770	THE THOMPSON SENIOR CENTE	SEPT 18, 201	09/21/15	10/07/15	01 Voted Appropriation			
	100-7-95-50-950.025	Thompson Center - Seniors				2,575.00	0.00	0.00
2810	TOWN OF POMFRET	09012015	10/05/15	10/07/15	01 town debit card			
	100-7-10-30-610.000	Town Offices: Supplies				28.52	0.00	0.00
2865	U S TREASURY	PR-09/30/15	PR01:019	09/30/15	09/30/15	01 Payroll Transfer		
	100-2-00-00-100.010	FICA/MEDI Payable				112.66	0.00	0.00
	PR-10/02/15	PR01:019	10/02/15	10/02/15	01 Payroll Transfer			
	100-2-00-00-100.010	FICA/MEDI Payable				1,036.42	0.00	0.00
	100-2-00-00-100.000	FWT Payable				537.58	0.00	0.00
Invoice PR-10/02/15 Total						1,574.00	0.00	0.00
	PR-10/06/15	PR01:020	10/06/15	10/06/15	01 Payroll Transfer			
	100-2-00-00-100.010	FICA/MEDI Payable				345.52	0.00	0.00
	100-2-00-00-100.000	FWT Payable				44.82	0.00	0.00
Invoice PR-10/06/15 Total						390.34	0.00	0.00
Total For U S TREASURY						2,077.00	0.00	0.00
2910	VALLEY NEWS	01241713	10/05/15	10/07/15	01 notices-add			
	100-7-20-35-540.005	Notices				14.98	0.00	0.00
2930	VERIZON	9752854058	10/05/15	10/07/15	01 highway cell ph			
	150-7-30-80-330.030	Radios & Cellphones				49.66	0.00	0.00
2990	VISITING NURSE ASSOC. & H	A52	09/21/15	10/07/15	01 Voted appropriation			
	100-7-95-50-950.015	Visiting Nurses of VT and				3,950.00	0.00	0.00
3000	VLCT	2015-16745	10/05/15	10/07/15	01 Budg & Finance Wksh			
	100-7-20-35-565.000	Ed Conferences/Mileage				120.00	0.00	0.00
3140	VT DEPT. OF TAXES	PR-07/09/15	07/09/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005	SWT Payable				2.96	0.00	0.00

10/05/15
01:18 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/07/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	PR-07/10/15		07/10/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			177.75	0.00	0.00
	PR-07/24/15		07/24/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			176.28	0.00	0.00
	PR-07/31/15		07/31/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			26.84	0.00	0.00
	PR-08/07/15		08/07/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			188.81	0.00	0.00
	PR-08/20/15		08/20/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			167.20	0.00	0.00
	PR-08/28/15		08/28/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			18.54	0.00	0.00
	PR-09/04/15		09/04/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			195.47	0.00	0.00
	PR-09/18/15		09/18/15	10/01/15	01 Payroll Transfer			
	100-2-00-00-100.005		SWT Payable			181.43	0.00	0.00
						-----	-----	-----
Total For VT DEPT. OF TAXES						1,135.28	0.00	0.00
						=====	=====	=====
3150	VT EMPLOYEES RETIREMENT S		PR-07/10/15	07/10/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		325.00	0.00	0.00
			PR-07/24/15	07/24/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		720.21	0.00	0.00
			PR-08/07/15	08/07/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		573.44	0.00	0.00
			PR-08/20/15	08/20/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		506.73	0.00	0.00
			PR-09/04/15	09/04/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		280.30	0.00	0.00
			PR-09/18/15	09/18/15	10/01/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable		330.98	0.00	0.00
			PR-10/02/15	PR01:019 10/02/15	12/31/15	01 Payroll Transfer		
			100-2-00-00-100.015	Retirement Payable	4 th Qtr	448.24	0.00	0.00
						-----	-----	-----
Total For VT EMPLOYEES RETIREMENT SYSTEM						3,185.90	0.00	0.00
						=====	=====	=====

deleted [PR-10/02/15 PR01:019 10/02/15 12/31/15 01 Payroll Transfer
100-2-00-00-100.015 Retirement Payable 4th Qtr

~~448.24~~

3,185.90

213p106

10/05/15
01:18 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 10/07/15

Page 5 of 5
EDesMeules

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Description	Invoice Amount	Discenc. Amount	Discount Amount
3320	WINDSOR COUNTY SHERIFF DE M17-7-15		09/21/15	10/07/15	01	sheriff's patrol			
	100-7-30-42-525.000		Sheriff's Patrol				1,029.00	0.00	0.00
3333	WISE OF THE UPPER VALLEY AUG 3,2015		09/21/15	10/07/15	01	Voted appropriation			
	100-7-95-50-950.055		WISE of Upper Valley				400.00	0.00	0.00
3360	WOODSTOCK AREA JOB BANK OCT 1, 2015		09/21/15	10/07/15	01	Voted Appropriation			
	100-7-95-50-950.030		Woodstock Area Job Bank				300.00	0.00	0.00
Report Grand Total							54,135.72	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
150	24,261.84	0.00
100	28,773.88	0.00
300	1,100.00	0.00
	54,135.72	0.00

10/05/15
03:26 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY Not Posted to G/L
Invoices Up To 10/07/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
2810 TOWN OF POMFRET	2 MONTHS		10/05/15	10/07/15	01 debit crd fees aug/sept	12.00	0.00	0.00
	100-7-20-35-460.000	bank service charges						
Report Grand Total						12.00	0.00	0.00

Fund Totals	Expenditures	Dis-Encumbrance
100	12.00	0.00
	12.00	0.00

Added



09/28/2015

To: Town of Pomfret
5218 Pomfret Road
North Pomfret,, VT 05053

Re: Z2015-0960

Dear Eric Chase:

This is in response to your request for FairPoint to perform the following work: Replacing Pole in place, raising lines to allow for easier access of construction crews working on the river bank stabilization, located at 7658 Stage Road, Pomfret VT 05067, Pomfret, VT.

In addition to the advance payment listed below, you will be required to provide the following:
N/A .

We have estimated that the cost of this work effort will be: **\$4541.29**
- **\$0.00**
Balance due FairPoint: **\$4541.29**

This is the amount of the advance payment that you will be required to make. You must return this signed agreement, along with the full advance payment, before your work will be scheduled. Upon job completion, you will be issued either: **(1)** a refund for any overpayment, or **(2)** an invoice, if the final actual costs exceed the advance payments received. Any unapplied portion of advance payments will be refunded to you within one hundred and twenty (120) days of the final bill or cancellation of the job. If you agree to these terms, please sign below and forward this signed letter agreement, a check for **\$4541.29** made payable to FairPoint and noted with **#289884** to:

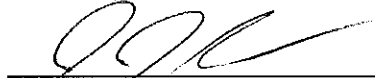
FairPoint
Attn: Reimbursable Construction Engineer
Engineering Department
55 West St.
Rutland, VT 05701

If you are signing for a company or other entity, then by signing below, you warrant that you are authorized to bind the company or entity to the terms of this letter agreement. Upon receipt of your signed agreement and advance payment, your work order will be released to our Construction Department for scheduling. FairPoint shall not be responsible to the extent its

performance is delayed or prevented due to causes beyond its control, including but not limited to acts of God or the public enemy, terrorism, civil commotion, embargo, acts of government, any law, order, ordinance, regulation, or requirement of any government, fires, explosions, weather, quarantine, strikes, labor disputes, lockouts, and other causes beyond the reasonable control of FairPoint. Should you have any questions or concerns regarding these terms, please contact me at **802 295 8187**.

Please be advised that the price estimate quoted above is only valid for sixty (60) days from the date of this letter. If this work request is cancelled after you have signed the agreement, you will be billed for any Engineering and Construction cost incurred after the date of signature that may include the cost to place and/or remove facilities. If we do not receive this signed agreement and your full advance payment within this sixty (60) day period, we will assume that you do not want the work to be undertaken and the project will be cancelled.

Sincerely,



3/28/15

John Pomeroy
FairPoint Engineering

I agree to the terms of this agreement:

Accepted (Signature): _____

Print Name & Title:

Company:

Billing Address:

Telephone #:

Date:

THE LINCOLN NATIONAL LIFE INSURANCE COMPANY

REGIONAL GROUP SALES OFFICE

Scott Trafton
2 Portland Square Ste 204B
Portland, Maine 04101
Office: (207) 253-8053
Toll Free: (800) 406-4715
Fax: (207) 253-5670

SERVICE OFFICE

8801 Indian Hills Drive
Omaha, Nebraska 68114
Phone: 800-423-2765
Fax: (877) 573-6177

Home Office: Fort Wayne, IN

Facsimile Cover Sheet

To: Alacia Mann Services	Company: Hickok & Boardman Financial
Phone: (802) 865-8055	Fax: (802) 658-0538
From: Scott Trafton	Date: 10/5/2015
RE: TOWN OF POMFRET Pomfret, VT 05053	

Total number of pages (Including this cover sheet): 16

COMMENTS:

Group Insurance products are issued by The Lincoln National Life Insurance Company, which is not licensed and does not solicit business in New York. In New York, group insurance products are issued by Lincoln Life & Annuity Company of New York.

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Each affiliate is solely and independently responsible for its own financial and contractual obligations.

Lincoln Financial Group is pleased to offer the Lincoln VisionConnect Plan. With over 55,000 provider locations, Lincoln VisionConnect Plan allows you to access a wide selection of highly qualified providers. Ask your local representative how our Vision Plan can benefit your employees.



Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates.

**The Lincoln National Life
Insurance Company**

8801 Indian Hills Drive
Omaha, NE 68114-4066
toll free (800) 423-2765
www.LFG.com

October 5, 2015

Alacia Mann
Hickok & Boardman Financial Services
346 Shelburne Rd 5th Floor
Burlington, VT 05402-1064

RE: Town of Pomfret

Dear Alacia:

This letter and the enclosed exhibits set out our proposal for the above group. The rates are based on those benefits shown in the proposal using standard benefit provisions.

The Weekly Income rates include a graded 15% commission schedule. The LTD rates include a graded 15% commission schedule. You may be eligible for the group broker bonus program in effect for the plan year. If you need additional information to satisfy any applicable producer disclosure obligations, please contact me.

Lincoln Financial Group requires all producers receiving quotes for the purpose of soliciting, negotiating or selling group insurance products hold valid licenses, as required by state regulations, and obtain all necessary appointments with Lincoln Financial Group prior to the solicitation or sale of group insurance.

For appointment forms, please access our Web site at www.LFG.com. The Application for Licensing Appointment can be printed, completed and returned to the address contained in the form. If you do not have access to our Web site, please contact the Licensing Department at bplicensing@LFG.com.

I appreciate the opportunity to bid on this group. If you have questions about the plan or would like to review some alternate quotes, please call me. I look forward to writing this case for you.

Sincerely,

Scott Trafton
Sr. Sales Rep

Enclosure

WHY CHOOSE THE LINCOLN NATIONAL LIFE INSURANCE COMPANY?

Lincoln Financial Group maintains:

- **Strong financial history**
- **Some of the highest ratings in the industry**
 - AA- "Very Strong" Standard & Poor Rating
 - A+ "Superior" A.M. Best Company Rating
 - A+ "Very Strong" Fitch Rating
- **“Direct to Home Office Service” through group sales offices located nationwide**
- **One-stop shopping for comprehensive group benefits**
 - True group products including Life and AD&D, Short-Term Disability, Long-Term Disability(with optional Critical Illness coverage), Dental, Vision and Employee Assistance Programs
 - WORKSITE1 Voluntary products including Life and AD&D, STD, LTD, Dental and Vision
 - ✓ ***Featuring Voluntary enrollment form customization***
- **Real Time Online Benefit Administration with Online Services**
 - Submit claims and check their status online
 - Change member information online
 - Enroll and terminate members and coverages online
 - Utilize Virtual Billing capabilities to add or terminate members, then recalculate the bill to reflect the actual amount owed, and pay the bill online
 - View and print group forms, administration guidelines, contracts and certificates online
 - Apply for group insurance coverage electronically with e-App
 - Continuous enhancements are being made to our Online Service capabilities to better serve both your needs and your clients' needs
- **Interactive Voice Response (IVR) System allows service 24 hours a day, 7 days a week**
 - Use IVR to check on the status of claims, members and premium payments all hours of the day, everyday.
- **Lincoln DentalConnect Plan**
 - Our Lincoln DentalConnect Plan brings many distinct advantages including an expanded nationwide network with access to more than 362,385 provider locations.

WHAT THIS MEANS FOR YOU...

The Lincoln Financial Group companies:

- have a long history of strength and stability, offering you superior products – and the service to back them up.
- focus on making life easier for the customer by doing business the way the customer wants to do business – via the Web, telephone, IVR, e-mail or fax.
- are committed to superior service, combined with a guaranteed commitment to technology, which means less hassle for you!

Town of Pomfret

SCHEDULE OF INSURANCE

Option 1.00

Proposed Effective Date: January 01, 2016

<u>CLASSIFICATION</u>	<u>AMOUNT OF BENEFIT</u>
	Weekly Income
Class 1 All Active Full-time Employees	500

Minimum Hours: 20, unless otherwise agreed upon.

The Weekly Income benefit for Class 1 will be payable to the Maximum shown above, from the 8th day for accident or 8th day for sickness and for a maximum benefit duration of 26 weeks. The weekly benefit will not exceed 60% of the Insured Person's weekly earnings, including commissions and excluding overtime pay and bonuses. This plan provides 100% backdoor integration with the Employer's Sick Leave or Salary Continuance Plan.

This plan does not replace any state mandated disability program.

SCHEDULE OF RATES AND COSTS

<u>Coverage</u>	<u>Number of Employees</u>	<u>Volume</u>	<u>Rate</u>	<u>Monthly Premium</u>
Weekly Income	3	1,500	\$.39/per \$10 of weekly benefit	\$58.50
Total Premium				\$58.50

The above rates assume the Weekly Income coverage is on a non-contributory basis and 100% participation is required.

The above rates are guaranteed for Three Years from the effective date of coverage.

The above rate assumes the Policyholder is responsible for paying the employer's share of Social Security and Medicare (FICA) tax. However, at a rate of \$.42/per \$10 of weekly benefit, Lincoln Financial Group will match the policyholder's share of FICA taxes on payments made to disabled employees and send W2's directly to the employee's home.

This proposal describes certain insurance coverages available from us and should under no circumstances be construed as a contract or offer to contract for such coverages. An application must be completed and submitted to our Service Office, before a group will be considered for coverage.

The proposal is based on preliminary census data received by Lincoln Financial Group. Actual costs will be based on the final enrollment data of employees insured under the plan on its effective date. Rates quoted for the proposed benefits shown are effective for 90 days from the date shown on the proposal. A complete listing of the terms, conditions, and limitations, that will apply to your coverage, if issued, is available upon request.

TOWNOFPOMF
9307894

Town of Pomfret

Town of Pomfret

SCHEDULE OF INSURANCE

Option 1.01

Proposed Effective Date: January 01, 2016

<u>CLASSIFICATION</u>	<u>AMOUNT OF BENEFIT</u>
	Weekly Income
Class 1 All Active Full-time Employees	500

Minimum Hours: 20, unless otherwise agreed upon.

The Weekly Income benefit for Class 1 will be payable to the Maximum shown above, from the 8th day for accident or 8th day for sickness and for a maximum benefit duration of 26 weeks. The weekly benefit will not exceed 50% of the Insured Person's weekly earnings, including commissions and excluding overtime pay and bonuses. This plan provides 100% backdoor integration with the Employer's Sick Leave or Salary Continuance Plan.

This plan does not replace any state mandated disability program.

SCHEDULE OF RATES AND COSTS

<u>Coverage</u>	<u>Number of Employees</u>	<u>Volume</u>	<u>Rate</u>	<u>Monthly Premium</u>
Weekly Income	3	1,356	\$.38/per \$10 of weekly benefit	\$51.53
Total Premium				\$51.53

The above rates assume the Weekly Income coverage is on a non-contributory basis and 100% participation is required.

The above rates are guaranteed for Three Years from the effective date of coverage.

The above rate assumes the Policyholder is responsible for paying the employer's share of Social Security and Medicare (FICA) tax. However, at a rate of \$.41/per \$10 of weekly benefit, Lincoln Financial Group will match the policyholder's share of FICA taxes on payments made to disabled employees and send W2's directly to the employee's home.

This proposal describes certain insurance coverages available from us and should under no circumstances be construed as a contract or offer to contract for such coverages. An application must be completed and submitted to our Service Office, before a group will be considered for coverage.

The proposal is based on preliminary census data received by Lincoln Financial Group. Actual costs will be based on the final enrollment data of employees insured under the plan on its effective date. Rates quoted for the proposed benefits shown are effective for 90 days from the date shown on the proposal. A complete listing of the terms, conditions, and limitations, that will apply to your coverage, if issued, is available upon request.

TOWNOFPOMF
9307894

Town of Pomfret

Town of Pomfret

Long-Term Disability (LTD) Benefits & Cost Summary

Proposed Effective Date: January 01, 2016 Option 1.00
 Class 1: All Active Full-time Employees
 Minimum Hours: 20, unless otherwise agreed upon.

When choosing a plan, it's important to understand the plan of benefits being offered. Our Advantage Plan, which is an alternative to our traditional, full featured LTD plan, includes mandatory vocational rehabilitation and a limit on specified illnesses. The features of the Advantage Plan are outlined below:

<u>SCHEDULE OF BENEFITS</u>	<u>ADVANTAGE PLAN</u>
Long Term Disability Benefit	60%
Progressive Income Benefit (qualification requirements apply)	10%
Total Available Benefit	70%
Maximum Monthly Benefit	\$4,000
Social Security Integration	Primary & Family
Minimum Monthly Benefit	Greater of \$100 or 10% of Benefit
Elimination Period	180 Days
- Accumulation of Elimination Period	2X Elimination Period
Maximum Benefit Period	Later of Age 65 or SSNRA
Pre-existing Condition Exclusion	3/12
Specified Illness/Injury Limits	
- Mental/Nervous & Substance Abuse	No Limit
- Other Limits (Specified Illnesses)	No Limit
Premium Contributions	Non-Contributory
Minimum Participation	100%

DEFINITION OF DISABILITY

Own Occupation Coverage Period	24 Months
Following Own Occupation Period	Any Occupation
Zero Day Residual	Included
Return to Work Incentive	SSNRA
Partial Disability Formula	Residual w/ Progressive
- Income Test first 24 Months	99%
- Income Test after 24 Months	85%

ADDITIONAL FEATURES

PIB Maximum	\$5,000
Reasonable Accommodation	Included
Vocational Rehabilitation	Mandatory
Survivor Income Benefit	3 Months
Subrogation/Third Party Reimburs.	Not Included
Conversion Option	Not Included
COLA	Not Included
Retirement Income Protection	Not Included
Medical Premium Benefit	Not Included
-Maximum Period	Not Included
Family Care	\$250

TOWNOFPOMF
9307894

Town of Pomfret

-Maximum Period 12 Months
Prior Insurance Credit Not Included

PLAN ASSUMPTIONS & COST

Number of Employees	3
Monthly Covered Payroll	\$11,750
Rate, as a Percent of Payroll	.40%
MONTHLY PREMIUM	\$47.00
Rate Guarantee	Three Years

Town of Pomfret

Long-Term Disability (LTD) Benefits & Cost Summary

Proposed Effective Date: January 01, 2016 Option 1.01
 Class 1: All Active Full-time Employees
 Minimum Hours: 20, unless otherwise agreed upon.

When choosing a plan, it's important to understand the plan of benefits being offered. Our Advantage Plan, which is an alternative to our traditional, full featured LTD plan, includes mandatory vocational rehabilitation and a limit on specified illnesses. The features of the Advantage Plan are outlined below:

SCHEDULE OF BENEFITS

ADVANTAGE PLAN

Long Term Disability Benefit	50%
Progressive Income Benefit (qualification requirements apply)	10%
Total Available Benefit	60%
Maximum Monthly Benefit	\$1,500
Social Security Integration	Primary & Family
Minimum Monthly Benefit	Greater of \$100 or 10% of Benefit
Elimination Period	180 Days
- Accumulation of Elimination Period	2X Elimination Period
Maximum Benefit Period	Later of Age 65 or SSNRA
Pre-existing Condition Exclusion	3/12
Specified Illness/Injury Limits	
- Mental/Nervous & Substance Abuse	No Limit
- Other Limits (Specified Illnesses)	No Limit
Premium Contributions	Non-Contributory
Minimum Participation	100%

DEFINITION OF DISABILITY

Own Occupation Coverage Period	24 Months
Following Own Occupation Period	Any Occupation
Zero Day Residual	Included
Return to Work Incentive	SSNRA
Partial Disability Formula	Residual w/ Progressive
- Income Test first 24 Months	99%
- Income Test after 24 Months	85%

ADDITIONAL FEATURES

PIB Maximum	\$5,000
Reasonable Accommodation	Included
Vocational Rehabilitation	Mandatory
Survivor Income Benefit	3 Months
Subrogation/Third Party Reimburs.	Not Included
Conversion Option	Not Included
COLA	Not Included
Retirement Income Protection	Not Included
Medical Premium Benefit	Not Included
-Maximum Period	Not Included
Family Care	\$250

TOWNOFPOMF
9307894

Town of Pomfret

-Maximum Period 12 Months
Prior Insurance Credit Not Included

PLAN ASSUMPTIONS & COST

Number of Employees	3
Monthly Covered Payroll	\$9,000
Rate, as a Percent of Payroll	.35%
MONTHLY PREMIUM	\$31.50
Rate Guarantee	Three Years

Town of Pomfret

LTD Benefits & Cost Summary (continued)

PROPOSAL ASSUMPTIONS & CONDITIONS

This proposal assumes that:

- there are no known uninsurable individuals in the group to be covered; and
- no employee is absent from work because of sickness or injury.

If any individual to be insured falls into either of these categories, Lincoln Financial Group requires full disclosure of all information needed to evaluate the risk. After reviewing this information, we reserve the right to revise or withdraw our proposal.

The proposal also assumes current and continued employer and employee participation in Workers' Compensation or an equivalent plan, which would be used as a source of integration (offset) for the LTD plan of benefits.

If the employer's LTD plan is currently insured by another carrier, this proposal assumes that the current carrier will continue coverage on any insured employee who is disabled on the date the existing contract terminates – even if the contract terminates before the disabled employee has satisfied the Elimination Period.

Quoted rates were developed based on the information contained in the Request for Proposal. Final rates will be calculated based on:

- the agreed-upon plan;
- amount & tax status of employer and employee contributions;
- enrolled census;
- employee location(s);
- correct industry code (SIC); and
- other pertinent underwriting factors.

Lincoln Financial Group reserves the right to re-rate or refuse to issue coverage if there are changes in these factors.

THIS IS NOT A CONTRACT:

This illustration was prepared based on the information provided in the Request for Proposal. It is a description of the Long Term Disability Insurance coverage available from us and not an offer to contract. More detailed information is available upon request concerning the terms, conditions and limitations contained in the master policy, if issued. If there are discrepancies between the information contained in this proposal and the master policy, the terms of the master policy will control.

An Application for Group Insurance must be completed by the employer and approved by us before coverage can become effective.

This proposal is subject to revision if not accepted within 90 days of October 02, 2015.

Town of Pomfret

LTD Benefits & Cost Summary (continued)

OUR PROPOSAL INCLUDES THE FOLLOWING PROVISIONS:

PROGRESSIVE PARTIAL Disability Benefit with RETURN TO WORK INCENTIVE: The plan includes our **BACK ON TRACK®** partial disability benefit. **BACK ON TRACK®** encourages employees to try to return to work by allowing them to receive an overall higher level of income than they would receive from their total disability benefit.

An employee may qualify for a partial disability benefit if he or she is partially disabled, is earning at least 20% of his or her pre-disability income, and is under the regular care of a physician.

The partial disability formula remains consistent throughout the duration of the benefit period. The partial disability benefit will not be reduced by earnings from any employer, until those earnings, plus the policy benefit and any other income benefits from other sources listed in the policy exceed 100% of pre-disability earnings. Lincoln Financial Group will pay the lesser of:

(A) **LOST INCOME:** The insured's predisability income, minus all Other Income Benefits (including earnings from partial disability employment).

(B) **THE TOTAL DISABILITY NET MONTHLY BENEFIT:** The Benefit Percentage times the insured's predisability earnings (limited to the Maximum Monthly Benefit), minus Other Income Benefits (except for earnings from partial disability employment)

However, this amount will not be less than the Minimum Monthly Benefit.

During the first 24 months of partial disability benefits -- even if the claimant has received total disability benefits for several years - a partially disabled employee can receive up to 99% of pre-disability earnings from partial disability employment.

After 24 months of partial disability benefits, the **BACK ON TRACK®** provision will continue to pay partial disability benefits until the employee's earnings from partial disability employment exceed 85% of predisability earnings.

RECOVERY BENEFIT FOR COMMISSIONED EMPLOYEES: The Recovery Benefit allows insureds to receive an additional benefit for up to six months while they rebuild their earnings. Employees are eligible for this benefit if they return to Full-time work in their own occupation, previously received earned commissions as part of the predisability earnings and upon return continue to earn commissions, have received Total or Partial Disability benefits for at least 1 month and earn less than 100% of Predisability Income.

FAMILY CARE: Caring for dependents during a time of disability can result in additional expenses. The Family Care Expense benefit provides disabled employees a way to help offset these costs during a period of disability. The benefit amount will be the lesser of the actual employee contribution toward dependent care, or the benefit amount shown in the schedule.

ZERO DAY RESIDUAL: The elimination period can be satisfied by either days of total and/or partial disability *and requires no loss of earnings.*

VOCATIONAL REHABILITATION: (Refer to the Schedule of Benefits) Lincoln Financial Group offers vocational rehabilitation programs that focus on job modification, retraining and job placement. With the help of these services, many disabled employees are able to return to productive employment.

BENEFIT LIMITATIONS: (Refer to the Schedule of Benefits)

Town of Pomfret

The LTD Plan can include maximum benefit duration limits for disabilities caused by mental sickness and/or substance abuse.

INITIAL ENROLLMENT PERIOD:

On the effective date, eligible employees will be allowed to elect coverage. The Pre-Existing Condition Exclusion will apply on any new coverage election.



LINCOLN FINANCIAL GROUP® PRIVACY PRACTICES NOTICE

The Lincoln Financial Group companies* are committed to protecting your privacy. To provide the products and services you expect from a financial services leader, we must collect personal information about you. **We do not sell your personal information to third parties.** We share your personal information with third parties as necessary to provide you with the products or services you request and to administer your business with us. This Notice describes our current privacy practices. While your relationship with us continues, we will update and send our Privacy Practices Notice as required by law. Even after that relationship ends, we will continue to protect your personal information. **You do not need to take any action because of this Notice, but you do have certain rights as described below.**

INFORMATION WE MAY COLLECT AND USE

We collect personal information about you to help us identify you as our customer or our former customer; to process your requests and transactions; to offer investment or insurance services to you; to pay your claim; or to tell you about our products or services we believe you may want and use. The type of personal information we collect depends on the products or services you request and may include the following:

- **Information from you:** When you submit your application or other forms, you give us information such as your name, address, Social Security number; and your financial, health, and employment history.
- **Information about your transactions:** We keep information about your transactions with us, such as the products you buy from us; the amount you paid for those products; your account balances; and your payment history.
- **Information from outside our family of companies:** If you are purchasing insurance products, we may collect information from consumer reporting agencies such as your credit history; credit scores; and driving and employment records. With your authorization, we may also collect information, such as medical information from other individuals or businesses.
- **Information from your employer:** If your employer purchases group products from us, we may obtain information about you from your employer in order to enroll you in the plan.

HOW WE USE YOUR PERSONAL INFORMATION

We may share your personal information within our companies and with certain service providers. They use this information to process transactions you have requested; provide customer service; and inform you of products or services we offer that you may find useful. Our service providers may or may not be affiliated with us. They include financial service providers (for example, third party administrators; broker-dealers; insurance agents and brokers, registered representatives; reinsurers and other financial services companies with whom we have joint marketing agreements). Our service providers also include non-financial companies and individuals (for example, consultants; vendors; and companies that perform marketing services on our behalf). Information we obtain from a report prepared by a service provider may be kept by the service provider and shared with other persons; however, we require our service providers to protect your personal information and to use or disclose it only for the work they are performing for us, or as permitted by law.

When you apply for one of our products, we may share information about your application with credit bureaus. We also may provide information to group policy owners, regulatory authorities and law enforcement officials and to others when we believe in good faith that the law requires disclosure. In the event of a sale of all or part of our businesses, we may share customer information as part of the sale. **We do not sell or share your information with outside marketers who may want to offer you their own products and services; nor do we share information we receive about you from a consumer reporting agency. You do not need to take any action for this benefit.**

SECURITY OF INFORMATION

We have an important responsibility to keep your information safe. We use safeguards to protect your information from unauthorized disclosure. Our employees are authorized to access your information only when they need it to provide you with products, services, or to maintain your accounts. Employees who have access to your personal information are required to keep it confidential. Employees are trained on the importance of data privacy.

Questions about your personal information should be directed to:

Lincoln Financial Group
Attn: Enterprise Compliance and Ethics
Corporate Privacy Office, 7C-01
1300 S. Clinton St.
Fort Wayne, IN 46802

Please include all policy/contract/account numbers with your correspondence.

*This information applies to the following Lincoln Financial Group companies:

First Penn-Pacific Life Insurance Company
Lincoln Financial Group Trust Company, Inc
Lincoln Financial Investment Services Corporation
Lincoln Investment Advisors Corporation

Lincoln Life & Annuity Company of New York
Lincoln Retirement Services Company, LLC
Lincoln Variable Insurance Products Trust
The Lincoln National Life Insurance Company

ADDITIONAL PRIVACY INFORMATION FOR INSURANCE PRODUCT CUSTOMERS

CONFIDENTIALITY OF MEDICAL INFORMATION

We understand that you may be especially concerned about the privacy of your medical information. We do not sell or rent your medical information to anyone; nor do we share it with others for marketing purposes. We only use and share your medical information for the purpose of underwriting insurance, administering your policy or claim and other purposes permitted by law, such as disclosure to regulatory authorities or in response to a legal proceeding.

MAKING SURE MEDICAL INFORMATION IS ACCURATE

We want to make sure we have accurate information about you. Upon written request we will tell you, within 30 business days, what personal information we have about you. You may see a copy of your personal information in person or receive a copy by mail, whichever you prefer. We will share with you who provided the information. In some cases we may provide your medical information to your personal physician. We will not provide you with information we have collected in connection with, or in anticipation of, a claim or legal proceeding. If you believe that any of our records are not correct, you may write and tell us of any changes you believe should be made. We will respond to your request within 30 business days. A copy of your request will be kept on file with your personal information so anyone reviewing your information in the future will be aware of your request. If we make changes to your records as a result of your request, we will notify you in writing and we will send the updated information, at your request, to any person who may have received the information within the prior two years. We will also send the updated information to any insurance support organization that gave us the information, and any service provider that received the information within the prior 7 years.

Questions about your personal medical information should be directed to:

Lincoln Financial Group
Attn: Medical Underwriting
P.O. Box 21008
Greensboro, NC 27420-1008

The CONFIDENTIALITY OF MEDICAL INFORMATION and MAKING SURE INFORMATION IS ACCURATE sections of this Notice apply to the following Lincoln Financial Group companies:

First Penn-Pacific Life Insurance Company
Lincoln Life & Annuity Company of New York
The Lincoln National Life Insurance Company

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Purchase of Sand September 22, 2015

Proposals due by Noon, September 30, 2015

**Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053**

**Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770**

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for written quotes for the ordering, from time to time, and purchasing of sand to be delivered to the Pomfret Town Garage and used by the Town's road crew for snow and ice traction control primarily on its class 3 unpaved roads. In prior years, the Town has purchased an average of about 6,500 tons and is expected to purchase a similar amount during the 2015-2015 snow and ice season. If prices are proposed in cubic yards, then the estimated price in tonnage should also be included in the bid.

The Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of material.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2015-2016 snow and ice season.

Proposal Schedule

Activity	Date
RFP Issue & Publication	09/22/15
Proposals Due	09/30/15, noon
Selectboard Decision (anticipated)	09/30/15

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Sand Proposal” on the outside, **must be received no later than Noon, September 30, 2015** at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at a subsequent Selectboard meeting.

B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

C. Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

D. Delivery

The sand shall be delivered to the Town Garage, 100 Labounty Road, Pomfret, Vermont.

E. Specifications

The Town may review the quality and suitability of the sand prior to approval of quotes.

F. Compliance with Instructions

I have read the above Instructions it its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____
Print Name & Company _____

Town of Pomfret, Vermont



ADDENDUM 1 **REQUEST FOR PROPOSALS** **Purchase of Sand** **September 22, 2015**

Proposals due by Noon, October 7, 2015

Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770

Terms and conditions of the Request for Proposals previously distributed are supplemented and modified as follows:

1. The submission date for bids is changed to ***October 7, 2015 at noon.***
2. The Selectboard decision is anticipated to be made on October 7, 2015.

All other terms and conditions shall remain.

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Cracksealing August 22, 2015

**Proposals due by Noon, September 30, 2016
(but may be extended following emailed notice)**

**Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053**

**Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770**

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for a total price for cracksealing certain class 2 paved roads in the Pomfret Town Garage before November 1, 2015.

Bidders should contact Michael Reese at 802-457-4770 or Michael.Reese@PomfretVt.US to set up an appointment to inspect the roads to be sealed.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through December 1, 2015.

Proposal Schedule

Activity	Date
RFP Issue & Publication	09/22/15
Proposals Due (anticipated)	9/30/2015, noon <i>(but may be extended)</i>
Selectboard Decision (anticipated)	09/30/15

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy, *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Cracksealing Proposal” on the outside, **must be received no later than Noon, September 30, 2015 (but this date may be extended by email notice to interested parties)** at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at a subsequent Selectboard meeting.

B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

C. Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

D. References

At least two references should be included in the Proposal.

E. Warranties

Detailed information on warranties should be included in the Proposal.

F. Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____
Print Name & Company _____

Town of Pomfret, Vermont



ADDENUM 1 **REQUEST FOR PROPOSALS** **Cracksealing** **September 29, 2015**

Proposals due by Noon, October 7, 2015

Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770

Terms and conditions of the Request for Proposals previously distributed are supplemented and modified as follows:

1. The submission date for bids is changed to ***October 7, 2015 at noon.***
2. The Selectboard decision is anticipated to be made on October 7, 2015.
3. Instead of providing a total price for cracksealing the roads, the bidder may submit an alternative pricing method such as price per gallon of material applied.
4. Please provide a brief description of the method of application and type of material to be applied.

All other terms and conditions shall remain.

Town of Pomfret, Vermont



ADDENUM 2 **REQUEST FOR PROPOSALS** **Cracksealing** **October 1, 2015**

Proposals due by Noon, October 7, 2015

Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770

Terms and conditions of the Request for Proposals previously distributed are supplemented and modified as follows:

1. Bidders shall submit pricing in two separate formats:
 - (a) One price based upon the gallon of material applied; and
 - (b) One price based upon a “per day” cost.

All other terms and conditions shall remain.

liquor catering licenses

clerk@pomfretvt.us

Mon 10/5/2015 11:28 AM

To: Phil Dechert <Phil.Dechert@pomfretvt.us>; Michael Reese <Michael.Reese@pomfretvt.us>; Eric Chase <eric.chase@pomfretvt.us>;

Permits to cater liquor have been issued to the Black Krim Tavern for art openings at ArtisTree in South Pomfret on Friday October 9, 2015 and Friday October 23, 2015.

-Becky

Becky Fielder, Town Clerk
Town Of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-3861

Fax: (802) 457-8081

Hours: MWF 8:30am - 2:30pm

clerk@pomfretvt.us

<http://pomfretvt.us>

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

TOWN OF POMFRET ADMINISTRATIVE ASSISTANT
DRAFT 10-5-2015 by Michael Reese

1. Position Summary:

- ◆ Assists the Selectboard in routine matters, and provides necessary information for decision-making to the Board;
- ◆ Performs complex clerical duties requiring decision-making and knowledge of the needs and responsibilities of the Town and departments.
- ◆ Will improve administrative, fiscal and organizational efficiency while assisting Town officials in carrying out their respective duties; and
- ◆ Shall serve at times as representative of the Selectboard

2. Qualifications

- ◆ Familiarity with local government, finance, accounting and budgeting;
- ◆ Ability to negotiate contracts;
- ◆ Knowledge of computers and the various programs and applications used by the Town;
- ◆ Familiarity with state and federal law affecting municipalities;
- ◆ Ability to work effectively with local, regional and state agencies, non-profit organizations and Townspeople;
- ◆ Ability to communicate effectively, both orally and in writing;
- ◆ Ability to manage and resolve conflict;
- ◆ Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques and other objective recommendations;
- ◆ Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- ◆ 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 and accept criticism;
- ◆ Attend appropriate training to maintain and improve skills;
- ◆ Have a positive attitude and work well as part of a team; and
- ◆ Ability to positively interact with the general public, other Town officials and employees, volunteers and the media.

3. Duties and Responsibilities

- ◆ Maintain active and archived, paper and electronic files;
- ◆ Respond to questions and concerns from the public;
- ◆ Prepare legal notices and announcements;
- ◆ Prepare Selectboard meeting agendas and minutes as needed;
- ◆ Assist Selectboard with legal compliance and due diligence;
- ◆ Assist in the preparation and monitoring of the annual budget;
- ◆ Assist with grant applications;
- ◆ Assist Road Commissioner and Road Foreman to plan, coordinate and complete contracted highway projects;
- ◆ Act as purchasing agent for the Town; and
- ◆ Perform other duties as assigned.

MEMORANDUM

To: Pomfret Select Board
From: Pomfret Audit Board
Re: Pomfret Town Report 2015
Date: September 21, 2015

As budget time, and consequently Town Report deadline, approaches, the Audit Board presents the following recommended timeline to assist the Select Board in its budget deliberations and decision-making.

We understand that technically both the warning and the budget cannot be officially finalized until after the January 14, 2016 deadline for those petitioning the town for funds. However, history suggests that those requests from outside groups will be made to the town at least a month prior to the legal deadline. Considering that these requests are not budgetary swing items, and that they come in to the Clerk in December, it would be most helpful and vastly less stressful if Select Board budgetary decisions could be made as early in January as possible.

1. Town Highway Equipment inventory and valuation (p. 24 in red book): November 20, 2016.
2. Capital Improvements Plans for both Highway and Emergency Services Equipment (plus any other Capital Improvement plans): December 18, 2015.
3. Select Board **Report** is due **December 18, 2015**. *Please keep to one page!*
4. Warning for Town Meeting:
Note: The Warning cannot be completed and signed until after the legal deadline for petitions filed by groups asking the town for money. That deadline is January, 14, 2016.
 - **Draft warning should be ready by January 4, 2016.**
 - **Warning must be finalized and signed by January 15, 2016.**
5. Select Board **budget narrative** is due **January 15, 2016**.
6. **Final-Final Budget deadline** is **January 15, 2016**.

2015

Regular meeting	October 7	Distribute Work Sheets for each Department w/ Actual FY15, Budget & YTD FY16 Policy & Guidelines, Capital Expense Schedules, Reserve Fund Summaries & FY17Budgets
Regular Meeting	October 21	Budget Worksheets & Notes Submitted from Departments
Regular Meeting	November 4	Review other Department Budgets, Review Highway & Fire Equipment Capital Fund Plans
Work Session	November 11	??????
Regular Meeting	November 18	Review of Highway Budget
Regular Meeting	December 2	Review Fire Budget, Other Departments
Work Session	December 9	???????
Regular Meeting	December 16	Final Budget Review, Selectboard Report Draft

2016

Regular Meeting	January 6,	Public Budget Hearing, Draft Warning, Draft Budget Narrative
Special Meeting	January 13	Approved Budget, signed Warning
Regular Meeting	January 20	
Regular Meeting	February 3	
Regular Meeting	February 17	Pre-Town Meeting Public Meeting
Town Meeting	March 1	

Budget Policy:

1. The budget guidelines for preparing your FY17 budget are to maintain the current level of services and look for ways to reduce costs.
2. Please provide written explanations for significant line items that differ from the previous year's actual expenditures.
3. Budget proposals, revenue estimates and supporting information are due to SB no later than Monday, October 21, 2015.
4. If your budget includes a Reserve (Designated) Fund; include the proposed FY17 appropriation, detailed actual and/or proposed expenditures for FY13 through FY16 and proposed expenditures, with details, for FY17 through FY21.