

Town of Pomfret Selectboard
Meeting Minutes
December 4, 2024

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

Public: Frank Rogers, Cynthia Hewitt, John Moore, Ellen DesMeules

1. Ben called the meeting to order at 6:01 pm.
2. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (F) to discuss contracts and confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard and/or another involved at a substantial disadvantage, and pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officials. Unanimous. The Selectboard entered executive session at 6:02 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and Meg seconded adding the Land and Water Conservation Fund (LWCF) grant application to immediately before Item 6G (VLCT Cyber Security Grant). Unanimous.
4. Public Comment – None.
5. Road Foreman Report – Frank reported that he and AJ managed the Thanksgiving storm well. Brad Howe will start as a new road crew member on Monday. Frank is working on a truck bid which will go through the state bid process; he has yet to connect with John Deere re: new grader blade. Frank will work with Mike Bartlett on the price for a Modine unit on the boiler. The crew prefers to purchase their own clothing and get reimbursed instead of using a cleaning service; a washer and dryer are to be purchased for the shop. Steve will find a vendor for Town of Pomfret-branded work attire.
6. Items for Discussion or Vote
 - a. Employment of Public Employees – Brad Howe has accepted the town’s offer of employment as a full-time road crew member. Brad’s first day will be Monday, December 9.
 - b. Cintas Uniform Service – See Road Foreman report above.
 - c. Town Health Benefits Provider – after discussion, the town will continue with Blue Cross Blue Shield in 2025.
 - d. 2024 Annual Report Deliverables – The Selectboard reviewed the Selectboard Report that Emily drafted and Ben edited. Ben will follow-up with Becky to fill in the remaining blanks and the final report will be approved at a later meeting. It was agreed that estimated values of each highway equipment item were speculative at best. Only a highway equipment item list (no estimated values) will be included in the town report. Ben will revise the list and send to Frank for review.
 - e. VLCT Drug Testing Policy – After discussion, John moved and Meg seconded approval of the Drug & Alcohol Policy for CMV Operators with edits as discussed. Unanimous. Ben will post to the website and Ellen will include in Brad’s new employee packet.
 - f. VLCT Cyber Security Grant – Ellen and Becky attended a cyber security seminar with VLCT. They are consulting with Datamann on strategies and pricing to increase the

town's digital security and implement best practices. They will return to the Selectboard with that information when available. VLCT may have grant funding available to offset the cost of this effort.

- g. Town Hall Anonymous Donations – On advice from VLCT, all donations (whether or not restricted) will be accounted for in the general fund and then appropriated by the voters as part of the municipal budgeting process. This is to ensure proper accounting of all town funds while also honoring donors' wishes. The Selectboard expressed its appreciation to the anonymous donor for their sustained generosity and discussed ways to put these funds to good use as intended by the donor.
 - h. FY 2026 Budget Discussion – The Selectboard reviewed line items that are still open or awaiting confirmation. Discussion to be continued at the December 18 meeting.
 - i. Land and Water Conservation Fund (LWCF) Grant Application – Ben moved and Meg seconded that the town submit a pre-application for this grant, which if awarded will offset the cost of acquiring land for public use. Meg will prepare the pre-application with John Moore's assistance. The submission deadline is December 13.
 - j. Selectboard Meeting Scheduling – The Selectboard will hold a special meeting next Wednesday, December 11, at 6:00 pm in the Town Hall, for a Q&A session with Pomfret's state legislators. The January 1 regular Selectboard meeting is cancelled and a special meeting will be held on January 8 instead. Happy New Year!
 - k. Town Highway Access Permit (Dinsmoor Road) – Ben will speak with Beriah, the town's outside counsel, regarding next steps.
 - l. Appointment of Public Officials – None.
 - m. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

25048	\$ 6,894.19	Payroll
25051	12,101.21	AP

Unanimous.
 - n. Approval of November 20, 2024 Minutes – John moved and Emily seconded approval of the November 20, 2024, meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – John was called over the holiday weekend about issues with the garage boiler; Dan Gurney submitted plans for work in the Bartlett Brook Road right-of-way at Dinsmoor Road.
 - b. Assignments – Ben to post as-approved Alcohol & Drug Policy for CMV Operators, discuss Dinsmoor Road with Beriah; Steve to seek prices on road crew uniform apparel; Cynthia to post Meet the Legislators to VN calendar, remove road crew ad from state site; Meg to prepare LWCF Grant Pre-Application.
 - c. Agenda Items for Next meeting – 2024 Annual Report Deliverables, Appointment of Public Officials, FY 2026 Budget Discussion, new Municipal Ethics Code.
8. Adjournment – Meg moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:03 pm.