

Town of Pomfret Selectboard  
Meeting Minutes  
September 20, 2023

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

Public: Nancy Matthews (Auditor), Cathy Emmons, Bailey Markwell, Chelsea Howland, Jacob Cole, Sarah Yetter, Clint Hunt

1. John called the meeting to order at 7:01 pm.
2. Agenda Review – Ben moved and John seconded that 5A (Sessions Meadow Highway Access Permit) and 5F (Revised Purchasing Policy) be deleted, and that an executive session to discuss confidential attorney-client communication be added before Meeting Wrap Up. Unanimous.
3. Public Comment – None.
4. Road Foreman’s Report – Jim reports the garage generator will be installed next Friday. He hopes to get the ditch for conduit in place before then. He also has looked into road sign sizes and prices and has replacements for Stage Road and Howe Hill Road. Brian will be on vacation next week. Jim needs to send a letter to a resident regarding moving stones from a wall out of the highway right of way. Jim is working with Cloudland Road residents regarding placement of signs, barriers, etc. for the upcoming foliage season traffic pattern changes.
5. Items for Discussion or Vote
  - a. Joe Ranger Road Large Event Permit (September 30) – An application has not been received. John will follow up. A copy of the catering permit will be sent to Hartford, which provides emergency services to this part of town. Ben moved and Emily seconded the Selectboard delegate to John approval of the permit application when received. Unanimous.
  - b. Bartlett Brook Large Event Permit (October 2) – The bride- and groom-to-be were present to answer questions. Amplified music will end by 10 PM and be limited to inside the barn with the doors closed. Ben moved and Meg seconded approval. Unanimous.
  - c. Liquor License Applications:
    - i. Special Event (Lawson’s, Saskadena Six, October 28) – Ben moved and Meg seconded approval. Unanimous.
    - ii. First Class (Abracadabra Coffee, Beer & Wine)
    - iii. Third Class (Abracadabra Coffee, Spirits)
    - iv. Outside Consumption (Abracadabra Coffee)Items 5C(ii), (iii) and (iv) were discussed together. The applicant stated the purpose of these applications was to make possible their October 8 event that has already been publicized. However, this will be the fifth such event in 2023 and applicants are limited to four Festival Permits from the Department of Liquor and Lottery (DLL) in a calendar year.

Emily observed that Abracadabra’s zoning permits did not contemplate alcohol service. She felt the applicant should obtain zoning approval before seeking plenary liquor licenses for these activities.

Ben moved and Meg seconded that the Selectboard delegate to John approval of (A) a First Class and Outside Consumption permit, provided the same can be limited by the Department of Liquor and Lottery to one month, otherwise (B) a request to cater permit for Abracadabra’s October event with parameters equivalent to the festival permits approved by the Selectboard in May and June. The vote was 4-0-1 (Peters, Brickner, Chamberlin, Emmons in favor; none opposed; Grube not voting) and the motion carried.<sup>[\*]</sup>

- d. Salt Purchase – Jim received a quote from Cargill for road salt; he will obtain a quote for ClearLane by the October 4 meeting.
- e. Opioid Settlement Funds Expenditures – The Selectboard felt that recent appropriations to Health Care & Rehabilitation Services of Vermont and other social services organizations satisfied that requirement that opioid settlement funds be spent on opioid remediation, and that no report to the state need be filed.
- f. Town Administrator Job Description – The next step in creating a job description is meeting with current employees to develop a logical position helpful to many current and/or future needs. Part/full time status needs to be determined in order to budget for such position.

- g. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

24020	\$ 15,779.00	Payroll
24021	686.68	Tax Refund
24022	9,338.59	Payroll
24023	1,211,342.32	A/P (incl. school payment and Sep. debit card)
24024	2,308.75	Payroll

Unanimous.

- h. Approval of Minutes – Emily moved and Ben seconded approval of the September 6, 2023, regular meeting minutes and the September 12, 2023, special meeting minutes as presented. Unanimous.

6. Executive Session

- a. Ben moved and John 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 9:32 pm.
- b. The Selectboard exited executive session at 9:32 pm, with no decisions having been made therein.

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\* **Editor’s Note:** After the meeting, DLL informed the applicant that due to a change in law effective July 1, 2023, the applicant was eligible for one additional “Limited Event” permit in 2023, which has now replaced the “Festival Permits” previously approved by the Selectboard. The applicant submitted a Limited Event permit application for the October 8 event on September 21. The same was approved on September 22 pursuant to the delegate described above.

7. Meeting Wrap Up
  - a. Correspondence – John has been in touch with the state re: the Wild Apple Road culverts; Meg announced we have received a grant for a Level 1 energy assessment on the Town Hall, and that Two Rivers will assist with the implementation.
  - b. Assignments – Emily will contact Sharon town administrator to get more information on job description, duties, benefits, etc.; John will follow up with Marge Wakefield concerning the Trustees of Public Funds vacancy, Joe Ranger residents regarding their large event, and Barber Hill Road resident regarding removal of a stone wall from the town's right-of-way; Ben will contact Joe regarding legal matters.
  - c. Agenda for Next Meeting – Revised purchasing policy, new ZBA members, Salt/ClearLane purchase, Dinsmore Road driveway continued deliberations, town administrator job description; preliminary budget planning.
8. Adjournment – John moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:43 pm.