

**Town of Pomfret  
 Selectboard Meeting Agenda  
 Town Offices  
 5218 Pomfret Road, North Pomfret  
 October 2, 2024, 6:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	6:00 pm
2. Possible Executive Session – <i>Employment of Public Employees</i>	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman’s Report	7:05 pm
6. Items for Discussion or Vote a. Employment of Public Employees b. Selectboard Organization re: Highway Department c. Wild Apple Close-Out Documents d. Town Office Parking Lot Paving e. Abbott Library Parking Area f. Approval of September 18 and September 24, 2024 Minutes	7:30 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:30 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, then Meeting ID 953 9507 9923 and Passcode 306922

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## Abbott Library agenda item request for 10/02/24 Selectboard Meeting

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**Betsy Rhodes** <[rhodes@sover.net](mailto:rhodes@sover.net)>

Sat, Sep 28, 2024 at 3:37 PM

Reply-To: [rhodes@sover.net](mailto:rhodes@sover.net)

To: "Benjamin Brickner, Selectboard Chair" <[benjamin.brickner@pomfretvt.us](mailto:benjamin.brickner@pomfretvt.us)>

Cc: "John Peters Jr, Selectboard Vice Chair" <[john.peters@pomfretvt.us](mailto:john.peters@pomfretvt.us)>, Abbott Memorial Library <[abbottlibrary@gmail.com](mailto:abbottlibrary@gmail.com)>

Hi Ben,

We would appreciate it if you would please add the Abbott Library parking area to the Selectboard meeting agenda next week. We need to prepare the parking area for winter to protect pedestrians and parked cars in the area before it snows.

After talking with Road Foreman Jim Potter about what to do and experimenting with various delineating lines using sidewalk chalk, we've come up with a plan, involving painted lines and parking stops, which we would like to share with the Selectboard as promised after the parking area was paved in the spring.

The Library's plan is to:

- 1) Paint lines for seven standard 9' x 18' parking spaces, perpendicular to Library Street and one smaller slanted parking space at the north end of the lot.
- 2) Paint a bulb-out next to the guardrail at the intersection of Library Street and Stage Road to delineate a walkway for pedestrians and travel way for north bound traffic on Library Street, directing it away from the parking area.
- 3) Remove our temporary fence and install parking stops in the seven full-size spaces to keep people from driving off the pavement toward the brook.

I've attached a photo of eight parked cars in the lot and one of the proposed bulb-out drawn with chalk to illustrate the plan.

Thank you for your consideration, and please let me know if you have any questions. Hope to see you for a few minutes during the meeting on October 2nd to review our plan.

Thanks!

Betsy

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Betsy Rhodes  
Abbott Memorial Library Trustee  
Phone: 802-457-1247  
Email: [rhodes@sover.net](mailto:rhodes@sover.net)

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**2 attachments**





TEAGUE'S  
GENERAL STORE

Town of Pomfret Selectboard  
DRAFT Meeting Minutes  
September 18, 2024

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

Public: John Moore, Jim Potter, Marcy Potter, Neil Lamson, Christina Chamberlin, Patrick Potter, Zack Potter, Bill Emmons, Alan Graham

1. Ben called the meeting to order at 6:15 pm.
2. Executive Session
  - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss contracts, the premature general public knowledge would clearly place the Selectboard and/or another involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 6:16 pm.
  - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – John moved and Steve seconded addition of Wild Apple Road Culvert Close-Out before Item 6C (Road Salt Purchasing) and MERP report before Item 6J (Warrants). Unanimous.
4. Public Comment – None.
5. Road Foreman’s Report – Jim Potter resigned from the position of Road Foreman with immediate effect and offered that his last day of work would be in two weeks.
6. Items for Discussion or Vote
  - a. Selectboard Communications – No discussion or decisions made.
  - b. Employment of Public Employees – No discussion or decisions made.
  - c. Wild Apple Road Culvert Project Completion – Steve described differences between the as-built culvert and approved plans (e.g., reduced inlet clearance and waste block wing walls versus stone). It is unclear how or whether the deviations were approved. The completed project is adequate, albeit not what was expected. Emily suggested this project be a learning experience and that future projects should more clearly outline communications processes to include daily reporting. The close-out materials will be reviewed for approval at the October 2, 2024 meeting.
  - d. Road Salt Purchasing – One bid has been received from Cargill. John will contact the state to determine whether municipalities may join its contract for salt this year and, if so, at what price. Ben moved and Steve seconded contracting with Cargill for 500 ton of salt at \$86.75/ton; and 900 ton of ClearLane at \$98.25/ton; provided the state’s price is not lower. Unanimous. Ben will confirm the state’s information with John before signing and returning the Cargill quote.
  - e. Better Roads Grant Letter of Intent – Steve moved and John seconded approval of the Better Roads Grant Letter of Intent. Unanimous.
  - f. Town Office Parking Lot Paving – Steve will follow up with Jim for a quote on paving the town office parking lot.
  - g. FY 2026 Budget Scheduling – Ben suggested beginning the budget process slightly earlier this year to reduce the need for special meetings and to provide more predictable opportunities for public participation. To that end, Ben suggested asking town officers (non-highway) to prepare budget requests for discussion at the October

16 meeting, and the highway department and fire department to prepare budget requests for discussion at the November 6 meeting. The Selectboard was generally agreeable and Ben will follow-up with those officers and departments to confirm.

- h. Town Building Routine Maintenance – Emily will speak with John Moore about maintenance needs and priorities. Emily noted that painting of the back of the Town Hall is likely beyond the ability of volunteers to complete safely. Steve will contact contractors for bids on this work.

Alan Graham reported the Pomfret Historical Society has funds earmarked for the town hall and carriage shed maintenance. He suggested the town might solicit additional donations for these purposes with the Historical Society’s resources being used as matching incentive funds.

Alan also offered to donate plaster picture rails for the town offices and the town hall, which he would prime and paint, to allow display of more historic artifacts on town property. The Selectboard gratefully accepted Alan’s offer and agreed to arrange for installation of the picture rails when ready.

- i. ARPA Fund Expenses – Meg reports that after final FY 2024 accounting adjustments were made, and assuming the town office parking lot will not be paved this year, the uncommitted balance in the ARPA fund is \$31,309.15. In order avoid recapture, all ARPA funds must be committed by December 31. Ben moved and Steve seconded that all remaining ARPA funds be committed to pay for the Stage Road paving project. Unanimous. Meg will update Ellen so that the account balance can be updated accordingly.
- j. Front Porch Forum – After discussion, the Selectboard agreed the Vital Communities listserv remains a more effective way to communicate town business to the town.
- k. Municipal Energy Resilience Program (MERP) – Meg received a notice that applications for the next phase of MERP, a larger implementation grant, are due September 27. The amount available is up to \$500,000. Twenty percent of the grant may be used for ADA compliance. Since future use of the building is yet to be determined, the Selectboard felt that submitting an application at this time would be premature. Meg will continue working with Hunter Ulf to close out the original “mini” grant this fall, and with the Town Hall Revitalization Committee to develop plans for future use of the building.
- l. Warrants – Meg moved and Emily seconded approval for payment of the following warrants:

25022	\$ 469.12	Tax Refunds
25024	7,935.77	Payroll
25025	957,588.84	A/P

Unanimous.
- m. Approval of September 4, 2024 Minutes – Steve moved and John seconded approval of the September 4, 2024 meeting minutes as presented. Unanimous.

7. Executive Session

- a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) and (a)(3) to discuss confidential attorney-client communications and the employment of public employees. Unanimous. The Selectboard entered executive session at 8:42 pm.

- b. The Selectboard exited executive session at 10:49 pm, with no decisions having been made therein.
- 8. Meeting Wrap Up
  - a. Correspondence – Meg received a MERP application notice; Emily received and forwarded a notice of opioid settlement funds reporting.
  - b. Review of Assignments – John will contact the state regarding salt purchasing; Emily will consult with John Moore regarding town building maintenance; Steve will solicit Town Hall painting bids and will speak with Jim about quotations for paving the town office parking lot; Ben will solicit FY 2026 budget input from town officers and departments and will send listserv messages about Wild Apple Road re-opening and Cloudland Road closing for foliage.
  - c. Agenda for Next Meeting – Wild Apple Road culvert close-out documentation, employment of public employees, highway access permit (Starbuck Road).
- 9. Adjournment – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:57 pm.

Town of Pomfret Selectboard  
DRAFT Special Meeting Minutes  
September 24, 2024

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

Public: John Moore, Jim Potter, Marcy Potter, Christina Chamberlin, Jim Morgan, Kevin Rice, Maureen Martin, Neil Lamson, Geri Fields, Steve Brown, Jason Levin, Dottie Deans, Patrick Potter, Zack Potter, Morgan Potter, Vern Clifford, Greg Olmstead, Cathy Peters, Ed Scheuermann, Alan Graham, Chris Graham, Cory Swingle, Bob Crean, Tyler Wellington, Greg Hartford, Endine Peters, Angie Tessier, Seton McIlroy, Hillary White, Amelia Peters, "Cara's iPhone", "Dana", "J"

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – John moved and Steve seconded the addition of Dinsmoor Road before Item 5B (Warrants). Unanimous.
3. Public Comment – Several residents requested information regarding the recent resignation of Pomfret's Road Foreman, Jim Potter. The Selectboard explained that as an employee matter, the Selectboard was limited in what information it could provide in a public session. Mr. Potter asked that the matter be discussed in public session. Many residents then praised Jim's dedication and skill in consistently providing the safest roads in the area. Public comment on this matter continued for about two hours. Maureen Martin suggested mediation, which the Selectboard agreed to pursue.
4. Items for Discussion or Vote
  - a. Employment of Public Employees – No discussion or decisions made.
  - b. Highway Access Permit (Dinsmoor Road) – Steve will contact additional contractors to develop a plan to finish work at the intersection of Bartlett Brook Road and Dinsmoor Road.
  - c. Warrants – Steve moved and Meg seconded approval for payment of the following warrant:  
25026     \$ 450,111.73     A/P  
Unanimous.
  - d. Right-of-Way Crossing Permit (Starbuck Road) – The Right-of-Way Crossing permit application at Starbuck Road was approved without objection with the following conditions: (1) sleeving to be installed under road and (2) traveled way to be restored to prior condition promptly after work is completed.
5. Executive Session
  - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss contracts, the premature general public knowledge of which would clearly place the Selectboard at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:33 pm.
  - b. The Selectboard exited executive session at 9:51 pm, with no decisions having been made therein.
6. Meeting Wrap Up
  - a. Correspondence – Pike Industries is expected to provide a quote to pave the town office parking lot, though the work may not get done until next year. The quote is expected before the next regular meeting on October 2.



- b. Review of Assignments – Steve will contact contractors re: Dinsmoor Road; Ben will continue searching for the Holden Survey for Meg.
  - c. Agenda for Next Meeting – Wild Apple Road culvert close-out documentation, employment of public employees, town office parking lot paving.
7. Adjournment – Meg moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:54 pm.