

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

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. FY 2025 Budget Informational Meeting	7:05 pm
5. Road Foreman's Report	7:45 pm
6. Items for Discussion or Vote a. Road Crew Communications Devices b. Town Garage Boiler Replacement c. Generator Service Contract d. Opening of Wheel Loader Bids e. Capital Program and Budget Policy and Procedure f. FY 2025 Budget Discussion g. FY 2023 Town Report Deliverables h. Warrants i. Approval of December 6, 2023 Minutes	8:00 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
8. Possible Executive Session – Employee Agreements, Appointment of Public Officers	9:15 pm
9. Items for Discussion or Vote a. Appointment of Public Officers	9:30 pm
10. 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=ZjBEe3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#306922#
- Landline or Mobile Phone (301) 715 8592, followed by Meeting ID 953 9507 9923 and Password 306922

Item 4

FY 2025 Budget Informational Meeting

See <https://pomfretvt.us/index.php/boar/sel/budget/>

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

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

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

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

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

Funding options or combinations of the following:

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

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

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

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

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

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

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

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

Selectboard Chair

Selectboard Vice Chair

Selectboard Member

Selectboard Member

Selectboard Member

Selectboard Member

Item 5F
FY 2025 Budget Discussion

See <https://pomfretvt.us/index.php/boar/sel/budget/>

FISCAL YEAR 2025 BUDGET NARRATIVE

The combined Fiscal Year 2025 Town and Highway budget of \$[] (including voted appropriations) is []% [higher] than Fiscal Year 2024's total budget of \$1,837,273. The Fiscal Year 2025 budget represents an [increase] compared to Fiscal Year 2024 (for the reasons explained below), and is []% [above] the average combined budget for the last five years (Fiscal Years 2021 through 2025). If the voters approve all voted appropriations and re-appropriate a portion of the prior year's unassigned fund General Fund balance to offset current year taxes to be raised, the amount to be raised in taxes for Fiscal Year 2025 will be []% [higher] than in Fiscal Year 2024 (\$[] versus \$1,127,488).

The General Fund finished Fiscal Year 2023 with an unassigned fund balance (sometimes referred to as a "surplus") of \$197,862 and the Highway Fund finished Fiscal Year 2023 with an unassigned fund balance of minus \$20,050. The unassigned fund balance in the General Fund was budgeted to end Fiscal Year 2023 at \$96,916. The significantly larger than budgeted balance arose from \$92,576 in greater than budgeted revenues and \$8,370 in lower than budgeted expenditures. The unassigned fund balance in the Highway Fund (a negative amount) arose from \$6,742 in lower than budgeted revenues and \$16,613 in greater than budgeted expenditures. As required by the Rainy Day Reserve Funds Policy, \$3,305 was transferred from the Highway Rainy Day Reserve Fund to the Highway Fund at the end of Fiscal Year 2023 to offset a portion of the negative balance.

The primary drivers of the greater than budgeted General Fund revenue were collections of delinquent taxes and related interest and late payment penalties. These are not anticipated to be significant revenue sources going forward as recent collection efforts have substantially reduced the amount of delinquent taxes now outstanding. There were no significant drivers of the marginally greater than budgeted General Fund expenses. Likewise, there were no significant drivers of the marginally lower than budgeted Highway Fund revenues. The primary drivers of the greater than budgeted Highway Fund expenses were payroll and related mandatory expenditures (the Town's share of the Social Security and Medicare payroll tax, for example).

Including all voted appropriations, the proposed Fiscal Year 2025 General Fund budget is []% [higher] than the Fiscal Year 2024 budget (\$[] versus \$580,200) and []% [above] the average General Fund budget for the last five years. The primary drivers of this year-over-year [increase are generally increasing costs in the current high inflation macroeconomic climate, and specifically cost of living adjustments to staff salaries, fire department protective equipment, and law enforcement fees]¹.

To offset these increased costs, the Selectboard proposes to apply \$[] of the Fiscal Year 2023 unassigned General Fund balance as revenue in Fiscal Year 2025. [This is only a portion of the \$197,862 General Fund balance available to reduce current taxes to be raised. Due to the unprecedented size of the current fund balance and the likelihood that future fund balances will be significantly lower, the Selectboard believes it is prudent to retain some of the available fund balance in order to reduce the likelihood that significant municipal tax increases (and/or expenditure reductions) will be necessary to replace this non-recurring revenue source in future years.]²

¹ **NTD:** To list FY 2025 budgeted General Fund expenditure items varying significantly from FY 2024.

² **Note to Selectboard:** To decide whether to assign all (or a portion of) the General Fund balance to reduce current taxes to be raised. Last year the Selectboard assigned 60% of the available General Fund balance. In prior years, the Selectboard assigned 100% of the amount available.

The proposed Fiscal Year 2025 Highway Fund budget is []% [higher] than the Fiscal Year 2024 budget (\$[] versus \$1,257,073) and []% [above] the average Highway Fund budget for the last five years. The primary drivers of this year-over-year [increase are generally increasing costs in the current high inflation macroeconomic climate, and specifically cost of living adjustments to Highway Team salaries, diesel costs, and increased funding of the highway vehicle reserve. These increases are offset in part by a reduction in the budget for salt purchases]³.

* * * * *

[Macroeconomic conditions during the last three years have been exceptionally difficult for everyone on a budget, including rural towns like Pomfret. Prices have risen at their fastest pace in forty years, particularly in nondiscretionary areas such as labor, fuel and equipment. Despite these challenges, the proposed Fiscal Year 2025 budget entails only a []% increase in spending, substantially less than the inflation rate in 2023 (as measured by changes in the CPI).

This did not happen by accident. We thank each department, officer, appointee and board that draws tax dollars for carefully reviewing their needs and making difficult choices to create a responsible budget that serves the town and the taxpayers.]⁴

John Peters, Jr., Chair
Benjamin Brickner, Vice-chair
Steve Chamberlin
Meg Emmons
Emily Grube

³ **NTD:** To list FY 2025 budgeted Highway Fund expenditure items varying significantly from FY 2024.

⁴ **Note to Selectboard:** To update these two paragraphs to reflect our subjective budget analysis.

TOWN OFFICERS, APPOINTEES, COMMITTEES AND EMPLOYEES

— OFFICERS —	Term Expires	— APPOINTEES —	Term Expires
MODERATOR		ANIMAL CONTROL OFFICER	
Kevin Geiger	2024	<i>vacant</i>	<i>n/a</i>
TOWN CLERK		CITIZEN TRUSTEE OF LABOUNTY FUND	
Rebecca Fielder	2024	Marjorie Wakefield	2024
SELECTBOARD		COLLECTOR OF DELINQUENT TAXES	
Steve Chamberlin	2024	Karen Hewitt Osnoe	2024
Meg Emmons	2024	CONSTABLE	
Emily Grube	2025	Douglas Tuthill	2024
John Peters Jr., Chair	2025	e911 COORDINATOR	
Benjamin Brickner, Vice-Chair	2026	Rebecca Fielder	2024
TOWN TREASURER & TAX COLLECTOR		EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT (ECFiber) REPRESENTATIVES	
Ellen DesMeules	2024	Alan Graham	2024
CEMETERY COMMISSION		Kristen Esty (<i>first alternate</i>)	2024
Ona Chase, Chair	2024	Betsy Rhodes (<i>second alternate</i>)	2024
Bruce Tuthill	2025	EMERGENCY MANAGEMENT DIRECTOR	
Susan Burgess	2026	Kevin Rice	2024
LISTERS		FIRE WARDEN	
Norman Buchanan, Chair	2024	Frank E. Perron, Jr.	2025
Rebecca Fielder	2025	Fred S. Doten, Sr. (<i>deputy</i>)	2025
Neil Lamson	2026	GREATER UPPER VALLEY SOLID WASTE MANAGEMENT (GUVSWD) REPRESENTATIVES	
AUDITORS		Vernon Clifford	2024
Nancy Matthews	2024	Douglas Tuthill (<i>alternate</i>)	2024
Kristen Esty	2025	HEALTH OFFICER	
Annie Mears Abbott	2026	Hugh Hermann, M.D.	2024
LIBRARY TRUSTEES		PLANNING COMMISSION	
Susan Burgess	2024	Nelson Lamson	2024
Mary Worrell, Chair	2024	Jack Pearsons (<i>appointed 2023</i>)	2024
Cara DeFoor	2025	Tim Reiter (<i>resigned 2023</i>)	2024
Jocelyn Randles	2025	Tyler Wellington	2024
Douglas Abbott	2026	John Moore	2025
Betsy Rhodes	2026	Ann Reynolds (<i>deceased 2023</i>)	2025
TRUSTEES OF PUBLIC FUNDS		Doug Tuthill (<i>appointed 2023</i>)	2025
Robert Coates (<i>appointed 2023</i>)	2024	Cyrus Benoit	2026
Robert Hatfield (<i>deceased 2023</i>)	2024	William Emmons, Chair	2026
Michael Doten	2025	ROAD COMMISSIONER	
Marjorie Wakefield, Chair	2026	<i>vacant</i>	<i>n/a</i>
WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT DIRECTORS		TOWN SERVICE OFFICER	
Bob Crean	2024	Sheila Murray	2024
Lydia Locke	2026	TREE WARDEN	
JUSTICES OF THE PEACE		Cyrus Benoit	2024
Anne Bower	2025	Bruce Tuthill (<i>deputy</i>)	2024
Michael Doten	2025		
Chuck Gundersen	2025		
James Robinson	2025		
Marjorie Wakefield	2025		

— COMMITTEES —	Term Expires
CAPITAL PLANNING COMMITTEE	
Neil Lamson	n/a
John Moore	n/a
Jon Ricketson	n/a
Hunter Ulf	n/a
ENERGY COMMITTEE	
Frey Aarnio	n/a
Anne Bower	n/a
Amos Esty	n/a
EMERGENCY SERVICES COMMITTEE	
Melissa Baker	n/a
Jonathan Harrington	n/a
Gregory Olmstead	n/a
John Peters Jr.	n/a
Kevin Rice	n/a
Holly Strahan	n/a
FINANCIAL MANAGEMENT COMMITTEE	
Ellen DesMeules	n/a
Emily Grube	n/a
Nancy Matthews	n/a
TOWN HALL REVITALIZATION COMMITTEE	
Katie Brickner	n/a
Marie Cross	n/a
Meg Emmons, Chair	n/a
Dana Kaye	n/a
Gennie Lawrence	n/a
John Moore	n/a

— APPOINTEES (cont.) —	Term Expires
TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (TRORC) BOARD OF DIRECTORS	
William Emmons	2024
Gennie Lawrence (<i>alternate</i>)	2024
TRORC TRANSPORTATION ADVISORY COMMITTEE	
Jon Harrington	2024
ZONING ADMINISTRATOR	
Karen Hewitt Osnoe	2024
ZONING BOARD OF ADJUSTMENT	
Alan Blackmer (<i>deceased 2023</i>)	2024
Kyle Hansen	2024
Benjamin Brickner	2025
Shaun Pickett	2025
Susan Burgess	2026
Seth Westbrook	2026
Jeffry White	2026

— EMPLOYEES —

ASSISTANT TOWN CLERK

Sally Weglarz

ASSISTANT TOWN TREASURER

Sally Weglarz

HIGHWAY TEAM

Jim Potter, Road Foreman

Art Lewin

Justin Ricard

Brian Sawyer

SELECTBOARD ADMINISTRATIVE ASSISTANT

Cynthia Hewitt

TOWN HIGHWAY EQUIPMENT
(per the Pomfret Selectboard)

	2018	2019	2020	2021	2022	2023
2010 John Deere Loader (replaces 2001 loader)	\$54,000	\$52,000	\$52,000	\$52,000	\$50,000	
2002 John Deere Grader, model 672CH	74,000	72,000	50,000	<i>sold</i>	-	
2021 John Deere Grader, model 627G	-	-	-	280,000	270,000	
2008 Komatsu PC78US-6 Excavator	19,000	17,000	17,000	17,000	16,000	
2014 Truck Freightliner 4WD w/ plow, sander & wing	160,000	150,000	135,000	<i>sold</i>	-	
2021 International 2WD with plow, sander & wing	-	-	-	171,463	165,000	
2013 Truck Freightliner 4WD w/ plow, sander & wing	120,000	114,000	<i>sold</i>	-	-	
2020 Int'l Truck tandem w/ plow, sander & wing	-	-	198,000	196,000	190,000	
2016 John Deere 6110M 4WD with side mower	107,000	105,000	103,000	101,000	98,000	
2015 Truck, Western Star 4WD w/ plow, wing & sander	175,000	160,000	100,000	<i>sold</i>	-	
2022 Int'l tandem with plow, wing & sander	-	-	-	195,228	190,000	
2015 Truck, Ford 550 4WD with plow & sander	60,000	58,000	56,000	50,000	20,000	
1987 Truck, Ford 350 Mini-Pumper	-	-	-	-	5,000	
2008 Tag Trailer	3,000	3,000	3,000	3,000	3,000	
2008 Compactor	200	200	200	200	200	
Jumping Jack Compactor	-	-	2,000	1,900	1,700	
Generator	300	300	300	300	<i>discarded</i>	
Hotbox	6,400	6,000	5,800	5,600	5,200	
2000 Bandit Chipper	5,000	5,000	5,000	5,000	4,900	
Flail Head Mower	<i>sold</i>	-	-	-	-	
Austin-Western V Snowplow	250	250	250	250	250	
Bale Chopper	3,000	2,500	2,500	2,000	<i>sold</i>	
Frontier Debris Blower	2,500	2,500	2,200	2,000	<i>sold</i>	
Pressure Washer (purchased new one in 2018)	1,500	1,500	1,400	1,300	1,000	
2001 Steam Cleaner	800	800	800	800	<i>discarded</i>	
2001 Rock Rake	800	800	800	800	500	
Air Compressor	1,000	1,000	1,000	1,000	1,000	
Snow Fence and Posts, 5000 feet	2,000	2,000	2,000	2,000	1,800	
Chainsaws	400	400	800	1,000	2,000	
Welder, Lincoln Wire Feed	800	800	800	800	800	
Small Tools	29,000	29,000	29,000	30,000	38,000	
Hydroseeder	-	7,000	7,000	6,000	5,800	
TOTAL	\$825,950	\$791,050	\$775,850	\$1,126,641	\$1,070,150	

**WARNING
TOWN OF POMFRET
ANNUAL TOWN MEETING 2024**

The legal voters of the Town of Pomfret, Vermont are hereby warned and notified to meet at the Pomfret Town Offices, 5218 Pomfret Road, on Tuesday, March 5, 2024, between [8:00 AM and 7:00 PM]¹, to vote by Australian ballot upon the articles of business listed herein.

An informational hearing to discuss the articles to be voted upon will occur in the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 24, 2024 at 9:00 AM]². Instructions for joining the informational hearing appear at the end this Warning.

The legal voters of the Town of Pomfret, Vermont are further notified that voter qualification, registration and absentee voting relative to said voting by Australian ballot shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. For more information, please visit <https://sos.vermont.gov/elections/voters/early-absentee-voting/> or call the Pomfret Town Offices at (802) 457-3861 during normal business hours (Monday, Wednesday and Friday, 8:30 AM to 2:30 PM).

1. To elect the following Town officers:
 - Town Moderator, 1-year term;
 - Town Clerk, 1-year term;
 - Selectboard Member, 3-year term;
 - Selectboard Member, 2-year term (*see Note below*);
 - Treasurer, 1-year term;
 - Cemetery Commissioner, 3-year term;
 - Lister, 3-year term;
 - Auditor, 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 3-year term;
 - Trustee of Public Funds, 3-year term.

Note: Term length of the two additional Selectboard members was changed from 1 year to 2 years by approval of Article 2 at the 2022 Town Meeting.

2. Shall the voters authorize the Treasurer to collect current taxes, pursuant to 32 V.S.A. 4791?
3. Shall the voters approve the combined budget for Fiscal Year 2025 of \$[] for general purposes (\$[]) and for highway purposes (\$[]), of which \$[] will be raised by current year taxes and \$[] by other sources?

¹ **Note to Selectboard:** To confirm polling hours. Last year's hours were 8:30 AM to 7:00 PM. Because this is also a presidential primary election, Becky suggests starting at 8:00 AM.

² **Note to Selectboard:** To confirm date, time and location of required informational hearing, which must be held between February 24 and March 4 pursuant to 17 V.S.A. 2680(h).

Note: The amounts in this Article 3 exclude the appropriations proposed in Articles 4 through [16] below.

4. Shall the voters appropriate \$42,500 to the Abbott Memorial Library?³
5. Shall the voters appropriate \$12,500 to the Pomfret Cemetery Commission?
6. Shall the voters appropriate \$3,950 to the Visiting Nurse and Hospice for VT and NH in support of care provided in patients' homes?
7. Shall the voters appropriate \$3,800 to the Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) to be used for operational expenses to provide meals on wheels, transportation, wellness and social activities, medical equipment, and other Aging at Home support services to benefit Town residents?
8. Shall the voters appropriate \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County?
9. Shall the voters appropriate \$2,500 to the Empower Up - Windsor Central Mentoring Program (formerly known as the Ottawaquechee Community Partnership) to support their Mentor and Buddy Program?
10. Shall the voters appropriate \$750 to the Spectrum Teen Center for support of activities at the center?
11. Shall the voters appropriate \$900 to Pentangle Arts for providing artistic endeavors in the community?
12. Shall the voters appropriate \$2,500 to the Ottawaquechee Health Foundation (OHF) for funding and support for individuals with limited financial means to help meet critical health and wellness needs such as medical and dental care, eyeglasses, hearing aids, dentures, prescription co-payments and short-term caregiver services?
13. Shall the voters appropriate \$400 to the Women's Information Service (WISE) of the Upper Valley for support of activities at the service?⁴

³ **Note to Selectboard:** To decide whether any of the appropriations in Articles 4 through 16 should be combined into a single article. For floor vote meetings as recently as March 2020, the Abbott Memorial Library and Cemetery Commission appropriations were combined. As were appropriations for social services organizations that had obtained voter approval for at least five consecutive years. On the one hand, combined articles can be separated at floor vote meetings, but not on Australian ballots. On the other hand, because the mechanical tabulator will be used this year, there is a cost for each additional article.

Per Becky, each article costs \$15, plus \$8 for each choice available within that article. So the cost of each yes/no article is \$31 (\$15 for the contest, plus \$8 for each of the "yes" and "no" options). Combining the Abbott Memorial Library and Cemetery Commission appropriations into a single article would save \$31. Combining appropriations for the seven social services organizations that have obtained voter approval for at least five consecutive years would save \$186.

⁴ **NTD:** Pending receipt of valid petition. If successful, 2024 will be the last year in which WISE will need to petition annually to request an appropriation.

14. Shall the voters appropriate \$50 to Green Up Vermont for Green Up Day supplies and services?⁵

15. Shall the voters appropriate \$470 to the Public Health Council of the Upper Valley for [redacted]?⁶

16. Shall the voters re-appropriate \$[redacted] of the unassigned General Fund balance to reduce Fiscal Year 2025 taxes to be raised?

Note: Approval of this article would leave \$[redacted] in the General Fund balance, which amount would remain subject to re-appropriation by the voters at a later date.

17. Shall the voters require that taxes be paid in U.S. funds in two installments, pursuant to 32 V.S.A. 4773, and that the first installment of such taxes be due and accepted at the Treasurer's office on or before 2:30 PM on August 16, 2024, and that the balance be due at the same location on or before 2:30 PM on February 7, 2025, and that overdue taxes bear interest at a rate of 1.0% per month or fraction thereof from the due date of each installment pursuant to 32 V.S.A. 4873, and that all delinquent taxes be subject to an 8.0% penalty pursuant to 32 V.S.A. 1674?

[Remainder of page intentionally blank. Signature page follows.]

⁵ **NTD:** Pending receipt of valid petition. If successful, 2026 will be the last year in which Green Up Vermont will need to petition annually to request an appropriation.

⁶ **NTD:** Pending receipt of valid petition. If successful, 2028 will be the last year in which Public Health Council of the Upper Valley will need to petition annually to request an appropriation.

Dated this [] day of January, 2024,
by the Selectboard of the Town of Pomfret:

John Peters Jr., Chair

Benjamin Brickner, Vice-Chair

Steve Chamberlin

Meg Emmons

Emily Grube

* * * * *

AUSTRALIAN BALLOT
INFORMATIONAL HEARING INSTRUCTIONS

An informational hearing to discuss the articles to be voted upon will occur in the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 24, 2024 at 9:00 AM]⁷. You may join this informational hearing by telephone, computer or smartphone as follows:

Computer or Smartphone

<https://zoom.us/j/95395079923?pwd=ZjBEEd3ZuZWgvWmx2M0tpOE8zbjg2dz09>

Landline or Mobile Phone

Dial (301) 715-8592. When prompted, enter Meeting ID 953 9507 9923 and Passcode 306922.

⁷ **Note to Selectboard:** To confirm date, time and location of required informational hearing, which must be held between February 24 and March 4 pursuant to 17 V.S.A. 2680(h).

Town of Pomfret Selectboard
Draft Meeting Minutes
December 6, 2023

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

Public: Jim Potter (Road Foreman), Neil Lamson (Lister), Nancy Matthews (Auditor)

1. John called the meeting to order at 6:32 pm.
2. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(B) to discuss employee agreements, the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 6:33 pm.
 - b. The Selectboard exited executive session at 7:10 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and John seconded adding the Wild Apple Road Culverts Replacement Easement Agreements and Town Garage Boiler Replacement, and deleting the Capital Program and Budget Policy and Procedure. Unanimous.
4. Public Comment – None.
5. Road Foreman’s Report – Jim will establish a rotating call schedule for the crew, as well as an alternate holiday coverage schedule. He heard from Ogden Hunnewell on Barber Hill Road who has set back a stone wall from the right-of-way as requested. Mr. Hunnewell would like to be added to the January 3, 2024 agenda to discuss a driveway access matter. Jim has gotten a good price on a replacement grader blade; Emily suggests this can be funded by ARPA. Jim will advertise the current blade for sale. To reduce uniform costs, Jim suggests offering a clothing budget to the crew with a washer/dryer installation at the garage. He will present a plan at the next meeting. Jim is preparing a cost estimate for the Sugarbush Farm Road ditching project that is expected to be funded in part by a Vtrans Better Roads Program grant.
6. Items for Discussion or Vote
 - a. Road Crew Communications Devices – Jim will present a plan to provide Town use-only cell phones to the crew at the December 20 meeting.
 - b. Wild Apple Culverts Replacement Easement Agreements – These agreements are based on forms provided by Stitzel Page and have been revised to describe the proposed work and affected properties. Ben will send the completed agreements to Jim and Tyler.
 - c. Town Garage Boiler Replacement – The Selectboard has received two quotes for this work. Jim will obtain a third quote from Ottauquechee Plumbing & Heating for the Selectboard to choose from at the December 20 meeting.
 - d. Better Roads Grant Application – Emily moved and Ben seconded approval of the grant application with the contact information changed to John but otherwise as presented. Unanimous. Jim expressed appreciation for Tyler Billingsley’s assistance in preparing the application.
 - e. Overhead Door Service Contract – Emily moved and Steve seconded approval of the service agreement for the town garage doors. Unanimous.

- f. RFP Wild Apple Culverts Replacement Contract – To be finalized and posted in January.
 - g. Generator Service Contract – John will follow up with the second bidder for information about a once annual servicing option. The Selectboard will make a decision at the December 20 meeting.
 - h. FY 2025 Budget Discussion – Neil updated the Highway Vehicle Capital Plan to reflect actual revenues and expenses since with plan was initially approved in 2021. As the new wheel loader is a significant anticipated expense in FY 2024, the amount of which will be known later this month, the Selectboard will wait until then to determine the appropriate Highway Vehicle Reserve funding amount for FY 2025. Ellen provided updated insurance premium information that Ben incorporated into the draft budget. The informational meeting required by Article 2 approved at the May 2023 special town meeting will occur as part of the December 20 regular Selectboard meeting. John will announce this via the list serve next week. The updated draft budget is being posted to the town website after each meeting (see <https://pomfretvt.us/index.php/boar/sel/budget/>). Ben reviewed the status of other Selectboard deliverables for the FY 2023 town report: the town highway equipment list, FY 2025 budget narrative, officer list, Selectboard report, and 2024 annual meeting warning. Emily volunteered to work on the Selectboard report. Ben will forward last year’s Word version to Emily.
 - i. Town Administrator Discussion – Emily suggested looking into the possibility of hiring a grant writer to help with projects on a contract basis. Two Rivers has performed this function before.
 - j. Warrants – Emily moved and John seconded approval for payment of the following warrant:

24049	\$31,737.13	A/P
-------	-------------	-----

 Unanimous.
 - k. Approval of Minutes – Ben moved and Meg seconded approval of the November 29, 2023, special meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – John to send list serve notice of budget informational meeting, follow up with generator service contract vendor; Ben to send final Wild Apple Road easement agreements to Jim and Tyler; Meg to speak with Scott re: Fire Department workers’ comp coverage, Neil re: Artistree assessment and remaining ARPA balance; Emily to prepare draft Selectboard report; Jim to obtain Ottawaquechee boiler replacement proposal.
 - c. Agenda for Next Meeting – Generator Service Contract, Road Crew Communications Devices, Review Wheel Loader Bids, FY 2025 Budget Informational Meeting, Capital Program and Budget Policy and Procedure, Town Garage Boiler Replacement, FY 2023 Annual Report Deliverables.
8. Executive Session
- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(B) to discuss employee agreements, the premature general public knowledge of which would clearly place the Selectboard or a person involved

- at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:36 pm.
- b. The Selectboard exited executive session at 10:30 pm, with no decisions having been made therein.
9. Adjournment – Ben moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:31 pm.