

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret 05053
September 20, 2023, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Highway Access Permit (426 Sessions Meadow) b. Large Event Permit (Joe Ranger Road) c. Large Event Permit (Bartlett Brook Road) d. Liquor License Applications i. Special Event (Lawson's, Saskadena Six, October 28) ii. First Class (Abracadabra Coffee, Beer & Wine) iii. Third Class (Abracadabra Coffee, Spirits) iv. Outside Consumption (Abracadabra Coffee) e. Salt Purchase f. Revised Purchasing Policy g. Opioid Settlement Funds Expenditures h. Town Administrator Job Description i. Warrants j. Approval of 9/6 and 9/12 Minutes	7:30 pm
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>	

Zoom Instructions

- Computer or Smartphone <https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#306922#
- Landline or Mobile Phone (301) 715 8592, followed by Meeting ID 953 9507 9923 and Password 306922

ZONING PERMIT

Town of Pomfret, Vermont
ZONING PERMIT APPLICATION

Permit No.
ZP20-

Parcel ID number
4203 - []

Est. cost of project
\$ 1800.00

App. fee**
200.00

Applicant
Chris Reynolds

Phone Number (daytime)
[REDACTED]

Address
3 Verndale Road
Milton MA 02186

Lot Size: _____

Email
[REDACTED]

Street Address of Property
426 Sessions Meadow

Property Owner (if not same as Applicant)
Harold Reynolds Jr. Rev Trust

Address

DESCRIPTION OF PROPOSED WORK

Description of proposed work (incl. dimensions):
1. Culvert at end of driveway with catchment
2. Swale down side of driveway to stop
drainage onto driveway

Closest distance between new structure/addition and the following property lines (as shown on sketch):
front/street: _____ ft. back: _____ ft. right: _____ ft. left: _____ ft.
Height: _____ ft. No. & type of farm animals for farm structures: _____

NOTICE: Permits must be approved a minimum of 15 days before commencing new use or construction. Use or construction authorized by this permit must be commenced within one year of issue unless delayed by litigation or permit expires.

ACTION OF THE ADMINISTRATIVE OFFICER

ID of zoning district: _____ ID and classification of use: _____
Application is REFERRED to the ZBA or PC for the following review and approval:
 Ridgeline Variance Conditional Use Other: _____

[] [] - [] [] - 20 AO Signature:

FINAL ACTION OF THE ADMINISTRATIVE OFFICER

APPROVED APPROVED with conditions noted DENIED NO PERMIT REQUIRED

Comments: _____

[] [] - [] [] - 20 AO Signature:

WARNING: State permits may be required for this project. Call 802-279-4747 to speak to the State Permit Specialist before beginning construction.

**See current fee schedule. Make check payable to Town of Pomfret.

PROPERTY SKETCH

ZP20-

INSTRUCTIONS: Draw a lot outline and proposed construction within the lot showing distances to boundaries, existing buildings and location of roads, drives and parking. Show septic facilities and water supply for new residences. Indicate North on your sketch. Use another sheet or attach plans if appropriate.

see attached

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information on this application is true and accurate, consents to its submission, and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer access, at reasonable times, to the property covered by the permit issued under this application, for the purposes of ascertaining compliance with said permit.

Property Owner's signature

Date

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted on and with this application is true and accurate.

Christopher Reynolds
Applicant's signature

8/20/2023
Date

OFFICE USE ONLY

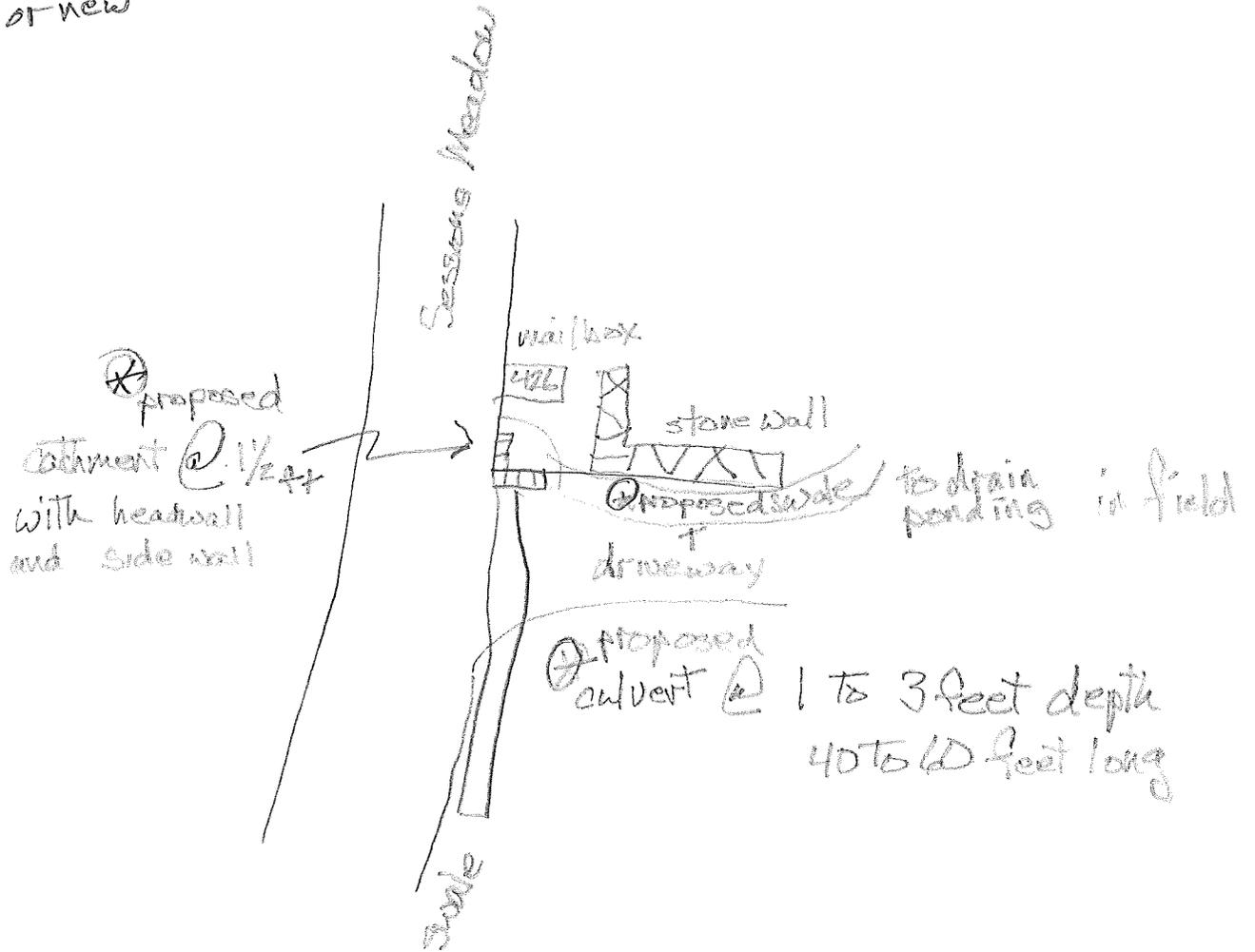
Received [] - [] - 20

Fee \$ [] - [] - 20 Paid or deposited

Application deemed complete [] - [] - 20

An applicant and/or interested person (as defined in 24 VSA §4464) may appeal any decision of the Administrative Officer to the Zoning Board of Adjustment (ZBA) within 15 days of the date of the decision. Said notice shall be in writing, mailed or delivered to the Clerk of the ZBA, and give the reasons for the appeal. Failure to appeal this decision may prevent any party from arguing against its elements in a future hearing or appeal. 24 VSA §4472.

* proposed or new



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: Chelsea Howland Phone: [REDACTED] Email: [REDACTED]
Mailing Address: P.O. Box 89 South Pomfret State: VT Zip: 05067

* * * * *

Event Name: Cole Wedding
Event Date(s): 10/07/2023

Event Hours: 3pm-11pm Anticipated Attendees: 200

Event Contact Name: Spencer Schwenk Phone: [REDACTED] Email: [REDACTED]

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

Please provide a brief description of your event and its location: wedding Reception at
white Barn location 138 Bartlett Brook RD

Will your event involve any of the following?

- Use of a Town Highway or Right of Way Yes 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 Yes 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 Yes 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.

Chelsen Howland
Applicant Signature

Chelsea Howland
Applicant Printed Name

8/15/23
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: _____ By: _____

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

Copies of approved permits to:
Chief, Pomfret-Teago Volunteer Fire Department
Head of Service, Pomfret FAST Squad



Application ID: DLL - Application - 31990
Application for: Special Events Permit (Manufacturer)
Category of Business: Manufacturer

Business/ Entity Information

Business/ Entity Name: Lawson's Finest Liquids, LLC	Business ID: 0006512
Business Address: 292 Stony Hill Road, Warren, Vermont 05674	Entity Type: Limited Liability Corporation
Phone: [REDACTED]	Management Type if LLC: Manager-managed
Email: [REDACTED]	

Foundational License (if applicable)

License Type: Manufacturer	License Number: LP-015728
Licensee Name: Lawson's Finest Liquids	License Status: License issued-new application
Licensee Address: 155 Carroll Road , Waitsfield, Vermont 05674	License Start Date: 2023-04-30
	License End Date: 2024-04-29

Event Contact/s

Person:
Gretchen Barnett

Business Role:
Member/Manager

Phone:
[REDACTED]

Business Address:
PO Box 89,
Waitsfield, Vermont, 05673

Email:
[REDACTED]

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details**Location Name:**

Saskadena Six

Start date and time of eventOctober 28 2023
17:00**Location Address:**247 Stage Road,
Pomfret, Vermont 05067**End date and time of event**October 28 2023
21:00**Local Jurisdiction/ Town Clerk:**

Pomfret

Approximate Number of Persons Expected**Describe the type of event/ OCP Area:**A tented, tabled tasting event in the parking lot after a Mountain Biking Event.**Documents Attached**

Name	Document Type	Associated With
D-02554	Health License	Lawson's Finest Liquids, LLC
D-02555	Meals & Rooms Tax Certificate	Lawson's Finest Liquids, LLC
D-03109	Other	Lawson's Finest Liquids, LLC

Payment and Acknowledgement**Signed by:**

Gretchen Barnett

State of Vermont / DLL Application Fee:

35.00

Date and time of Submission:

2023-09-13 16:47:35

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

false

Local Application Fee:

0



Application ID: DLL - Application - 32043
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: [REDACTED]
Management Type if LLC:
Email: info@abracadabracoffeeco.com

People Information

- Person:** Sarah Yetter

Business Role: Business Principal
Business Address: 35 Wayside Rd.,
Woodstock, Vermont, 05091
Phone:
Email: info@abracadabracoffeeco.com
US Citizen?
Political Position
Name: Sarah Yetter
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- Person:** Sarah Yetter

Business Role: **Email:**

Partner

info@abracadabracoffeeco.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Political Position

Phone:

[REDACTED]

Name: Sarah Yetter

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

Business Role:

Business Principal

Email:

abracadabracoffee@gmail.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

[REDACTED]

Name: Clint Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Abacadabra Coffee Co.

Do you lease this Premises:

Location Address:

35 Wayside Rd.,
Woodstock, Vermont 05091

Health License:

Food:12122
Lodging:

Local Jurisdiction/ Town Clerk:

Pomfret

Vermont Tax Department:

10990349

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

,
,

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-09326	Health License	LN-026824

Payment and Acknowledgement

Signed by:

Sarah Yetter

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2023-09-14 16:33:30

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 32046
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: [REDACTED]
Management Type if LLC:
Email: info@abracadabracoffeeco.com

People Information

- Person:** Sarah Yetter

Business Role: Business Principal
Business Address: 35 Wayside Rd.,
Woodstock, Vermont, 05091
Phone:
Email: info@abracadabracoffeeco.com
US Citizen?
Political Position
Name: Sarah Yetter
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- Person:** Sarah Yetter

Business Role: **Email:**

Partner

info@abracadabracoffeeco.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Political Position

Phone:

[REDACTED]

Name: Sarah Yetter

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

Business Role:

Business Principal

Email:

abracadabracoffee@gmail.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

[REDACTED]

Name: Clint Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Abacadabra Coffee Co.

Do you lease this Premises:

Location Address:

35 Wayside Rd.,
Woodstock, Vermont 05091

Health License:

Food:12122
Lodging:

Local Jurisdiction/ Town Clerk:

Pomfret

Vermont Tax Department:

10990349

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

,
,

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-09326	Health License	LN-026824

Payment and Acknowledgement

Signed by:

Sarah Yetter

State of Vermont / DLL Application Fee:
550.00

Date of Submission:

2023-09-14 17:00:11

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:
false



Application ID: DLL - Application - 32045
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: [REDACTED]
Management Type if LLC:
Email: info@abracadabracoffeeco.com

Foundational License (if applicable)

License Type:
Licensee Name:
Licensee Address:
,
,
License Number:
License Status:
License Start Date:
License End Date:

Event Contact/s

Person:
Business Role:
Business Address:
,
,
Phone:
Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:
Abracadabra Coffee Co.

Start date and time of event

End date and time of event

Location Address:
35 Wayside Rd.,
Woodstock, Vermont 05091

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:
Pomfret

Describe the type of event/ OCP Area:
Outdoor space connected to and 1 acre open field behind building with picnic tables. Signs clearly marking boundaries to parking lot and road.

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-09326	Health License	LN-026824

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:
20.00

Date and time of Submission:
2023-09-14 16:58:52

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false



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

INFORMAL QUOTE LETTER

Wednesday, August 30, 2023

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

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

Price Basis Per Ton

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

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

TERMS AND CONDITIONS –

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

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

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

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

Town of Pomfret Selectboard
Draft Meeting Minutes
September 6, 2023

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

Public: Nancy Matthews (Auditor), Jeff Barger, James Barger, Betsy Rhodes (Library Trustee), Kelly Barger, Cathy Emmons, Bill Emmons, Karen Osnoe (zoning administrator)

1. John called the meeting to order at 7:01 pm.
2. Agenda Review – Ben moved and Meg seconded moving items 5D and 5E to immediately after 5A. Unanimous.
3. Public Comment – Jeff Barger, James Berger and Kelly Barger inquired about reopening of Old River Road, which has been closed for repair since the July 2023 flood. Betsy Rhodes asked about the repaving of Stage Road and the related repair of the Library Street wye.
4. Road Foreman's Report – None.
5. Items for Discussion or Vote
 - a. Revised Purchasing Policy – Nancy Matthews reviewed the latest draft Purchasing Policy, including changes in the most recent VLCT form. After discussion, the Selectboard tentatively decided on the following purchasing categories (subject to certain exceptions):
 - Incidental (up to \$2,500) – No approval required, provided the purchase is within the budget
 - Minor (\$2,500 to \$15,000) – Selectboard approval required, competitive quotes suggested but not required
 - Large (\$15,000 to \$50,000) – Selectboard approval required, competitive quotes required
 - Major (above \$50,000) – Sealed bidding process requiredFurther discussion of language, i.e., code of conduct, conflict of interest, federal guidelines, etc., to be continued at the September 20 meeting. Ben volunteered to help Nancy edit certain sections.
 - b. Final South Pomfret Scoping Study – Recommendations have been received from Vtrans. Emily moved and John seconded approval of the final report with two deletions pertaining to the Library Street right-of-way. Unanimous. Ben will relay the final changes to VHB and post the as-approved report to the Town website.
 - c. Furnace Maintenance Contract – The Town operates six separate heating systems with no furnace service contract in place. It was decided to pursue fuel vendors also providing service to all systems.
 - d. Highway Access Permit Application (Sessions Meadow Road) – A site visit was scheduled for September 20 at 6 pm. In the meantime, Mr. Reynolds will be asked to resubmit his application on the correct form.
 - e. Request to Cater Permit (Joe Ranger Road) – Ben moved and John seconded approval of this application. Unanimous. Due to the size of the event and remoteness of the location, the sponsor will also be asked to obtain a large event permit so that emergency services are aware of the gathering. John will follow up.

- f. Town Clerk Computer Replacement – Ben moved and John seconded approval of the purchase of a new laptop computer for the Town Clerk. Unanimous.
 - g. Delinquent Dog Licensing Update – The Sheriff was given contact information for delinquent licensees who have now been contacted multiple times. Cynthia made additional calls to more recent delinquent licensees. Those who still have not obtained licenses will also be referred to the Sheriff for in-person follow up.
 - h. Zoning Board of Adjustment Size – The current five-member board has had recent difficulty attaining a quorum on a few occasions due to scheduling conflicts and recusals. Ben suggested that the board’s size be increased to seven members, which would increase by one the number of workable absences. Emily moved and John seconded enlarging the Zoning Board of Adjustment to seven members, effective upon the appointment of two new members. Unanimous. Ben will prepare a call for volunteers for John to post on the listserv.
 - i. Town Administrator Role – The Selectboard discussed the possibility of hiring a manager to whom certain municipal tasks could be delegated such as grant writing, collaboration between Town departments, drafting reports, records maintenance, etc. This person might also be made available to assist the Clerk, Treasurer, Listers, Auditors, etc. with their duties. Emily suggested scheduling meetings with current Town employees for input on this. Ben offered that a draft job description could be prepared based on the feedback received. A special meeting may be warranted to discuss further.
 - j. Notice of Appearance in Peacefield, LLC JO – John moved and Emily seconded that Stitzel Page & Fletcher, P.C. be authorized to enter an appearance for the Town of Pomfret in Peacefield, LLC JO, No. 23-ENV-00093. Unanimous.
 - k. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

24012	\$ 9,304.86	Payroll
24014	8,456.12	Tax Refunds
24017	9,774.89	Payroll
24018	11,370.08	A/P

 Unanimous.
 - l. Approval of Minutes – Ben moved and John seconded approval of the August 16, 2023, minutes as presented. Unanimous.
6. Meeting wrap up
- a. Correspondence
 - i. John received an inquiry re: the historic nature of the Wild Apple Road stone culvert that is scheduled for replacement. Final approval for this project has not yet been received, though Vtrans in June recommended it for approval.
 - ii. Detailed historic energy usage for the Town Hall is not available; as a result, Meg indicated the Town is able to apply for a grant to complete only a Level 1 energy assessment.
 - b. Review of Assignments – John to follow up re: furnace contracts, Jim re: executive session, Hartford re: reopening Old River Road; Ben to prepare listserv email re: ZBA volunteers, Becky re: Joe Ranger Road approval and large event permit, Becky re: new computer purchase, revise Purchasing Policy, Joe McLean re: Dinsmoor

- Road hearings and Peacefield, LLC JO notice of appearance; Meg to follow up with Jim re: Old River Road.
- c. Agenda for Next Meeting
 - i. September 12 – Dinsmoor Road hearings
 - ii. September 20 – Revised Purchasing Policy, ZBA appointments, large event permits (Bartlett Brook Road, Joe Ranger Road); possible executive session re: personnel matters
7. Adjournment – Emily moved and Ben seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:42 pm.

Town of Pomfret Selectboard
Draft Special Meeting Minutes
September 12, 2023

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

Public: Jim Potter (Road Foreman), Jason Crance, Ian MacKensie, Hillary White, Phil Dechert, Richard Dalton, Tim Rockwood, Andy Mann, Neil Lamson (Lister), Todd Nugent, Alison Sander

1. John called the meeting to order at 7:01 pm.
2. Review of Agenda – Ben moved and Meg seconded that a clarification about the ZBA size be added before the Mann hearing, and an executive session to discuss confidential attorney-client communications be added after the White-Dechert hearing. Unanimous.
3. Public Comment – None.
4. ZBA Size Clarification – The Selectboard clarified that its September 6, 2023, decision to enlarge the Zoning Board of Adjustment from five to seven members was to be effective upon the appointment of two new members, and that the minutes of the September 6 meeting should reflect the same.
5. Hearing re: Town Highway Access Permit (Mann)
 - a. John announced the hearing on the Highway Access Permit Application submitted by Andy Mann.
 - b. Ben disclosed several one-on-one emails and phone conversations he had with Andy in February, March and April, explaining these communications had been about the town's highway ordinance and municipal rights-of-way generally and not about the present matter, and stating that he did not believe these communications impaired his ability to render a fair and impartial judgment in the present matter.
 - c. John asked if anyone present wished to have interested party status. Richard Dalton indicated that he would. John then placed the applicant, witnesses and interested parties under oath.
 - d. Andy presented the details of his Highway Access Permit Application to the Selectboard. After discussion, questions from Selectboard members and interested parties, and the applicants' response to the same, Ben moved and Meg seconded that the hearing be continued until immediately after the White-Dechert hearing later in the meeting. Unanimous.
6. Hearing re: Town Highway Access Permit (White-Dechert)
 - a. John announced the hearing on the Highway Access Permit Application submitted by Hillary White and Phil Dechert.
 - b. Ben referred to the one-on-one emails and phone conversations he had disclosed earlier in the meeting.
 - c. John asked if anyone present wished to have interested party status. Alison Sander indicated that she would. John then placed the applicant, witnesses and interested parties under oath.
 - d. Jason Crance (attorney for the applicant), Ian MacKenzie (engineer for the applicant) and Tim Rockwood (surveyor for the applicant) presented the details of the White-Dechert Highway Access Permit Application to the Selectboard. After discussion,

- questions from Selectboard members and interested parties, and the applicants' response to the same, Ben moved and Emily seconded that the Mann hearing and the White-Dechert hearings be closed and that the Selectboard proceed to decisions in deliberative sessions. Unanimous.
7. Road Foreman's Report – Jim needs to buy a mulcher which had previously been approved for purchase, but the price has increased by \$2,000. This amount is available from the small tools budget. John moved and Emily seconded approval of this purchase at the higher price. Unanimous. Jim has been in touch with Brian Dost from Hartford's Public Works department regarding the Lower River Road closure. Jim anticipates Hartford will decide how to proceed by mid-October.
 8. Executive Session
 - a. Ben moved and Meg seconded that the Selectboard enter into executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications. Unanimous. The Selectboard entered executive session at 9:53 pm.
 - b. The Selectboard exited executive session at 10:53 pm, with no decisions having been made therein.
 9. Meeting Wrap Up
 - a. Correspondence – Ben received email correspondence from Nancy Matthews regarding the revised Purchasing Policy; the Board will review the revised draft before the September 20 meeting.
 - b. Assignments – Ben to follow up with Nancy regarding the revised Purchasing Policy.
 - c. Agenda for Next Meeting – Raynolds driveway site visit, revised Purchasing Policy, Bartlett Brook Road large event permit, Joe Ranger Road large event permit, continuation of Town Administrator discussion, Dinsmoor Road deliberative session.
 10. Adjournment – Emily moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 11:04 pm.