

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices, 5218 Pomfret Road, North Pomfret 05053
October 19, 2022, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7 pm
2. Public Comment	Chair
3. Agenda Review	
4. Road Foreman's Report & Highway Items a. Fences in road ROWs b. Plowing TPVS c. Highway Ordinance Update d. Cloudland Foliage Traffic e. Eydt Estate Driveway Access f. TH 24 Relocation	
5. Items for Discussion or Vote a. Zoning violations/penalties b. ARPA Projects Update c. Wolf Tree Catering Permit d. Hazard Mitigation Plan - RFPs e. Town Plan Transportation Chapter Update f. Haydock Ski Event Permit g. Budget Scheduling h. Warrants i. Approval 10/05/2022 Minutes	8:00
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	
7. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated</i>	

- Join Zoom Meeting via Computer or Smartphone Click
<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2MotpOE8zbjg2dzog> to start or join a scheduled Zoom meeting
- Join Zoom Meeting via Mobile Phone +19292056099,,95395079923#,,#306922#
- Join Zoom Meeting via Landline or Mobile Phone Dial +1 301 715 8592, followed by the Meeting ID: 953 9507 9923 and Password: 306922

~~H~~TOWN OF POMFRET HIGHWAY ORDINANCE¹

Town of Pomfret, Vermont

Originally Adopted December 3, 1980

Adopted as Amended December 5, 2001

Adopted as Amended December 2, 2009

Adopted as Amended [_____], 2022

PART 1. TITLE, AUTHORITY AND ADOPTION

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

PART 2. PURPOSE

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

PART 3. CLASSIFICATION OF TOWN HIGHWAYS

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

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

~~(3)~~(c) Class 3 town highways:

~~(A)~~(1) Class 3 town highways are all traveled town highways other than Class 1 or 2 highways. The Selectboard, after conference with a representative of the ~~agency~~ Agency of Transportation, shall determine which highways are Class 3 town highways.

~~(B)~~(2) The minimum standards for Class 3 highways are a highway negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. This would include but not be limited to sufficient surface and base, adequate drainage, and sufficient width capable to provide winter maintenance, except that based on safety considerations for the traveling public and municipal employees, the Selectboard shall, by rule adopted under 24 V.S.A. ~~chapter~~ Chapter 59, and after following the process for providing notice and hearing in ~~section 709 of this title~~ 19 V.S.A. Section 709, have authority to determine whether a Class 3 highway, or section of highway, should be plowed and made negotiable during the winter.

~~(C)~~(3) A highway not meeting these standards may be reclassified as a provisional Class 3 highway if within five years of the determination, it will meet all Class 3 highway standards.

~~(4)~~(d) Class 4 town highways are all town highways that are not Class 1, 2, or 3 town highways. The Selectboard shall determine which highways are Class 4 town highways.

~~(5)~~(e) Legal trails are public rights-of-way which are not highways and which:

~~(A)~~(1) the town shall not be responsible for any liability or maintenance including culverts and bridges;

~~(B)~~(2) previously were a designated town highways having the same width as the designated town highways, or a lesser width if so designated; or;

~~(C)~~(3) are new public rights-of-way laid out as a trail by the Selectboard for the purpose of providing access to abutting properties or for recreational use.

~~(6)~~(f) Pent roads are any town highways which, by written allowance of the Selectboard, are enclosed and occupied by the adjoining landowner with unlocked stiles, gates or bars in such places as the Selectboard designate.

PART 4. GENERAL HIGHWAY MAP

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

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

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

5.3. STANDARDS:[‡]

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

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

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

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

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

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

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

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

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

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

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

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

erosion on both shoulder and right-of-way or bank sides of the ditch cross section. All newly constructed ditches less than five percent (5%) in longitudinal grade shall be limed, fertilized, seeded and covered with erosion matting. If the slope exceeds ~~5%~~ five percent (5%), the ditch shall be ~~lined with soil fabric and filled with 3-inch stone to a depth of 6 inches before it is~~. Soil exposed during slope construction or maintenance shall be limed, fertilized ~~and~~ seeded, and mulched. Proper drainage shall be maintained on curves and bridge approaches.

~~(8)~~ (i) **Culverts.**² Culverts shall be installed during construction of the highway subbase and surface preparation. Backfill in excavations for culverts shall be compacted in six to 8 inch lifts to prevent or minimize settling in surface, shoulders or slopes. Culverts shall be at least 18 inches in diameter under roadways. ~~All access road and driveway culverts shall be at least 15 inches in diameter~~, access roads and driveways. Culvert sections shall be properly joined and shall extend at least 2 feet beyond the outer edge of the highway shoulder. Culverts shall be of corrugated coated steel, aluminum ~~or ADS plastic~~, CPP (corrugated polypropylene) or HDPE (high-density polyethylene), as directed by the Town. Inlet and outlet ditches, boxes, and other protection necessary shall be provided to minimize erosion damage at culvert inlet or outlet areas, and to banks; slopes or ditches. Culvert elevations shall be kept as low as possible. Culverts over three feet in diameter shall conform to ~~State of Vermont Highway Department Agency~~ of Transportation standards, specifications, designs and guidance.

~~(9)~~ (j) **Turnarounds.** Turnarounds on dead-end highways shall have a radius of 50 feet to accommodate all equipment and vehicles using the road. Drainage shall be provided to prevent impounding of water.

~~(10)~~ (k) **Turnoffs.** Turnoffs with adequate elevation, surface, drainage ditches and culverts will be provided to permit safe passing under summer and winter conditions, and shall be dimensioned and constructed to enable effective and efficient snow removal.

~~(11)~~ (l) **Driveways and Access Roads.**³ The first 20 feet of a driveway or access road of any kind (including for agricultural or forestry purposes) entering upon a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started. Driveways and access roads entering upon a public-highway shall be constructed ~~at a 90-degree angle to such highway. Minimum site distance shall be 150 feet in both directions when viewed from a point 15 feet back from edge of the travelled way. For the first 20 feet back from edge of Town highway, the driveway or~~

² Note to Draft: Changes in this paragraph will require conforming changes in the "Application for a Driveway or Approach Road Access Permit" and "Application for an Agricultural/Forestry Access Road Permit".

³ Note to Draft: Changes in this paragraph will require conforming changes in the "Application for a Driveway or Approach Road Access Permit".

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

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

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

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

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

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

specifications where slopes are steeper than 3.0 (horizontal) to 1.0 (vertical) and the drop-off height at edge of shoulder exceeds five feet. Where slopes are 3.0 (horizontal) to 1.0 (vertical) or flatter, guardrail may not be needed if the area at the bottom of the slope is free of hazards. The local Agency of Transportation office may be contacted for assistance.

PART 6. HIGHWAY ACCEPTANCE CONDITIONS AND PROCEDURES

- 6.1. Before the Pomfret Selectboard accepts any new highway into the town highway system, the reclassification of any existing highway or the improvement of any Class 4 highway, it shall be designed, laid out and constructed by the owner(s) or developer in conformance with the standards prescribed in Part 5 of this ordinance. If an application is made to the Selectboard to upgrade a Class 4 town highway to Class 3, or to improve Class 4 highway, the Selectboard may require as a condition of approval that applicant(s) comply at their sole expense with any or all of the standards prescribed in Part 5.
- 6.2. TAX BASE. Before the Pomfret Selectboard accepts any new highway into the town highway system, the reclassification of any existing highway or the improvement of any Class 4 highway the following facts should be considered:
- (1)(a) The number of dwellings or structures being served by the highway;
 - (2)(b) The number of people and vehicles intending to use the highway;
 - (3)(c) The need for year-round emergency vehicle access to the property;
 - (4)(d) Public benefit such as providing access to public land or a connection between two existing town highways; and
 - (5)(e) The environmental impact of the loss of tree stands or agricultural land.
- 6.3. APPLICATION PROCESS: Before the Selectboard accepts any new highway into the town highway system, the reclassification of an existing highway or the improvement any Town highway by a resident, an application including technical data, designs and drawings shall be submitted to the Selectboard. The Selectboard shall consider the application in accordance ~~with 19 V.S.A.~~ with 19 V.S.A. Chapter 7, which requires a public examination, a public hearing and a formal report of the Selectboard findings filed with the Town Clerk. The Selectboard shall hold a legally warned final inspection of the highway in question before accepting any new highway into the Town highway system or improvement of a Town highway by a resident.
- 6.4. COMPLETION DATE. Highways are to be completed by November 15 so that inspections and acceptance can be completed before winter. Any highway completed after November 15 will not be accepted until after June 1 the following spring.

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

PART 7. POLICIES AND PERMITS RELATING TO THIS ORDINANCE

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

~~(3)~~(c) Maintenance of a permanent access way to all parcels of land served by the Class 4 highway.

~~(4)~~(d) The concerns of the abutting landowners with respect to the desirability of making improvements to or plowing the highway.

~~(5)~~(e) The environmental impact of the loss of tree stands or agricultural land.

~~7.5.7.4.~~ 7.4. DRIVEWAY AND ACCESS ROAD PERMITS.² In accordance with 19 V.S.A. Section 1111, the Selectboard shall require a driveway/access road access permit whenever a property owner proposes to construct or improve a private driveway or access road which will intersect a Town highway. Standards to guide the design and construction are contained within Part ~~5.3(k)~~5.3(l). The Selectboard and Road Commissioner shall make a site visit to view the proposed driveway or access road prior to approving the permit. The first 20 feet of a driveway or access road of any kind entering upon a Town highway shall be constructed by the applicant ~~and~~ Upon completion of work, the property owner or owner's agent shall notify the Town within a reasonable time, not to exceed ten days after completion of work, to arrange a site inspection. The work shall be approved by the Selectboard and Road Commissioner before any building construction may be started. Any work that is deemed not in compliance with the permit shall be corrected and reinspected for approval. Each residence will be limited to one driveway access. The fee for a driveway or access road permit will be set by the selectboard.

~~7.6.7.5.~~ 7.5. AGRICULTURAL/FORESTRY ACCESS PERMITS. In accordance with 19 V.S.A. Section 1111, the Selectboard shall require an agricultural/forestry access permit approved by the Selectboard and Road Commissioner whenever a property owner proposes to construct or improve an agricultural/forestry access road which will intersect a Town highway. The Selectboard and Road Commissioner shall make a site visit to view the proposed agricultural/forestry access prior to approving the permit. Standards to guide the design and construction are contained within Part 5.3(l). An agricultural/forestry access road is defined as a road that accesses land which is:

- (1) used for growing hay, food, fiber, Christmas trees, maple sap, horticultural crops, orchard crops or forest crops; or
- (2) used to raise, feed or manage livestock, poultry, fish or bees; or
- (3) used to operate a greenhouse; or
- (4) at least two (2) acres in size and is mowed at least every 2 years for agricultural/forestry purposes.

² ~~— Note to Selectboard: There is no Section 7.4 in the original.~~

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

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

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

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

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

* * * * *

Pursuant to 24 V.S.A. Section 1972 this ordinance is adopted by the Pomfret Selectboard at its meeting on the _____ day of _____ 2022 and shall become effective on the _____ day of _____ 2022.

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

DATE

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

John Peters Jr., Vice-Chair

Benjamin Brickner

Steve Chamberlin

Jonathan Harrington **Robert**

Douglas Tuthill

Adoption History

1. ~~Agenda item at regular Selectboard meeting held on June 17, 2009.~~
2. ~~Read and approved at regular Selectboard meeting on December 2, 2009 and entered in the minutes of that meeting which were approved on _____.~~
3. ~~Posted in public places on _____.~~
4. ~~Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.~~
5. ~~Other actions [petitions, etc.]~~

TOWN OF POMFRET

APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Robert Haydock Phone: 781-354-5327 Email: rhaydock3@gmail.com

Mailing Address: PO Box 92 Barnard State: VT Zip: 05031

* * * * *

Event Name: Bogburn Classic

Event Date(s): January 7, 2023

Event Hours: 9:30 am-2:30pm Anticipated Attendees: 200

Event Contact Name: Bob Haydock Phone: 781-354-5327 Email: rhaydock3@gmail.com

Has the event been held in Pomfret before? Yes No If yes, when? January 2020

Please provide a brief description of your event and its location: This is a cross country ski race that will only be held if there is enough snow

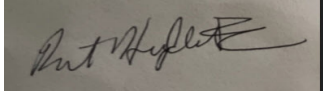
Will your event involve any of the following?

- | | | |
|---------------------------------------|---|---|
| Use of a Town Highway or Right of Way | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us . |
| Use of other Town Property | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us . |
| Catering of Alcoholic Beverages | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov . |

Additional Requirements

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at karen.hewitt@pomfretvt.us.
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.



Applicant Signature

Robert Haydock

Applicant Printed Name

October 1, 2022

Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: October 1, 2022 By: Benjamin Brickner

Zoning Permit Required? Yes No Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20____.

Selectboard Chair



Application ID: DLL - Application - 14388
Application for: Request to Cater Permit
Category of Business: Caterer

Business/ Entity Information

Business/ Entity Name: Wolf Tree Hospitality, LLC
Business ID: 0009966
Business Address: ,
,
Entity Type: Limited Liability Corporation
Phone: **Management Type if LLC:**
Email:

Foundational License (if applicable)

License Type: Caterer
License Number: LP-021345
Licensee Name: Wolf Tree
License Status: License Active
Licensee Address: 40 Currier Street ,
White River Junction, Vermont 05001
License Start Date:
License End Date:

Event Contact/s

Person:

Business Role: **Phone:**
Business Address: **Email:**
,
, ,

Event Premises Details

Location Name: **Describe area (if applicable)**
Retreat for the president and cabinet of Smith College
Location Address: ,
Start Date of event

2022-10-27

Local Jurisdiction/ Town Clerk:

End date of event

Describe type of event (if applicable)

2022-10-28

Retreat for the president and cabinet of Smith
College

Approximate Number of Persons Expected

20

Documents Attached

Name	Document Type	Assosicated With
------	---------------	------------------

Payment and Acknowledgement

Signed by:

Max Overstrom-Coleman

State of Vermont / DLL Application Fee:

20.00

Date of Submission:

2022-10-12

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

Local Application Fee:

0



Town of Pomfret Select Board Meeting
Draft Minutes
10/05/2022

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

Public: Jim Potter (Road Foreman), Doug Tuthill (Constable), Greg Tuthill, Michael Reese, Jack Pearsons, Betsy Siebeck, Tom Gubbins, John Moore (Planning Commission), Charlene Kelly, Pam Pickett, Tim Reitner (Planning Commission), Leslie & Markus Tarkington, Mary Ann Barbi, Mary Worrell, Phoebe Jones, Elsa Tarlow, Cathy Peters, Neil Lamson (Lister), Bill Emmons (Planning Commission), Michael Piekny, Marge Wakefield (Trustee of Public Funds), Cynthia Hewitt (Selectboard Assistant)

1. Emily called the meeting to order at 7:01 pm.
2. No Public Comment
3. Agenda Review: Ben moved and Steve seconded to add Town Plan Transportation Chapter. Unanimous.
4. Road Foreman's Report and Highway Items – Jim has started grading on the south end of town. He is still unable to get a price for rock salt – supplies are scarce. Jim would like to add right-of-way vs fences to the agenda for the next meeting. The excavator has been serviced and a bad rubber seal was found; getting price for winter.
 - a. Cloudland Road Traffic – traffic volume is up, but seems to be moving smoothly. Emily will connect with the Sheriff's office. Jim would have preferred that changes approved at the prior meeting had not been made until we had had more experience with the initial set up.
 - b. Eydt Highway Access Permit – It was agreed that the current proposed access is marginal under the highway ordinance and due to the high speed of travel on that portion of Pomfret Road, an alternative location may be preferable. Ben moved and John seconded to require that a site plan be submitted showing compliance with the highway ordinance and including permission from Oatway (owners of the parcel immediately south) to remove vegetation and/or regrade in order to improve sightlines. Unanimous.
 - c. Speed Limit (Stage Road) – After discussion, John moved and Ben Seconded we obtain a speed study on Stage Road. Unanimous.
 - d. Wild Apple Road – Greg Tuthill explained the need for Class 4 roads to be stabilized and maintained by law to a level that emergency vehicles can get through. He praised Jim for upgrading most of the Class 4 roads in Pomfret. Scott Jenson of Vtrans told Jim there was “no worry” for the wetlands, and Rebecca Chalmers, District Wetlands Ecologist with Vermont Department of Environmental Conservation Watershed Management Division, recommended regular maintenance. Michael Reese brought samples from the asphalt to show the board the type of material that had been placed on the road. Michael Reese, Betsy Siebeck and Phoebe Jones would like to see more definitive studies and Phoebe worries about the frog pond. Some residents suggested that Jim remove the recycled asphalt. John moved and Emily seconded the Board take this under advisement for future application. Unanimous. The board will

discuss at its next meeting whether to cover the asphalt with another material for aesthetic purposes.

5. Items for Discussion or Vote:

- a. Town Plan Transportation Chapter – Connor Rigney from Two Rivers sent a document covering this project; to be discussed at the next meeting.
- b. Pomfret Associates Easement – John Moore requested board approval for asking the Town Attorney for help in acquiring and defining access with the former Sennott Property, the Planning Committee raised this issue at their 09/19/2022 meeting. John moved and Ben seconded approval. Unanimous.
- c. Hazard Mitigation Plan. RFPs were opened – there are 5 bids ranging from \$7,000 to \$30,000. Ben will prepare a spread sheet for discussion at the next meeting.
- d. South Pomfret Scoping Study – Jonathan reports that after a local concerns meeting, the Consultant drafted a Purpose and Needs statement. The statement has been shared with Vtrans for feedback. Charlene Kelly wanted to be sure the statement included the notion of “livability” and consideration of alternative suggestions. Pam Pickett agreed. The study now includes motorized vehicles as well as pedestrian and bicycles. There will be a second meeting in November to review final recommendations from the consultant. Ben moved and John seconded the most recent Purpose and Needs statement. Unanimous. [Nydia Lugo, Technical Development Engineer, Agency of Transportation approved the statement on 10/06/2022.]
- e. TH 24 Right of Way. Ben has received no response from the surveyors he contacted by email. Jonathan will try to reach them by phone. There are no surveys on record.
- f. Warrants
Ben moved and Steve seconded approval of the following warrants. Unanimous.

23029	A/P	\$	854.18
23032	A/P		28,614.75
23033	P/R		8,352.38
- g. Approval of 09/21/2022 Minutes – delete “, i.e., the end of the pavement” in the Stage Road discussion. Ben moved and John seconded approval as amended. Unanimous.

6. Meeting Wrap Up

- a. Woodstock Resort Corporation and event participants expressed appreciation for the town’s support and how smoothly the Eastern States Cup event went last weekend. No complaints were received.
- b. Review of Assignments: Ben – prepare spread sheet of RFPs for Local Hazard Mitigation Plan; Jon – contact surveyors; Jim – contact Rita for a speed study and Eydt transaction parties regarding the new highway access.
- c. Agenda Items for next meeting; Fences and ROW, Haydock Race, Budget scheduling, Town Plan Transportation, Hazard Mitigation plan

7. Adjournment: Steve moved and John seconded adjournment at 9:09 pm.