

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret  
March 6, 2024, 7:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Selectboard Reorganization (Officers, Rules of Procedure) b. Sand RFP (2024-26) c. River Road Status d. Hazard Mitigation Grants, Mitigation Grant Funding e. Abbott Library Capital Projects Fund Grant Application f. TH 24/Hewitt Hill Road Relocation g. Annual Financial Plan – Town Highways (TA-60) h. Certification of Compliance for Road and Bridge Standards i. Lawn Maintenance Proposals j. ARPA Funding Review k. Prouty Road Use Permit Application l. Appointment of Public Officers m. Delinquent Tax Personal Property Liens n. Warrants o. Approval of February 21 and February 24, 2024 Minutes	7:30 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
7. Possible Executive Session <i>(Appointment of Public Officers)</i>	9:15 pm
8. Adjournment	
<i><b>Time frames are approximate.</b> 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, Vermont 05053

**Selectboard Rules of Procedure**

- A. **PURPOSE.** The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Pomfret must be open to the public, except as provided in 1 V.S.A. § 313.
- B. **APPLICATION.** This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.
- C. **ORGANIZATION.**
1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
  2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
  3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
  4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
  5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
  6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair.
  7. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required.
  8. Meetings may be recessed to a time and place certain.
  9. These rules may be amended by majority vote of the body and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda. The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final agenda for distribution.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the ~~home page of the Town's~~ [Town](#) website, on the Pomfret Listserv, in the Town Offices, and posted near the North [Pomfret](#) and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m.
2. Special meetings ~~my~~ [may](#) be held when needed.
3. Emergency meetings may be held without public announcement, without posting of notices, provided public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call.
5. If any member of the body attends a meeting without being physically present at a designated meeting location, the following requirements shall apply:

- a. Such member(s) will attend via Zoom when feasible, otherwise via telephone.
  - b. Upon the expiration of Act 1 of 2023, or when otherwise required by law, the agenda for such meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.
6. Draft minutes shall be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as “draft” minutes and shall post the draft minutes on the Town website within five (5) calendar days after the meeting. After the draft minutes have been approved by the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as “approved” and shall post them on the Town website.
  7. Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website within five (5) calendar days after the meeting.
  8. Meetings may be recessed to a time and place certain.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each meeting of the body there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.
3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the chair before speaking.
6. Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.

7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Order the constable or another law enforcement official to remove disorderly person(s) from the meeting.

[\[Remainder of page intentionally blank. Signature page follows.\]](#)

ADOPTED this ~~15th~~ 6th day of March, ~~2023~~ 2024:

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Benjamin Brickner

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Steve Chamberlin

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Meg Emmons

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Emily Grube

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John Peters Jr.



# TOWN OF POMFRET, VERMONT

## SELECTBOARD

Draft – March 4, 2024

March [6], 2024

VIA VT.ACCESSGOV.COM

Vermont Department of Libraries  
60 Washington Street, Suite 2  
Barre, Vermont 05641

**Re: Abbott Memorial Library Capital Projects Fund for Libraries Grant Application**

To whom it may concern:

The Pomfret Selectboard is pleased to support the Abbott Memorial Library's application for funding through the U.S. Treasury Capital Projects Fund for Libraries.

Patronage at our Library has never been greater, and the project supported by this grant will ensure all of our citizens can access and benefit from the Library's remarkable resources safely and more easily.

Please do not hesitate to contact me with any questions.

For the Pomfret Selectboard,

John Peters Jr., *chair*



# TOWN OF POMFRET, VERMONT

SELECTBOARD

Draft – February 9, 2024

[\_\_\_\_\_], 2024

VIA CERTIFIED MAIL  
PURSUANT TO 19 V.S.A. 709

To the Recipients Listed  
on the Following Page

**Re: Relocation of Town Highway 24 (Hewitt Hill Road)**

Dear Resident:

The Pomfret Selectboard will hold a site inspection and hearing on [REDACTED], 2024, for the purpose formally relocating a portion of Town Highway 24 (Hewitt Hill Road). The site inspection and hearing are being held pursuant to 19 V.S.A. 709. A draft survey map of the proposed relocation is enclosed with this letter.

The site inspection will begin at [REDACTED] PM, at the intersection of Hidden Ridge Road and Maple Ridge Drive (formerly known as Windy Lane). The hearing will begin at [REDACTED] PM. You may attend the hearing in person at the Town Office (5218 Pomfret Road) or remotely by Zoom. Instructions for joining the hearing by Zoom appear on the following page.

The physical location of Town Highway 24 (Hewitt Hill Road) was moved about 15 years ago. At that time the Selectboard took steps to formally relocate the road as well. Those formal steps were never completed, however. As a result, that process must begin anew.

At the conclusion of this process, the physical location of Town Highway 24 (Hewitt Hill Road) will not change. Rather, its location in the town's records and on the state's highway map for Pomfret will be changed to match the road's current physical location.

For the Pomfret Selectboard,

John Peters Jr., *chair*

Enclosure



**TH 24 (HEWITT HILL ROAD) RELOCATION  
HEARING DIAL-IN INSTRUCTIONS**

A hearing on the relocation of a portion of Town Highway 24 (Hewitt Hill Road) will be held at the Pomfret Town Office, 5218 Pomfret Road, and via Zoom on [REDACTED], 2024 at [REDACTED] PM. You may join this 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.

**SCHEDULE OF  
SITE INSPECTION AND HEARING NOTICE RECIPIENTS**

James Rattigan and Nicola Aurema  
[478 Hidden Ridge Road]  
[South Royalton, VT 05068]

Sean P. McCormick and Katherine E. Bouteiller  
[408 Hidden Ridge Road]  
[South Royalton, VT 05068]

Matthew Jean and Kelly Ann St. Cyr  
[489 Hidden Ridge Road]  
[South Royalton, VT 05068]

Jennifer P. Emerson  
[1061 Monument Street]  
[Concord, MA 01741]

Teraalta, LLC  
421 Hewitt Hill Road  
North Pomfret, VT 05053  
Attention: John S. Moore, Manager

Town of Pomfret  
Planning Commission  
5218 Pomfret Road  
North Pomfret, VT 05053  
Attention: William B. Emmons III, Chair

For publication in *The Vermont Standard* on [REDACTED], 2024

**TOWN OF POMFRET, VERMONT**

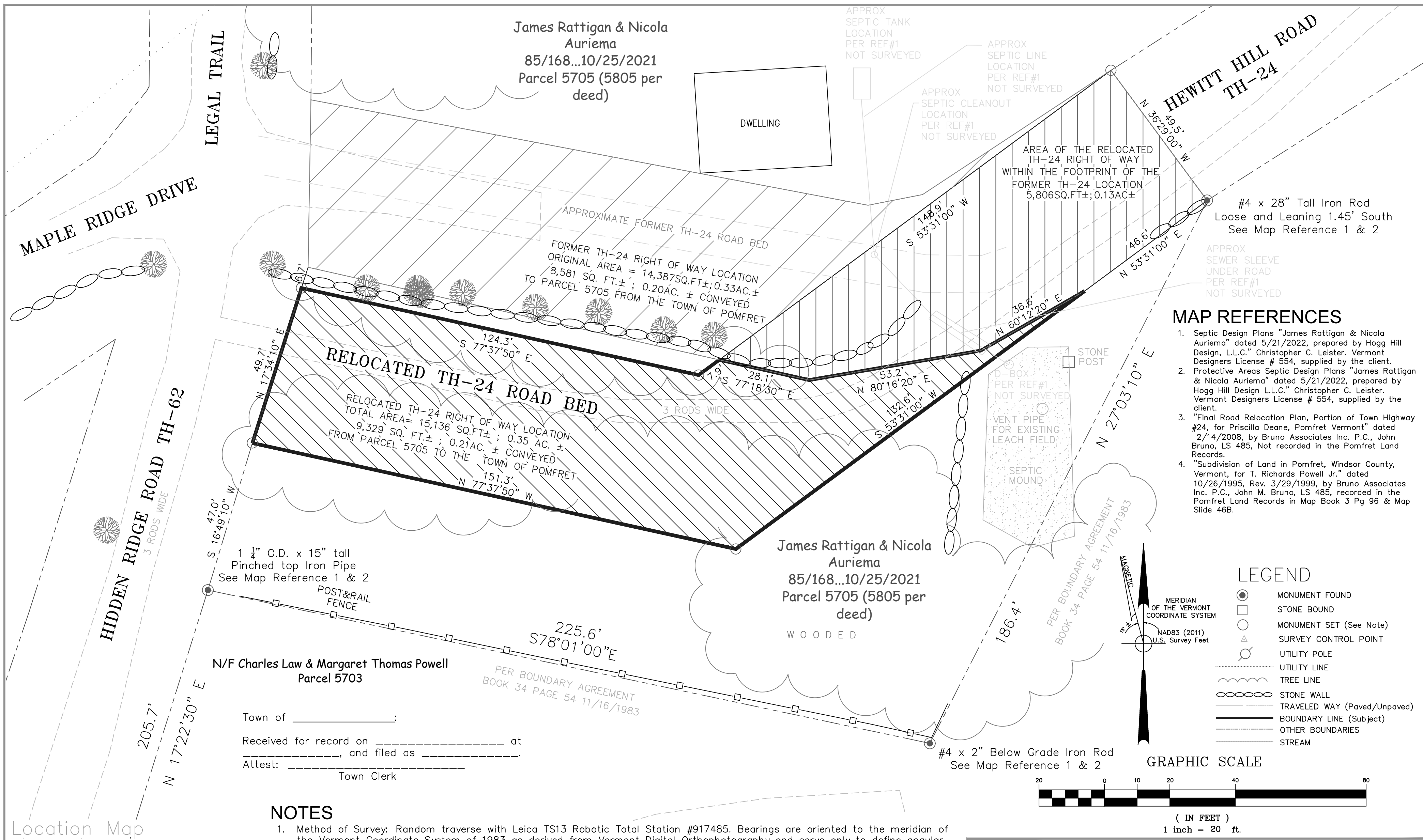
**NOTICE OF SITE INSPECTION AND  
HEARING ON THE RELOCATION OF  
T.H. 24 (HEWITT HILL ROAD)**

The Pomfret Selectboard will hold a site inspection and hearing on [REDACTED], 2024, for the purpose formally relocating a portion of Town Highway 24 (Hewitt Hill Road). The site inspection and hearing are being held pursuant to 19 V.S.A. 709. A draft survey map of the proposed relocation is available for inspection at 5218 Pomfret Road and <https://pomfretvt.us/>.

The site inspection will begin at [REDACTED] PM, at the intersection of Hidden Ridge Road and Maple Ridge Drive (formerly known as Windy Lane). The hearing will begin at [REDACTED] PM and will be held in person at the Town Office (5218 Pomfret Road) and remotely by Zoom. Instructions for joining the hearing by Zoom are available at <https://pomfretvt.us/>.

Additional information may be obtained by contacting Rebecca Fielder, Town Clerk, at 5218 Pomfret Road, or by calling 802-457-3861 during regular office hours, or by emailing [clerk@pomfretvt.us](mailto:clerk@pomfretvt.us).

THIS IS AN ORIGINAL INK DRAWING - NOT A REPRODUCTION

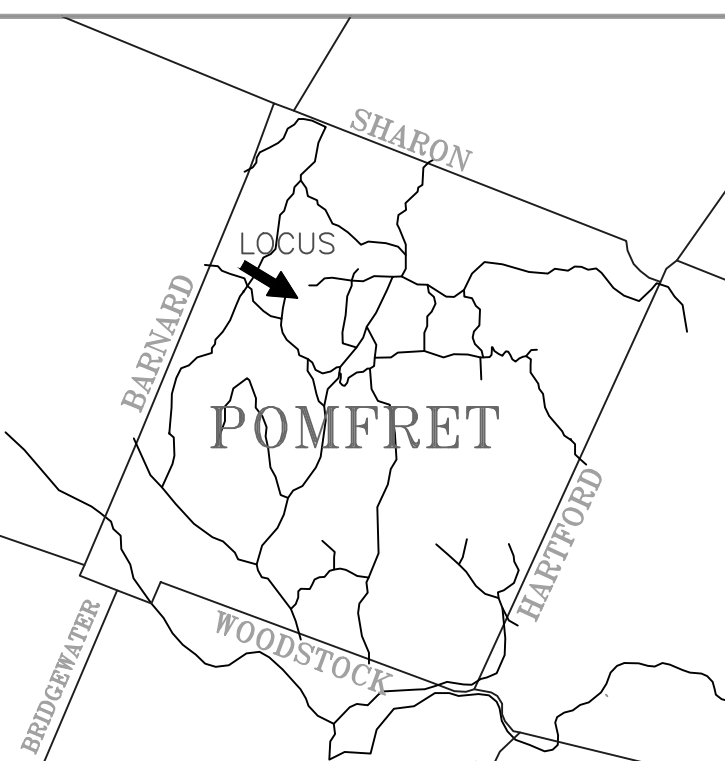


Town of \_\_\_\_\_;  
Received for record on \_\_\_\_\_ at \_\_\_\_\_, and filed as \_\_\_\_\_  
Attest: \_\_\_\_\_  
Town Clerk

**NOTES**

- Method of Survey: Random traverse with Leica TS13 Robotic Total Station #917485. Bearings are oriented to the meridian of the Vermont Coordinate System of 1983 as derived from Vermont Digital Orthophotography and serve only to define angular relationships between courses. Distances are ground.
- This plat depicts a Road Relocation survey of TH-24 over the subject properties.  
  
Current Owners: James Rattigan & Nicola Auriema  
Current Deed: Pomfret Land Records Book 85, Page 168, dated 10/18/2021, recorded 10/25/2021.  
Tax Map Parcel: 5705 (5805 per deed)  
Total Area: 126,324 Sq. Ft. ±, 2.90 Acres ± Per Deed  
Right of Way areas across Parcel 5705:  
Area of Original TH-24 Right of Way: 14,387 Sq. Ft.±, 0.33 Ac.±  
Area of Original TH-24 Right of Way to be conveyed to Parcel 5705 from the Town of Pomfret: 8,581 Sq. Ft.±, 0.20 Ac.±  
Area of Relocated TH-24 Right of Way: 15,136 Sq. Ft.±, 0.35 Ac.±  
Area of Relocated TH-24 Right of Way to be conveyed to the Town of Pomfret to Parcel 5705: 9,329 Sq. Ft.±, 0.21 Ac.±  
Area of TH-24 unchanged between the Original and Relocated TH-24 (falls within the same footprint): 5,806 Sq. Ft.±, 0.13 Ac.±
- Title to these properties may extend to the centerlines of Hidden Ridge Road (TH-62) and Hewitt Hill Road (TH-24), subject to the public right of way. Area has been calculated to the right-of-way boundary only. The relocated portion of TH-24 does not affect the outbound boundaries of parcel 5705 shown on this survey.
- This survey is subject to the findings of a complete title search.
- Unless otherwise noted, monuments set are #5x30" Iron Rods with 2" aluminum cap stamped: Survey Marker, Do Not Disturb, Ethan Gilmour LS 024.0127787.

Location Map



**ROAD RELOCATION SURVEY**  
Lands of  
**JAMES RATTIGAN, NICOLA AURIEMA,**  
& THE TOWN OF POMFRET

POMFRET WINDSOR COUNTY, VERMONT

Scale: 1"=20'

**PRELIMINARY**

This survey was conducted in accordance with RULES OF THE BOARD OF LAND SURVEYORS, STATE OF VERMONT, STANDARDS FOR THE PRACTICE OF LAND SURVEYING. It is based on deed descriptions, the map references listed above, physical evidence found in the field, and conversations with the owner. It is consistent with this information to the best of my knowledge and belief unless otherwise noted. I hereby certify that this survey conforms with the requirements of 27 VSA 1403.

**ETHAN GILMOUR**  
No. 024.  
0127787

**HOLT GILMOUR**  
SURVEY ASSOCIATES LLC  
Woodstock, VT  
www.vtsurveyor.com

DATE: JANUARY 7, 2024

(802) 457-4649

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**

TA-60

\_\_\_\_\_ of \_\_\_\_\_ Fiscal Year \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$
Class 3	\$
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$</b>

**Comments:**

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**

**TA-60**

**19 V.S.A. § 306(j)**  
**(page 2)**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify  
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**  
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

\_\_\_\_\_ Date: \_\_\_\_\_

District Transportation Administrator

**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on \_\_\_\_\_, 20\_\_\_\_.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Duly Authorized Administrator)

For a summary of your community’s road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)

TOWN OF POMFRET  
5218 POMFRET ROAD  
NORTH POMFRET, VT 05053

PHONE (802) 457-3861  
FAX (802) 457-8180

**APPLICATION FOR A PERMIT TO HOLD AN EVENT**  
**ON PUBLIC STREET(S) OR HIGHWAY(S)**

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION: Friend of Dartmouth Cancer Center

PHONE: 802-999-8566

ADDRESS: 35 Centerra Parkway, 3rd Floor, Lebanon, NH 03766

CONTACT PERSON: Christopher McCown

PHONE: 802-999-8566 (cell)

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT: Hanover, NH

ROUTE ON PUBLIC HIGHWAYS (attach map showing route):

TRAFFIC CONTROL (if any): Caution Bike Event Signage at corner of Pomfret and Stage Rds. and Pomfret and Howe Hill Rds.

EVENT DATE(S): Friday July 12, 2024    HOUR (start): 6am in Hanover    (end): Approx: 4pm in Hanover

ESTIMATED NUMBER OF PARTICIPANTS: 125

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

-----  
CONDITIONS:

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Date

Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053

Phone: (802) 457-3861  
Fax: (802) 457-8180

**LIABILITY HOLD-HARMLESS AGREEMENT  
for use with  
Outside Special Events within the Municipality**

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Friends of Dartmouth Cancer Center(organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: \_\_\_\_\_

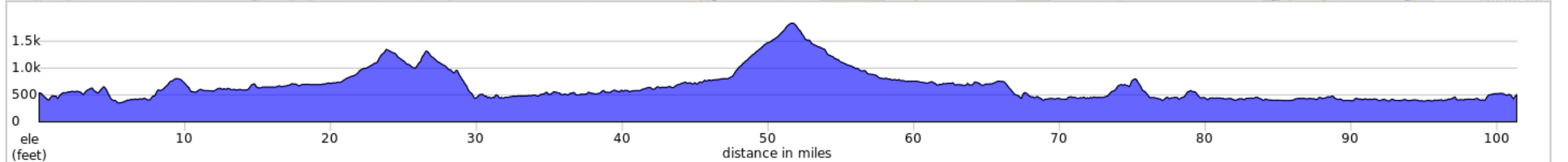
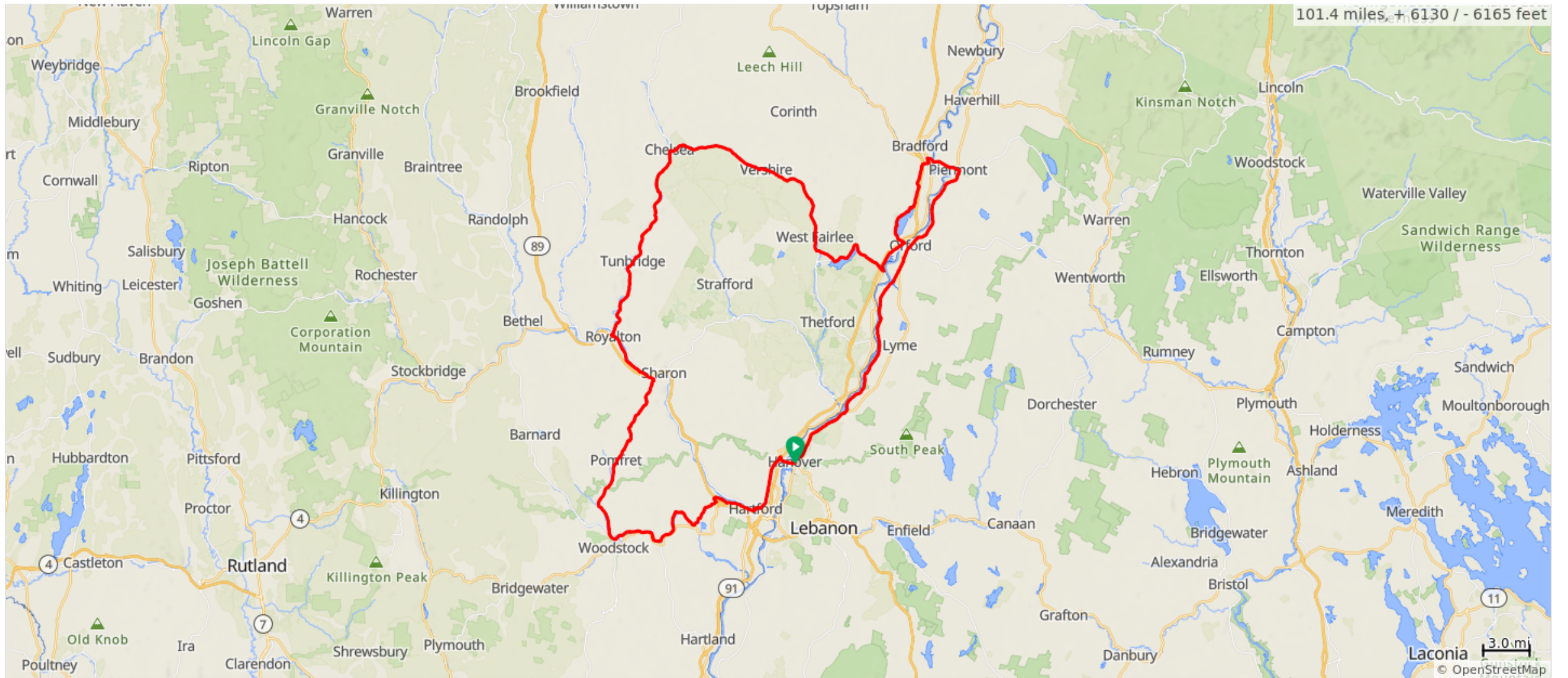
Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness: \_\_\_\_\_



# 100-Mile Ultimate Day 1 Route ('24 Prouty)



Town of Pomfret Selectboard  
Draft Meeting Minutes  
February 21, 2024

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

Public: Jim Potter (Road Foreman), Karen Osnoe (Delinquent Tax Collector), Bruce Tuthill (Cemetery Commission), John Moore (Planning Commission), William Emmons (Planning Commission), Ellen DesMeules (Treasurer), Cynthia Hewitt (Selectboard Assistant)

1. John called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and Meg seconded deleting 5H and adding spring road posting and ARPA funds review. Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Deliveries of three-quarter and inch-and-half stone will wrap up this week in preparation for mud season. EC Fiber underground cable installation is complete. Lucky's would like the opportunity to submit an RFP for replacing tandem Truck 3 with a Peterbilt; they will be encouraged to do so. Jim is working on easements for the Wild Apple Road Culvert project. Jim would like to post the spring road warnings next week. Jim suggested we get the sand RFP posted ahead of a price increase expected to take effect this summer. Darin, a stone mason, has approached Jim re: rebuilding of the Hebert's stone wall, likely in 2025; Jim explained they will need to submit a Driveway Access Permit for the right-of-way. Jim has spoken with Caleb from Pike about paving Stage Road, with the addition of Library Street and the segment of Pomfret Road adjacent to Teago. Jim will check with Caleb re: adding town office driveway if possible. Jim is also considering whether to contract with the line-stripping company when paving is complete.
5. Items for Discussion or Vote
  - a. Spring Road Posting – Ben moved and John seconded authorizing Jim to post the roads for Mud Season at his discretion. Unanimous.
  - b. Highway Access Permit (Dinsmoor Road) – The Selectboard feels that the work done by Northwoods satisfies the applicable requirements of the Selectboard's highway access decision of October 13, 2023 (as clarified on November 29, 2023). The Town will pay Northwoods' invoice and seek reimbursement from Dr. White as she has offered to do so.
  - c. Wild Apple Road Culvert Replacement Construction RFP – Emily moved and Meg seconded approval of the Wild Apple Culvert Replacement Project RFP as submitted by East Engineering, with an adjustment to the Pre-bid Conference so that it does not coincide with Town Meeting Day. Bids will be due by Noon on March 20. Unanimous.
  - d. FY 2025 Highway Grant Applications – John will work on a Structures Grant Application for the replacement of two culverts between Johnson Road and Hewitt Corner. The culvert between Hidden Ridge Road and Webster Hill Road also needs to be replaced. A paving grant will be sought for the Stage Road project.

- e. Local Hazard Mitigation Plan (LHMP) Approval – Emily moved and Ben seconded approval of the Local Hazard Mitigation Plan as prepared by TRORC. Unanimous. Ben will send the adoption certificate to Sarah Wraight.
  - f. Delinquent Tax Matters – Karen Osnoe will prepare letters for the five parcels that have multi-year property tax delinquencies. Four of those parcels (4801, 4801-B, 4801-C and 4801-D) are already subject to payment plans that require timely payment of current taxes, which didn’t occur in the 2023-24 tax year. Karen will remind these owners of the need to stay current. The remaining parcel (0188) is now delinquent two years. Karen will ask this owner to enter into a payment plan. Karen also will prepare personal property liens to be filed against parcels that are only delinquent for the 2023-24 tax year. These will be reviewed and approved at the March 6 meeting.
  - g. Lawn Maintenance (2024-26) RFP – Abbott Library has made their own arrangements and no longer wishes to be included in a joint RFP. Cemetery Commissioner Bruce Tuthill is also working separately to obtain lawn maintenance services. John will follow up with Bruce’s contact to see if they are willing to maintain the Municipal Complex as well. If the Library and Cemetery Commission procure services separately, an RFP may not be necessary.
  - h. Sustainable Energy for Schools and Municipalities Proposal – John will submit an application for these funds before the March 1 deadline.
  - i. ARPA Update – Ellen will be asked to provide a NEMRC report listing all transactions in the ARPA fund. This information will be reconciled with the list of approved transactions Neil and Meg have prepared, to ensure the remaining ARPA funds are fully committed by December 31.
  - j. Annual Town Meeting Informational Hearing Agenda – The Annual Town Meeting Informational Hearing agenda was approved with the “Agenda Review” and “Public Comment” items removed. Unanimous. Ben will post to the website and Cyndy will send a reminder to the listserv tomorrow.
  - k. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:
 

24070	\$ 9,321.46	Payroll
24071	53,702.71	A/P

 Unanimous.
  - l. Approval of February 21, 2024 Minutes – Ben moved and Meg seconded approval February 21, 2024 meeting minutes with the meeting date corrected. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – The MERP Energy Audit today went well.
  - b. Review of Assignments – Meg will speak with Ellen re: the ARPA fund transactions report and payment of the fire warden stipend. John will speak with Jim re: employee uniforms, submit the Sustainable Energy grant application, speak with Bruce re: his lawnmower guy, speak with Ellen re: paying the Northwoods invoice and sending a bill to Dr. White, prepare the structures and paving grants. Ben will post the annual town meeting informational hearing agenda to the website, speak with Ellen re: delinquent tax payments, Karen re: Chippers, send the LHMP certificate of adoption to Two Rivers.
  - c. Agenda for Next Meeting – Selectboard reorganization, appointment of public officers, ARPA fund review, Hazard Mitigation Grant Program grants, mitigation

project funding, delinquent tax personal property liens, sand RFP, TH 24/Hewitt Hill Road Relocation, Annual Town Financial Plan (TA-60), Town Road and Bridge Standards Certification of Compliance, Prouty road use permit application, possible executive session re: appointment of public officers.

7. Executive Session

- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) and (a)(1)(F) to discuss (1) the appointment of public officers and (2) confidential attorney-client communications 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 9:24 pm.
- b. The Selectboard exited executive session at 11:00 pm, with no decisions having been made therein.

8. Adjournment – Ben moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 11:01 pm.

Town of Pomfret Selectboard  
Draft Annual Town Meeting Informational Hearing Minutes  
February 24, 2024

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

Public: Doug Abbott, Kasia Astbury, Anne Bower, Dan Bollag (Ottauquechee Health Foundation), Dana Chillag, Tina Clifford, Vern Clifford, Bob Crean, Ellen DesMeules, Mike Doten, Bill Emmons, Cathy Emmons, Gerry Fields, Francis Flynn, John Flynn, Kevin Geiger (Moderator), Alan Graham, Nancy Griffin, Sue Heston, Cynthia Hewitt (Selectboard Assistant), Nick Horvath, Deanna Jones (Thompson Senior Center), Laura Kent, Sherman Kent, Neil Lamson, Lydia Locke, Joanna Long, Norwood Long, Nancy Matthews, Margaret Maynard, Mike Perkins, Jack Peters, Chris Randle, Jocelyn Randle, Betsy Rhodes, Jim Robinson, Marie Robinson, Janet Salstrom, Betsy Siebeck, Cory Smith, Holly Strahan, Cory Swingle, Francine Uptegrove, Mary Worrell

1. John Peters called the informational hearing to order at 9:01 am.
2. Discussion of Annual Town Meeting Articles – Kevin Geiger, Town Moderator, began by observing the Annual Report tribute to the late Ron Weglarz and reading the names of those we lost or who were buried in Pomfret in 2023. A moment of silence followed. Mr. Geiger then proceeding through the Annual Town Meeting Warning article-by-article.

**ARTICLE 1 – Election of Town Officers**

Jim Robinson introduced himself, asked to be considered for Library Trustee, and explained his interest in the position. Mary Worrell announced she is seeking another term as Library Trustee. Steve Chamberlin asked to be considered for another three-year term on the Selectboard.

**ARTICLE 2 – Collection of Current Taxes**

No discussion.

**ARTICLE 3 – Approval of FY 2025 Town and Highway Budget**

Alan Graham suggested that future budgets roll over unused tree removal funds now that the emerald ash borer has been confirmed in Pomfret.

**ARTICLE 4 – Appropriation to Abbott Memorial Library**

Ms. Worrell, Library Trustee, thanked the Town for its continuing support of the Abbott Library and briefly described the Library's programming and noted that Library patronage has increased significantly since Covid.

**ARTICLE 5 – Appropriation to Pomfret Cemetery Commission**

No discussion.

**ARTICLE 6 – Appropriation to Visiting Nurse and Hospice for VT and NH**

Anne Bower urged the Town to vote in favor of this appropriation, describing VNH's service as a life changer and a life saver for many.

**ARTICLE 7 – Appropriation to Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center)**

Deanna Jones, Executive Director of the Thompson Senior Center, thanked the Town for its continued support and noted that The Thompson reaches more than half of Pomfret’s over-65 age population. Bill Emmons reinforced Ms. Jones’ comments, explaining that The Thompson’s services are essential to Town residents.

**ARTICLE 8 – Appropriation to Health Care and Rehabilitation Services**

No discussion.

**ARTICLE 9 – Appropriation to Empower Up - Windsor Central Mentoring Program**

No discussion.

**ARTICLE 10 – Appropriation to Spectrum Teen Center**

No discussion.

**ARTICLE 11 – Appropriation to Pentangle Arts**

No discussion.

**ARTICLE 12 – Appropriation to Ottauquechee Health Foundation**

Dan Bollag, Treasurer of the Ottauquechee Health Foundation, thanked the Town for its continued support and noted that the Foundation had made about \$15,000 in grants to Pomfret residents in 2023.

**ARTICLE 13 – Appropriation to Women’s Information Service (WISE) of the Upper Valley**

No discussion.

**ARTICLE 14 – Appropriation to Green Up Vermont**

No discussion.

**ARTICLE 15 – Exemption of Pomfret-Teago Volunteer Fire Department, Inc. from Real Property Taxation**

No discussion.

**ARTICLE 16 – Re-Appropriation of Unassigned General Fund Balance**

Ben Brickner explained that the “unassigned general fund balance” is the accumulation of prior years’ budget surpluses, that the Selectboard felt the balance was more than needed to be kept on hand, and that therefore the Selectboard proposes using a portion of that balance to reduce current taxes to be raised. Mr. Brickner explained further that the fund balance is primarily a result of delinquent tax collections. Betsy Rhodes asked whether delinquent tax collections were likely to continue at the same rate. Mr. John Peters noted that the Selectboard opted to use only a portion of the current balance because it is a non-recurring revenue source.

**ARTICLE 17 – Designation of Tax Payment Due Dates, Late Payment Interest and Penalty**

No discussion.

3. Other Necessary and Proper Business
  - a. Marie Robinson asked about the continued closure of River Road. Meg Emmons explained that the road crosses the town line and Pomfret will need to work with Hartford to reopen the road. Mr. John Peters explained that the damage to the Hartford portion was substantial. The Selectboard will inquire of Hartford as to their timing and plans to reopen their portion of the road. Mr. Graham suggested Pomfret's portion of River Road be converted to a legal trail.
  - b. Francine Uptegrove thanked the Road Crew for their excellent work keeping the roads safe and well maintained. Ms. Uptegrove also expressed appreciation to the Town for closing Cloudland Road during foliage season. Mike Doten also expressed appreciation for the foliage season closure.
  - c. Mr. Brickner commended the Town Auditors for producing a timely and accurate Town Report.
  - d. The merits of in-person Town Meeting versus Australian balloting were discussed. Mr. Geiger noted that the Town could vote to resume in-person Town Meeting if it wished to do so. Becky Fielder, Town Clerk, explained that while she appreciated the community and deliberative aspects of in-person Town Meeting, Australian balloting allows for significantly greater voter participation. Betsy Siebeck predicted that once the Town has more experience with Australian balloting, participation in the deliberative process leading up to Town Meeting Day (including attendance at the informational hearing) will improve. Mr. John Peters explained that the Selectboard's meetings are open to the public, the meeting minutes and Zoom recording are available online, and the Selectboard invited the public to a mid-December meeting specifically for the purpose of discussing the FY 2025 town budget before it was finalized for the warning.
  - e. The assembly thanked Mr. Geiger for his skilled moderation of the informational hearing.
4. Adjournment – Mr. Geiger thanked all for attending. Mr. Brickner moved and Mr. Chamberlin seconded that the informational hearing be adjourned. Unanimous. The informational hearing was adjourned at 10:16 am.