

Town of Pomfret Selectboard  
Meeting Minutes  
April 17, 2024

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

Public: Jim Potter, Cyndy Hewitt, James Barger, Ed Scheuermann, Bob Crean, James Rattigan, Betsy Rhodes, Tyler Billingsley, John Moore

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – Steve moved and John seconded adding opening Wild Apple Culvert bids to before Wild Apple Construction Contract and two additional liquor license applications to Liquor License Renewals (Woodstock Resort Corporation; Saskadena Six Ski Area). Unanimous.
3. Public Comment – None.
4. Hearing on the Relocation of T.H. 24 (Hewitt Hill Road) – A site inspection occurred at 6 PM with Selectboard members, the property owner, and the Road Foreman present. After brief discussion, the relocation was approved. A report and a land survey will be prepared and transmitted to the Clerk for recording within 60 days. The cost of the relocation will be split equally between the Town and the property owner. The property owner also will submit a right-of-way crossing permit application (for the private septic system under T.H. 24) for consideration at the May 1 meeting. The hearing was closed at 7:10 pm.
5. Executive Session
  - a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officers. Unanimous. The Selectboard entered executive session at 7:11 pm.
  - b. The Selectboard exited executive session at 7:55 pm, with no decisions having been made therein.
6. Ben called the meeting back to order at 7:56 pm.
7. Road Foreman’s Report – The new loader has arrived. The crew is working on putting roads back together following mud season. Brian Sawyer has given his notice; his last day will be Friday. Jim will work with the owner of 1069 Galaxy Hill Road to clear a storm runoff cleanout on their property. The owner of 8133 Pomfret Road contacted Jim re: a chain link fence topping the bridge wing wall that needs to be replaced.
8. Items for Discussion or Vote
  - a. Wild Apple Construction Phase Engineering Agreement – Emily moved and Steve seconded approval of the amended engineering agreement with East Engineering for construction phase engineering work. Unanimous.
  - b. Wild Apple Construction Contract – Mr. Billingsley reviewed the six bids for compliance with the bid specifications. He recommended awarding the contract to Avery Excavation as they were the low bidder, has the requisite

- experience, and met all bid requirements. Emily moved and Steve seconded that the Wild Apple Construction Contract be awarded to Avery Excavation for \$213,089. Unanimous. Mr. Billingsley will notify Mr. Avery.
- c. Maple Ridge Road (f/k/a Windy Lane) Maintenance – A site inspection occurred prior to the meeting. Brendan Moore asked for permission to widen and improve the east edge of the existing traveled way of Maple Ridge Road where it intersects Hidden Ridge Road to facilitate construction vehicle and delivery truck access. Mr. Moore will be asked to submit his request in writing, with details of the work proposed to be done, for consideration at the May 1 meeting.
  - d. Stage Road Paving – Pike would like to begin on May 29. Total estimated cost is about \$500,000. Bob Crean asked about the apron at Wild Apple Road, which has a large pothole; Jim assured Bob this would be fixed as part of the work. Betsy Rhodes asked for the Abbott Memorial Library about paving their parking lot. She requested a ballpark figure to confirm the Library has sufficient funds to pay for this. A figure was provided and Betsy will report back after discussing with the Library Trustees. Pike will be in town next week and can confirm the estimate. Emily moved and Steve seconded contracting with Pike to pave all of Stage Road in Pomfret, all of Library Street, and the segment of Pomfret Road between Stage Road and Library Street, using (1) all funds now available in the paving reserve, (2) all funds appropriated to the paving reserve for FY 2025, (3) all funds now available in the Teago reserve, (4) all funds appropriated to the Teago reserve for FY 2025, and (5) \$52,800 from the ARPA fund. Unanimous.
  - e. ROW Crossing Permit Application (740 Sessions Meadow) – Postponed to May 1 meeting.
  - f. Highway Access Permit Application (8318 Pomfret Road) – Mr. Scheuermann plans to rebuild the stone wall along the edge of his property. He does not need an access permit for this and his permit application fee check will be destroyed or returned to him undeposited. Jim asked that Mr. Scheuermann plan on adequate signage etc. for traffic control since this project is on a blind curve. Work is expected to begin in spring 2025.
  - g. Highway Access Permit Application (3136 Pomfret Road) – A site inspection occurred prior to the meeting. Meg moved and Steve seconded that the application be approved with the following conditions: (1) the new access is to be located where staked during the site visit, (2) the bank along Pomfret Road at the new access point is to be shaved and/or trees south of the access are to be removed/trimmed as needed to maintain a 360-foot sight distance in both directions year round, and (3) an 18-inch diameter culvert is to be installed where the new access intersects with Pomfret Road. Unanimous.
  - h. Lawn Maintenance Proposals – John received two bids; Steve moved and Emily seconded that E.A. Tree and Landscape be awarded a contract to maintain the town office and town hall lawns in 2024. Unanimous. Bruce Tuthill continues to seek a vendor for maintenance of the town cemeteries.

- i. Appointment of Public Officers – None.
  - j. Liquor License Renewals (Woodstock Resort Corporation; Saskadena Six Ski Area) – Steve moved and Meg seconded approval of the renewal of the First Class Restaurant/Bar License, Third Class Restaurant/Bar License, and Outdoor Consumption Permit. Unanimous.
  - k. Warrants – Meg moved and John seconded approval for payment of the following warrants:
 

24086	\$ 155,222.40	A/P (Loader Purchase)
24088	9,781.22	Payroll
24089	49,822.13	A/P (incl. March-April debit expenses)

 Unanimous.
  - l. Approval of Minutes – John moved and Steve seconded approval of the April 3, 2024 meeting minutes with a typo corrected. Unanimous.
9. Meeting Wrap Up
- a. Correspondence – Mr. Neustadt submitted a letter and photos re: Galaxy Hill ditch; Covered Bridges Half Marathon has inquired about the reopening of River Road; the 250th Anniversary Committee was awarded a \$1,000 grant for historical preservation and presentation work.
  - b. Review of Assignments – Ben will review the Class 4 sections of the highway ordinance and be in touch with Brendan Moore about widening a small portion Maple Ridge Road; John to notify E.A. Tree and Landscape about lawn contract award; Jim to put warning/safety signs on High Pastures Road.
  - c. Agenda for Next Meeting – Highway Crew job descriptions and advertisements for same; cemetery lawn contract.
10. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:33 pm.