

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret, Vermont 05053  
January 3, 2024**

**Executive Session Possible at 6:30 pm  
Public Session to Begin at 7:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	6:30 pm
2. Possible Executive Session – Employee Agreements, Appointment of Public Officers	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman’s Report	7:05 pm
6. Items for Discussion or Vote a. Wheel Loader Bid Award b. Town Garage Boiler Replacement c. Road Crew Communications Devices d. 922 Barber Hill Road Town Highway Access e. Wild Apple Culverts Replacement RFP f. Capital Program and Budget Policy and Procedure g. FY 2025 Budget Discussion h. Appointment of Public Officers (ZBA, Town Health Officer) i. FY 2023 Town Report Deliverables j. 2024 BRIC Program Grant Application k. Warrants l. Approval of December 20, 2023 Minutes	7:30 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
8. 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

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

**PRICE SCHEDULE FOR A MOTOR WHEEL LOADER**

Manufacturer JCB Model 427 HT

List Price 189,000.00 Less Trade-in 55,000.00 Net Price 134,000.00

Optional Financing: Annual payment \_\_\_\_\_ No. of Payments \_\_\_\_\_

Standard Equipment (attach additional sheets if needed)

On Quote

Selected Equipment (attach additional sheets if needed)

On Quote

Bidder Name: Alta Equipment Contact Name: William Harvey

Address: 114 Hill Street Concord NH

Telephone: 603-406-4243 Fax Number: \_\_\_\_\_ E-Mail: William.Harvey@ALTG.com

By: [Signature] Name: William Harvey  
Signature of Bidder (or Representative) (Type or Print)

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

### CERTIFICATE OF COMPLIANCE


For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the Bidder, and submitted as part of the response to the proposal.

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, Bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that it has read, understands and agrees to the terms of this RFQ, and any other contract attachments included with this RFQ.

Bidder Name: Alta Equipment Contact Name: William Harvey

Address: 114 Hall Street Concord NH, 03301

Telephone: 603-406-4243 Fax Number: \_\_\_\_\_ E-Mail: William.harvey@ATG.com

By:  Name: William Harvey  
Signature of Bidder (or Representative) (Type or Print)

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

## DELIVERY SCHEDULE FOR A WHEEL LOADER


1. At the time of delivery the vehicle must meet the following conditions:
  - a. Be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the Town.
  - b. Meet California emission standards
  - c. Be equipped to meet all requirements of the Vermont Department of Motor Vehicles to be registered
  - d. The vendor must supply:
    - i. A written title to the Town of Pomfret, VT
    - ii. A specification sheet indicating the make, model and serial number of the vehicle
    - iii. A cut sheet detailing the standard and selected equipment on the vehicle
    - iv. The manufacturer's standard quantity of keys and FOBs that normally are included with the vehicle.
    - v. All necessary paperwork needed to register the vehicle
    - vi. A written manufacturer warranty based on commercial use
    - vii. Two copies of the operating manual
    - viii. Two copies of the parts manuals for all installed components
2. The vendor must supply five (5) business days' notice prior to delivery.
3. The vehicle must be delivered to 100 LaBounty Road, North Pomfret, VT 05053 Monday through Friday between 7:00 am and 3:00 pm.

**Number of business days for delivery after receipt of the order:** 120 days

Bidder Name: Alta Equipment Contact Name: William Harvey

Address: 114 Hill Street Concord NH 03301

Telephone: 603-406-4243 Fax Number: \_\_\_\_\_ E-Mail: William.Harvey@Alta.com

By:  Name: William Harvey  
Signature of Bidder (or Representative) (Type or Print)



**Product Quotation**

**Prepared For:  
Steve**

**Town of Pomfret VT  
North Pomfret VT 05053**



**Prepared By:  
Scott Polish  
ALTA CONSTRUCTION EQUIPMENT OF NEW ENGLAND, LLC  
CONCORD NH 03301  
mobile:**

Image is for indicative purpose only and may not represent exact equipment being quoted



Northland JCB is proud to serve New England with a core commitment to putting our customers first and matching the right equipment for the right applications. Northland JCB thrives on a reputation built by analytical customer service and an unparalleled service model. We make doing business with us simple and easy. It is our commitment to customer service that has enabled us to develop enduring customer relationships.

We are honored to partner with JCB to offer a wide selection of new and used construction equipment including backhoes loaders, excavators, compact track loaders & skid steers, telehandlers, wheel loaders and more to fulfill our customers' needs.

We are a one stop equipment dealer offering new and used construction equipment sales, rental, parts, and service with six locations serving Massachusetts, New Hampshire, Maine, Connecticut, and Rhode Island.

### Standard Equipment

Standard Equipment and Features & Benefits related to this product are subject to change without notice

LIVELINK	5 Years subscription allows for enhanced machine security, improved service monitoring, and modernized fleet control.
WARRANTY	2 Year full coverage warranty. Extended warranty available (please see the machine warranty certificate for details)
TIRES	Several types available; see Section 2.
ENGINE	6.7 L (409 CID) 6-cylinder, 170 Gross HP Cummins QSB diesel, T4 Final, variable geometry turbocharger, diesel oxidation catalyst, exhaust gas recirculation, air scavenge system, low idle feature, dual element air cleaner, spin-on filters, water separator, thermostart assist and antifreeze to -33 degrees.
TRANSMISSION	Fully automatic powershift transmission with torque converter. Four forward and three reverse gears with a speed inhibitor and modulation for smooth directional changes. Twist grip for manual gear selection with transmission kickdown button, automatic gear shifting through switch on A-pillar. Forward and reverse control switch on hydraulics control lever. Selectable transmission disconnect on brake pedal. Transmission underbelly guard for added protection.
GENERAL	Front and rear unitized mainframe modules with a componentized driveline. Frame mounted hydraulic and fuel tanks with convenient cleanout ports. Front fenders. Side panels and rear engine access electrically assisted struts. Articulation locking strut for transporting.
FRONT/REAR AXLE	Standard limited slip differentials for superior traction performance. Optional open differentials with automatic differential locking. All axle types include sinter-lined pads to provide increased resistance to heat and wear with the multi-disc brake system.
SERVICE BRAKES	Oil immersed hub mounted multi-disc design. Dual circuit design with accumulator backup to provide stopping ability in all conditions. Mechanical disc parking brake operating on the transmission output shaft.





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### Standard Equipment

#### ELECTRICS

24 volt, IP 67 water and dust resistant connectors with numerical coded wiring. 120 amp alternator with 2 heavy duty low maintenance batteries rated at 900 CCA. Battery disconnect switch located in battery compartment. Electrical circuit test button. Back-up Alarm.

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#### INSTRUMENTS

Audible and visual engine and powertrain warning system with front mounted instrument panel including speedometer, hourmeter, fuel gauge, coolant temperature gauge, transmission temperature gauge, clock and automatic emergency engine shut-down system. Parking brake "on" warning light.

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#### CAB UNIT

SAE certified ROPS/FOPS fully enclosed pressurized cab with 68 dB(a) internal noise level (SAE J2105). Dual heated exterior side view mirrors, two interior rear view mirrors, headrest and sun visor. Fully adjustable cloth suspension seat with 3 inch seat belt and left, two headlights, two front worklights, two tail lights, turn signals and cab mounted flashing beacon. Heater/defroster, windshield wiper/washer, radio provision with speakers. Lighting package includes hand armrest.

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#### HYDRAULICS

Twin variable displacement piston pumps feed a "load sensing" system, providing an efficient and responsive distribution of power. Two spool loader circuit with accumulator backup. 3rd spool auxiliary hydraulic circuit as standard. Single control lever for lift and tilt functions. Priority steering valve for improved handling and safety and an electric emergency steering pump.

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#### LOADER

Parallel lift loader end with a general purpose bucket (see Options, Section 3). Four cylinder geometry for high torque and capacity. Two lift and two tilt cylinders. Return to dig and height kickout. Lift ram safety strut.

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## Features and Benefits

Standard Equipment and Features & Benefits related to this product are subject to change without notice

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One piece engine hood

Easy operation, single button press. Minimal moving parts

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No DPF

No exhaust filter. No periodic high temperature regen. Less hazardous in flammable applications. Less down time for the customer. Less chance of operator confusion. A better proposition for operators using older equipment technology

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Chassis integral tanks

Tanks are protected by the chassis. No external vulnerable fill points. Less chance of downtime through design. Robust design proven through over 68 years of loaders. No risk of turning the machine on full turn and trapping debris.

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Engine fan vacuum cyclonic air precleaner

Extends filter life. Does not block rear visibility. Ground level for easy safe access. Dust does not flow over engine bay, it is separated by the bulk head. Slower dust build up over hot and moving components (Lower fire risk)

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Machine walkaround and incab daily checks

Provides easy daily checks. Requires no engine hood to be opened. 2 sight glasses. RH side of hydraulic oil. LH side is transmission. The rest is reported through the front screen. As ticks or crosses. Refer to the handbook for full details

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Wide load spreading articulation point

Steer cylinders are at the highest point. Steer cylinders are easily accessed. Fabrications are a box frame (Not plate on plate). Hoses are neatly routed. No vulnerable electrics. Twin roller bearing design

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Non trapping lift cylinders

Lift rams have a high bottom pivot that prevents the pivot area holding in debris. The front chassis does not box in the lift ram on both sides in order to prevent trapping points

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Quality

We know that a wheel loader is a key part of the on-site process. That's why the JCB 427 is built on a foundation of quality and reliability. The processes we've used through design and manufacture will safeguard your working process, hour after hour, day after day.

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Productivity

The 427 can perform great feats of productivity. With high power and torque, both machines meet Tier 4 Final/Stage IV Emissions Legislation without needing a DPF which eliminates the need for periodic regeneration.

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Efficiency

The JCB 427 is designed to move more material for less. To achieve this, we've designed the engine, axles, driveline and hydraulics to work in harmony with each other, for ultimate efficiency and durability.

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## Features and Benefits

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### Comfort

The latest JCB 427 is equipped with command plus cab. This unique approach to ergonomics is the result of a radical rethink and a rigorous research program. Expect best-in-class comfort, visibility, ergonomics, and quietness.

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### Maintenance

Wheel loaders need to spend the maximum amount of time hard at work. We've designed the 427 to do just that, with long service intervals and quality components.

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**Prepared For:**  
 Steve  
 Town of Pomfret, VT  
 5218 Pomfret Rd  
 North Pomfret, VT 05053

**Dealer information**  
 ALTA CONSTRUCTION EQUIPMENT OF NEW ENGLAND, LLC  
 11411 ALL ST  
 CONCORD, NH 03301  
 phone: (856) 520-5701  
 fax: (603) 717-7035

**Prepared By:**  
 Scott Polish, LLC  
 scott.polish@northlandjcb.com  
 mobile:  
 Quote Date: 12/19/23  
 Valid Until: 01/14/24  
 Quotation Reference: 400510

**Model: 427 HT T4F**

**Qty: 1**

**Equipment Description:**

427 HT BASE MACHINE (TIER 4 FINAL EMISSIONS COMPLIANT)\*

427 Ht t4f Max power: 179Hp/133kw @ 1700rpm Torque peak: 141 Nm @ 1500rpm Rated power: 158Hp/115kw @ 2100rpm 6 Cylinder cummins QSB 6.7I DoE and SCR aftertreatment No dpf Wide core cooling pack 24V electricals with battery isolator Fully automatic ps transmission 4 Ram ht loader end Hardened pivot pins Cab: Full ROPS/FOPS JCB commandplus cab Full instrumentation monitor Worklights Chassis articulation stay Includes hd cw

Michelin Xsnpplus 20.5, R25 L2  
 High Spec Cab (USA), Sliding / Tinted Glass, Fabric Air Suspension Seat, Rear Camera  
 Heater And Air Conditioning  
 Std Axles, Sint, Hd, 4 Spd, 20.5, Half Rear  
 4 Speed, High Lift Loader Arm, 3 Spool Joystick Hydraulics // Lift  
 Language Pack: North America 4.27. Includes 110V Block Heater  
 Industrial Quickhitch With Pin Isolator Valve. High Lift Loader Arms  
 GP Bucket - 3.1 cu.yd. w/ Bolt-on Cutting Edge - Quickhitch Mount  
 Fork And Frame - 1200Mm/47 Inch Tine Length, 1500Mm/59 Inch Carriage Width - // Lift  
 HIGH SPE WORK LIGHTS. 4 x FRONT CAB, 4 x REAR CAB AND 2 x REARGRILLE. ALL LED.  
 Led Road Lights - Rh Dip  
 Reversing Fan With Swing Out Access  
 Smooth Ride System  
 3 Spool Arm Kit  
 Front & Rear Strobe Lights  
 LED Light Bar  
 Additional Parts & Ops Manuals  
 Shovel Holder  
 Fire Extinguisher  
 License Plate Holder

Equipment Total		189,000.00
Less Trade In		55,000.00
(630024 - John Deere 524K)	55,000.00	
Total Less Trade		134,000.00
Total Customer Sale Price		134,000.00





**Prepared For:**  
 Steve  
 Town of Pomfret VT  
 5218 Pomfret Rd  
 North Pomfret VT 05053

**Dealer Information**  
 ALTA CONSTRUCTION EQUIPMENT OF NEW ENGLAND  
 114 HALL ST  
 CONCORD NH 03301  
 phone:(866) 520-5701  
 fax:fax:(603) 717-7035

**Prepared By:**  
 Scott Polish, LLC  
 scott.polish@northlandjcb.com  
 mobile:  
 Quote Date: 12/19/23  
 Valid Until: 01/14/24  
 Quotation Reference: 400510

**Model: 427 HT T4F**

**Qty: 1**

**Optional Extras** (Optional Extras are not included in the total)

7 year, 7,000 hour FULL Warranty	30,000.00
7 year, 6,000 hour FULL Warranty	28,000.00
7 year, 5,000 hour FULL Warranty	27,000.00
Load Rite Scale System	14,000.00

Notes: Current Shop Rate: \$155/hr  
 Current Field Rate: \$205/hr  
 Current Travel Rate: \$175/hr  
 Current Emergency Rate: \$307/hr

The above quote supersedes all preceding price quotes. Prices quoted are valid for 30 days from quote date.

Customer Acceptance: \_\_\_\_\_ Date \_\_\_\_\_

Dealer \_\_\_\_\_ Date \_\_\_\_\_



Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

**PRICE SCHEDULE FOR A MOTOR WHEEL LOADER**

Manufacturer JOHN DEERE Model 524P  
List Price \$209,200.00 Less Trade-in \$60,000 Net Price \$149,200.00  
Optional Financing: Annual payment \$34,210.00 No. of Payments 5  
Standard Equipment (attach additional sheets if needed)

Selected Equipment (attach additional sheets if needed)

Bidder Name: UNITED CONSTRUCTION & FORESTRY Contact Name: BILL GAHERTY  
Address: 300 ELINTON ST, SPRINGFIELD VT  
Telephone: 802-338-6245 Fax Number: \_\_\_\_\_ E-Mail: WILLIAM.GAHERTY@UCFNE.COM  
By: [Signature] Name: WILLIAM GAHERTY  
Signature of Bidder (or Representative) (Type or Print)

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

### CERTIFICATE OF COMPLIANCE

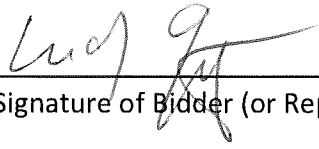
For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the Bidder, and submitted as part of the response to the proposal.

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, Bidder understands that this paragraph might be used as a basis for litigation.
  
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that it has read, understands and agrees to the terms of this RFQ, and any other contract attachments included with this RFQ.

Bidder Name: UNITED CONST. & FORESTRY Contact Name: BILL GAHERTY

Address: 300 CLINTON ST, SPRINGFIELD VT

Telephone: 802-338-6245 Fax Number: \_\_\_\_\_ E-Mail: William.GAHERTY@UCFAE.COM

By:  Name: WILLIAM GAHERTY  
Signature of Bidder (or Representative) (Type or Print)

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

## DELIVERY SCHEDULE FOR A WHEEL LOADER


1. At the time of delivery the vehicle must meet the following conditions:
  - a. Be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the Town.
  - b. Meet California emission standards
  - c. Be equipped to meet all requirements of the Vermont Department of Motor Vehicles to be registered
  - d. The vendor must supply:
    - i. A written title to the Town of Pomfret, VT
    - ii. A specification sheet indicating the make, model and serial number of the vehicle
    - iii. A cut sheet detailing the standard and selected equipment on the vehicle
    - iv. The manufacturer's standard quantity of keys and FOBs that normally are included with the vehicle.
    - v. All necessary paperwork needed to register the vehicle
    - vi. A written manufacturer warranty based on commercial use
    - vii. Two copies of the operating manual
    - viii. Two copies of the parts manuals for all installed components
2. The vendor must supply five (5) business days' notice prior to delivery.
3. The vehicle must be delivered to 100 LaBounty Road, North Pomfret, VT 05053 Monday through Friday between 7:00 am and 3:00 pm.

**Number of business days for delivery after receipt of the order: 90 days**

Bidder Name: UNITED CONST. & FORESTRY Contact Name: BILL GAHERTY

Address: 300 CLINTON ST, SPRINGFIELD VT

Telephone: 802-338-6245 Fax Number: \_\_\_\_\_ E-Mail: WILLIAM.GAHERTY@UCFNE.COM

By:  Name: WILLIAM GAHERTY  
Signature of Bidder (or Representative) (Type or Print)

**Quote Summary**

**Prepared For:**

TOWN OF POMFRET  
 5218 POMFRET RD  
 NORTH POMFRET, VT 05053  
 Business: 802-457-3861  
 Jim.potter@pomfretvt.us

**Prepared By:**

WILLIAM GAHERTY  
 United Construction & Forestry  
 300 Clinton Street  
 Springfield, VT 05156  
 Phone: 802-885-6840  
 william.gaherty@ucfne.com

**Quote Id:** 30102591  
**Created On:** 14 December 2023  
**Last Modified On:** 14 December 2023  
**Expiration Date:** 31 March 2024

<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE 524 P-Tier Wheel Loader	\$ 335,432.00	\$ 209,200.00 X	1 =	\$ 209,200.00
<b>Equipment Total</b>				<b>\$ 209,200.00</b>

<b>Trade In Summary</b>	<b>Qty</b>	<b>Each</b>	<b>Extended</b>
JOHN DEERE 524K - 1DW524KZHA0630024	1	\$ 60,000.00	\$ 60,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 60,000.00
<b>Trade In Total</b>			<b>\$ 60,000.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 209,200.00
Trade In	\$ (60,000.00)
Filing / Origination Fees	\$ 0.00
SubTotal	\$ 149,200.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 149,200.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 149,200.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

**Quote Id:** 30102591

**Customer:** TOWN OF POMFRET

## JOHN DEERE 524 P-Tier Wheel Loader

**Hours:**
**Suggested List**
**Stock Number:**
**\$ 335,432.00**

Code	Description	Qty
6021DW	524 P-Tier Wheel Loader	1
<b>Standard Options - Per Unit</b>		
183E	JDLink™	1
0202	United States	1
0259	English	1
0351	Translated Text Labels	1
0400	Standard Loader	1
0452	High Lift Z-BAR	1
0613	Level 3 Trim	1
0654	Level 1 Performance	1
0953	Advanced Vision System	1
1100	Less Detection System	1
1302	Left and Right Side Steps	1
2201	Less Payload Scale w/ Cycle Counter	1
4095	John Deere 6.8L - FT4/SV	1
5117	Michelin XSNOPPLUS - 20.5R25 L2 1-Star Radial Tires w/ 3 PC Rims	1
5552	Standard Front Fenders	1
6522	Rear Counterweight & Rear Hitch w/ Pin	1
7025	Single Axis Lever Controls	1
7054	Three Function Hydraulics	1
7404	Hydraulic Coupler - Hi-Vis/ISO Pattern	1
7458	Bolt-On Cutting Edge	1
7500	Less Fork Frame	1
7700	Less Tines	1
7822	3.00 YD (2.30 CM) Enhanced Performance	1
8295	Heated And Powered Exterior Mirrors	1
8500	Cold Weather Package	1
8502	Maintenance and Service Package	1
8505	Guards - Transmission & Bottom	1
8508	Auxiliary Equipment Package	1



**TOWN OF POMFRET VT WHEEL LOADER QUOTE**

**ADDITIONAL OPTIONS:**

**EXTENDED WARRANTY: 7 YR / 4000 HOUR FULL MACHINE WARRANTY. \$6,023.00**

**7 YR / 4000 HOUR POWERTRAN & HYDRAULICS. \$3,773.00**

**TRAVEL SERVICE RATE: \$190.00 PER HOUR. \$3.25 PER MILE**

**REFERENCES:**

**TOWN OF MOUNT HOLLY VT. CONTACT: CLINTON (802) 259-3179**

**CITY OF RUTLAND VT PUBLIC WORKS. CONTACT: DAN MCINTYRE (802) 779-3161**

**ST PIERRE INC. CHARLESTOWN NH. CONTACT: CHARLIE ST PIERRE. (603) 826-4121**

**TOWN OF POMFRET**  
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner Hunnewell Ogden Irrevocable Trust Phone \_\_\_\_\_  
Address 922 Barber Hill Road, Pomfret State VT Zip 05091

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the Southern side of Barber Hill Road (E911 highway name) Town Highway No 5

The proposed access will be located approximately 1/2 mi. (ft./ mi.) from the intersection of this road with Cloudland Road (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90-degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at \_\_\_\_\_ this 2 day of March, 2021.

Nina Hunnewell  
Signature, Applicant or Applicant's Agent

Nina Hunnewell  
Applicant or Applicant's Agent's Name  
{printed or typed}

Application fee of \$50. Received Date 3/24/2021 by RJ JF

**Directions, restrictions and conditions:**

18-inch culvert required \_\_\_yes\_\_\_ ~~no~~

Other restrictions or conditions

Must remove culvert at original access to property once new access completed

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this 26 day of April, 2021.

[Signature] Road Commissioner Emily Jule Chair, Selectboard

**Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.**

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_ Road Commissioner \_\_\_\_\_ Chair, Selectboard

Form adopted by Pomfret Selectboard June 21, 2017

**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.

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Selectboard Chair

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Selectboard Vice Chair

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Selectboard Member

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Selectboard Member

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Selectboard Member

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Selectboard Member

**Item 6G**  
**FY 2025 Budget Discussion**

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

## SELECTBOARD REPORT

Last year was a busy one for the Selectboard and we welcome this opportunity to discuss the highlights.

Meeting Format. 2023 began with COVID-19 still a public health concern. For this reason we held our town meeting via Australian ballot, as we did in 2021 and 2022. Ballots were mailed to all active voters and participation was extraordinarily high for a local election, at nearly 50%. Voters approved the town budget and several social services appropriations. The Selectboard continues to hold hybrid meetings, resulting in a welcome increase in turnout and participation in our proceedings. You can find dial-in instructions for our meetings at [pomfretvt.us/index.php/boar/sel](http://pomfretvt.us/index.php/boar/sel).

The Future of Town Meeting. Although the tradition of in-person town meeting is welcomed by many as an opportunity to see neighbors and debate important local issues face-to-face, Australian balloting during COVID-19 saw significantly increased voter participation. With the emergency public health law allowing towns temporarily to vote by Australian ballot expected to expire soon, we felt it was appropriate to allow voters an opportunity to decide whether to adopt this voting method permanently.

We called a special town meeting at The Prosper Valley School in late May to decide this question. With sixty-five voters present, Australian balloting was adopted for town officer elections, budget articles and other public questions. An informational meeting will be held before Town Meeting Day. Our goal is make this a forum for discussion and community-building, much like traditional town meeting has been.

Expanded Zoning Board of Adjustment. As the pressure and complexity of proposed development continues to increase, our Zoning Board of Adjustment has been busy working with landowners to ensure responsible development in accordance with our zoning ordinance and flood hazard rules. To help the Zoning Board manage its workload, we increased its size from five to seven members.

We thank those who volunteered to fill the additional positions. They join many other neighbors and friends who volunteer their time to ensure Pomfret runs smoothly and remains an enviable place to live. See the inside back cover of this town report for the full list of local volunteers.

Highway and Building Investments. Our highway team continued renovation of the town garage to include a new generator and underground utilities, allowing the building to remain functional during power outages and other emergencies, and enabling the team to serve our town even in difficult conditions. We acquired a new Ford F-550 with dump body, plow and wing to replace our aging F-550.

Exterior repair and drainage work on the historic brick building next to the town office was completed last summer. We were awarded a Municipal Energy Resilience Program grant to fund an energy audit and consulting services to review energy resilience and accessibility options for the Town Hall. We also created a Town Hall Revitalization Committee to engage the community on future uses of the building.

Ordinance and Policy Updates. In June we revised our Highway Ordinance to clarify when a permit is needed to alter an existing driveway where it enters onto a town road, and to relax the sight distance requirements for new driveways on our back roads.

In July we adopted a Declaration of Inclusion confirming Pomfret as a place where all are welcome and affirming our commitment to fair treatment of all in our community. Similar declarations have been adopted by 130 other Vermont towns and follows a proclamation by Governor Scott in May 2021.

In August we revised our Traffic and Parking Ordinance to create a new speed limit along Stage Road and to expand the 25 mph zone in South Pomfret village. We continue to conduct vehicular speed studies to ensure our roads are properly posted, and work with the Windsor County Sheriff to patrol regularly and address non-emergency law enforcement issues. As always, dial 911 for emergencies.

We approved several financial policies throughout the year to improve our accounting and budgeting practices. We thank our Financial Management Committee for their continuing effort to ensure the town's financial procedures remain clear and robust. We also created or streamlined several permit forms to help applicants obtain the information and approvals they need. You can find our ordinances and policies at [pomfretvt.us/index.php/documents](http://pomfretvt.us/index.php/documents).

*Foliage Traffic Management.* Foliage traffic management continues to present public safety and quality of life challenges, particularly along the lower portion of Cloudland Road. After making the road one-way during the 2022 fall foliage season with mixed results, we decided last year to close a portion of Cloudland Road entirely to non-local traffic.

The temporary closure had its intended effect, eliminating gridlock and improving quality of life. We thank the community for its patience during the traffic pattern change, and for its discretion as the national news media descended upon our small town to report on a basic local government function.

*Grant Funding Opportunities.* The Selectboard continues to leverage outside funding to complete planning and maintenance work that will benefit our community for years to come. We anticipate replacing additional culverts this year and have been awarded a Structures Program grant to defray the cost of replacing dual culverts on Wild Apple Road, scheduled for this summer. We were unable to pave Stage Road as planned last year due to persistent wet weather. That project will be completed this year. We also received Grants in Aid funding to complete ditching work on Webster Hill Road.

Town plan and local hazard mitigation plan updates will be completed this year. A study of vehicular and pedestrian safety concerns in South Pomfret funded by a Bicycle and Pedestrian Study Grant has been completed. We will seek additional grant funding to implement some of the study suggestions.

*ARPA Funding Opportunities.* Pomfret received nearly \$255,000 from the Coronavirus State and Local Fiscal Recovery Fund established by the American Rescue Plan Act of 2021 (ARPA). These funds are intended to promote resiliency in public health and infrastructure. To these ends, we used ARPA funds to purchase generators for the town garage and the Fire Department's North Pomfret Station; acquire hybrid meeting equipment to encourage participation in town government meetings; and make the town office entryway more accessible. We continue exploring ways to use remaining ARPA funds to promote our community's long term health and welfare.

*Property Assessment and Taxation.* The town-wide property reappraisal was completed last year, with new values mailed to taxpayers in June. Although the average assessment increased (primarily a result of rising home sale prices across the region), we anticipate the town tax rate will decrease as a result.

We commend our Board of Listers for their excellent work during this process. Property valuation is a complex topic that can have deeply personal financial impacts. Following dozens of informal Q&A sessions and formal grievance hearings, none of the new valuations were appealed.



We continue our concerted effort to collect delinquent taxes, ideally via payment agreements, but also through tax sales if necessary. There was one tax sale last year, the first in several years. Collection of delinquent taxes reduces the burden on taxpayers who pay their bills on time. After peaking above \$280,000 in 2020, the delinquent tax roll declined to only about \$[80,000]<sup>1</sup> at the end of 2023.

***Municipal Administration.*** As municipal government becomes more complex—even for small towns like ours—the Selectboard is considering whether to hire an administrator to handle day-to-day Selectboard functions like grant writing, contract negotiation and local-state government relations. These conversations are ongoing and your input would be greatly appreciated.

\* \* \* \* \*

Selectboard meetings are open to the public and we thank those who participate and offer their opinions and guidance. You can find our contact information at [pomfretvt.us/index.php/boar/sel](http://pomfretvt.us/index.php/boar/sel). We look forward to seeing you at our meetings and around town.

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

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<sup>1</sup> **Note to Draft:** To confirm 2023 year-end amount in January 2024.

## 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]<sup>1</sup>.

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.]<sup>2</sup>

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

<sup>2</sup> **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]<sup>3</sup>.

\* \* \* \* \*

[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.]<sup>4</sup>

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

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

<sup>4</sup> **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
<b>MODERATOR</b>		<b>ANIMAL CONTROL OFFICER</b>	
Kevin Geiger	2024	<i>vacant</i>	<i>n/a</i>
<b>TOWN CLERK</b>		<b>CITIZEN TRUSTEE OF LABOUNTY FUND</b>	
Rebecca Fielder	2024	Marjorie Wakefield	2024
<b>SELECTBOARD</b>		<b>COLLECTOR OF DELINQUENT TAXES</b>	
Steve Chamberlin	2024	Karen Hewitt Osnoe	2024
Meg Emmons	2024	<b>CONSTABLE</b>	
Emily Grube	2025	Douglas Tuthill	2024
John Peters Jr., Chair	2025	<b>e911 COORDINATOR</b>	
Benjamin Brickner, Vice-Chair	2026	Rebecca Fielder	2024
<b>TOWN TREASURER &amp; TAX COLLECTOR</b>		<b>EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT (ECFiber) REPRESENTATIVES</b>	
Ellen DesMeules	2024	Alan Graham	2024
<b>CEMETERY COMMISSION</b>		Kristen Esty ( <i>first alternate</i> )	2024
Ona Chase, Chair	2024	Betsy Rhodes ( <i>second alternate</i> )	2024
Bruce Tuthill	2025	<b>EMERGENCY MANAGEMENT DIRECTOR</b>	
Susan Burgess	2026	Kevin Rice	2024
<b>LISTERS</b>		<b>FIRE WARDEN</b>	
Norman Buchanan, Chair	2024	Frank E. Perron, Jr.	2025
Rebecca Fielder	2025	Fred S. Doten, Sr. ( <i>deputy</i> )	2025
Neil Lamson	2026	<b>GREATER UPPER VALLEY SOLID WASTE MANAGEMENT (GUVSWD) REPRESENTATIVES</b>	
<b>AUDITORS</b>		Vernon Clifford	2024
Nancy Matthews	2024	Douglas Tuthill ( <i>alternate</i> )	2024
Kristen Esty	2025	<b>HEALTH OFFICER</b>	
Annie Mears Abbott	2026	Hugh Hermann, M.D.	2024
<b>LIBRARY TRUSTEES</b>		<b>PLANNING COMMISSION</b>	
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
<b>TRUSTEES OF PUBLIC FUNDS</b>		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	<b>ROAD COMMISSIONER</b>	
Marjorie Wakefield, Chair	2026	<i>vacant</i>	<i>n/a</i>
<b>WINDSOR CENTRAL UNIFIED UNION SCHOOL DISTRICT DIRECTORS</b>		<b>TOWN SERVICE OFFICER</b>	
Bob Crean	2024	Sheila Murray	2024
Lydia Locke	2026	<b>TREE WARDEN</b>	
<b>JUSTICES OF THE PEACE</b>		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 (alternate)	2024

**TRORC TRANSPORTATION ADVISORY COMMITTEE**

Jon Harrington	2024
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**ZONING ADMINISTRATOR**

Karen Hewitt Osnoe	2024
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**ZONING BOARD OF ADJUSTMENT**

Alan Blackmer (deceased 2023)	2024
[redacted] (appointed [redacted])	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	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	270,000
2008 Komatsu PC78US-6 Excavator	19,000	17,000	17,000	17,000	16,000	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	160,000
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	180,000
2016 John Deere 6110M 4WD with side mower	107,000	105,000	103,000	101,000	98,000	94,000
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	185,000
2022 Truck, Ford 550 4WD with plow, wing & sander	-	-	-	-	-	147,500
2015 Truck, Ford 550 4WD with plow & sander	60,000	58,000	56,000	50,000	20,000	10,000
1987 Truck, Ford 350 Mini-Pumper	-	-	-	-	5,000	5,000
2008 Tag Trailer	3,000	3,000	3,000	3,000	3,000	3,000
2008 Compactor	200	200	200	200	200	200
Jumping Jack Compactor	-	-	2,000	1,900	1,700	1,600
Generator	300	300	300	300	<i>discarded</i>	-
Hotbox	6,400	6,000	5,800	5,600	5,200	5,200
2000 Bandit Chipper	5,000	5,000	5,000	5,000	4,900	4,900
Flail Head Mower	<i>sold</i>	-	-	-	-	-
Austin-Western V Snowplow	250	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	500
2001 Steam Cleaner	800	800	800	800	<i>discarded</i>	-
2001 Rock Rake	800	800	800	800	500	500
Air Compressor	1,000	1,000	1,000	1,000	1,000	1,000
Snow Fence and Posts, 3,000 feet	2,000	2,000	2,000	2,000	1,800	4,000
Chainsaws	400	400	800	1,000	2,000	2,000
Welder, Lincoln Wire Feed	800	800	800	800	800	800
Small Tools	29,000	29,000	29,000	30,000	38,000	46,000
Hydroseeder	-	7,000	7,000	6,000	5,800	5,200
Leaf Blower	-	-	-	-	-	6,200
Steam Cleaner	-	-	-	-	-	8,600
<b>TOTAL</b>	<b>\$825,950</b>	<b>\$791,050</b>	<b>\$775,850</b>	<b>\$1,126,641</b>	<b>\$1,070,150</b>	<b>\$1,207,450</b>

**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, 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. 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?

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?
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 Ottauquechee 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 Ottauquechee 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?<sup>1</sup>
14. Shall the voters appropriate \$50 to Green Up Vermont for Green Up Day supplies and services?<sup>2</sup>
15. Shall the voters appropriate \$470 to the Public Health Council of the Upper Valley for [REDACTED]?<sup>3</sup>
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

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<sup>1</sup> **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.

<sup>2</sup> **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.

<sup>3</sup> **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.



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.]*

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

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John Peters Jr., Chair

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Benjamin Brickner, Vice-Chair

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Steve Chamberlin

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Meg Emmons

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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. 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.

Town of Pomfret Selectboard  
Draft Meeting Minutes  
December 20, 2023

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

Public: Bill Emmons, Neil Lamson (Lister), Betsy Rhodes (Library Trustee), William Harvey (Alta Equipment Group), Cynthia Hewitt (Selectboard assistant)

1. Ben called the meeting to order at 7:02 pm.
2. Agenda Review – Meg moved and Steve seconded that (i) Capital Program and Budget Policy and Procedure, (ii) Road Crew Communications Devices and (iii) Town Garage Boiler Replacement be deleted and that (iv) Wild Apple Road Culverts Replacement Application Permits be added to the agenda. Unanimous.
3. Public Comment – None.
4. FY 2025 Budget Informational Meeting
  - a. Neil Lamson commented on the proposed reduction in highway paving reserve funding; he also expressed appreciation that the draft budget has been made available on the town website after each Selectboard meeting.
  - b. Betsy Rhodes, for the Abbott Memorial Library, thanked the Selectboard for including the Library’s requested appropriation in the draft budget.
5. Road Foreman’s Report – None (Jim absent).
6. Items for Discussion or Vote
  - a. Generator Service Contract – Emily moved and Steve seconded approval of the Yankee Generator contracts for one year, including two annual maintenance visits to the Town Office, Teago Station, Pomfret Station and Town Garage generators for a total cost of \$1,425. Unanimous.
  - b. Opening of Wheel Loader Bids – Bids were received from (i) United Construction & Forestry and (ii) Alta Equipment Group. Both were opened and an award is anticipated at the January 3, 2024 meeting.
  - c. FY 2025 Budget Discussion
    - i. Ben reviewed several figures that were updated or adjusted since the last meeting based on information received in the meantime. A few line items remain to be confirmed, based on information anticipated to be received in early January.
    - ii. Discussion of the paving reserve followed Neil’s earlier comment. Proposed funding was increased from \$150,000 to \$175,000. The cost of paving has generally increased significantly, thus a larger appropriation is warranted. ARPA funds remain available for this purpose as well.
    - iii. Funding of the bridge reserve was maintained at \$25,000. Steve noted that the bridge at Teago General Store eventually will need to be replaced, likely at substantial cost.
    - iv. Funding of the highway vehicle reserve was increased from \$164,000 to \$170,000 to reflect generally increasing cost of highway vehicle replacement.
  - d. FY 2023 Town Report Deliverables
    - i. Selectboard Report – Emily prepared an initial draft, which Ben edited and circulated to the Selectboard for review and comment.

- ii. Highway Equipment List – Jim provided updated valuations. Steve noted that the new F-550 should be added to the list. Ben will do so and circulate to Jim for confirmation of the asset value.
  - iii. Officer List – This is complete, subject to any appointments that may be made between now and early January.
  - iv. FY 2025 Budget Narrative – To be finalized once the FY 2025 budget is adopted next month.
  - v. 2024 Annual Meeting Warning – This has been drafted and will be finalized after the petition deadline next month. The Selectboard decided (following the Town Clerk’s suggestion) to begin polling at 8:00 am on Town Meeting Day, a half hour earlier than usual in anticipation of increased turnout for the concurrent presidential primary election. The Selectboard also opted not to combine appropriations into a single article even though doing so would reduce the cost of printing ballots and programming the new electronic ballot tabulator. It was felt that the additional cost was warranted to allow voters the opportunity to vote each appropriation up or down separately .
  - e. Wild Apple Road Culverts Replacement Application Permits – Tyler from East Engineering prepared two permit applications for the Wild Apple Road Culverts Replacement work: (i) Department of the Army (Army Corps of Engineers) and (ii) stream alteration from the state Department of Environmental Conservation. Steve moved and Meg seconded approval of the same. Unanimous.
  - f. Warrants – Steve moved and Meg seconded approval for payment of the following warrants:
 

24050	\$13,393.59	Payroll
24052	34,891.66	A/P
24054	44,205.72	A/P (incl. Nov. and Dec. debit card expenses)
24056	5,853.46	Payroll

 Unanimous.
  - g. Approval of December 6, 2023 Minutes – Steve moved and Emily seconded approval of the December 6, 2023 meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – Ben spoke with the accountant who signed the cover letter accompanying an anonymous donation to confirm the donor’s intent that the funds be used to defray costs associated with the Town Hall building. The accountant so confirmed.
  - b. Review of Assignments – Ben to scan and circulate the submitted wheel loader bids; update the highway equipment list; circulate the signed generator contracts and Wild Apple Road culverts replacement permits. Meg will continue working with Neil on the ARPA funds accounting; Emily to follow up regarding officer appointments; John to follow up regarding the possible executive session on January 3.
  - c. Agenda for Next Meeting – Possible Execution Session re: Employee Agreements, Officer Appointments, Road Crew Communications Devices, Town Garage Boiler Replacement, Wild Apple Culverts Replacement RFP, FY 2023 Annual Report Deliverables, Capital Program and Budget Policy and Procedure, Wheel Loader Bid Award, Hunnewell Access Permit.

8. Executive Session
  - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the appointment of public officers. Unanimous. The Selectboard entered executive session at 8:11 pm.
  - b. The Selectboard exited executive session at 9:14 pm, with no decisions having been made therein.
9. Appointment of Public Officers – None.
10. Adjournment – Steve moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:14 pm.