

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
January 15, 2025, 6:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:00 pm
2. Possible Executive Session – <i>Confidential Attorney-Client Communications; Employment of Public Employees; Appointment of Public Officers</i>	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman Report	7:05 pm
6. Items for Discussion or Vote a. Highway Truck Bids b. Highway Access Permit (Cherry Hill Road) c. Town Highway Mileage Certificate d. FY 2026 Budget Discussion e. Review Annual Report Deliverables f. Employment of Public Employees g. Appointment of Public Officers h. DLL License Renewal (Teago Store Commercial Caterer) i. Warrants j. Approval of January 8, 2025 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, then Meeting ID 953 9507 9923 and Passcode 306922

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT
(Application fee of \$100 payable to Town of Pomfret)

Access Road Type (check one): Private Drive* Agricultural Forestry

Applicant Name: Gretchen Smith Phone:  Email: 

Applicant Mailing Address: Box 316 No. Po. State: VT Zip: 05053

(Complete only if Applicant is not the Landowner)

Landowner Name: _____ Phone: _____ Email: _____

Landowner Mailing Address: _____ State: _____ Zip: _____

The undersigned Applicant requests permission to develop, construct, or change the grade of the access road type indicated above.

Access Road Location: on the 372 Cherry Hill (cardinal direction) of _____ (town highway name)

at approximately _____ (feet) from the intersection of _____ (nearest town highway intersection).

Please provide a brief description of the work to be done: _____

Driveway after Residence on Rt side
new barn foundation in place

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, or grade changed access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A \$100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the Applicant or its agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

* Each residence is limited to one driveway access.

Design Standards[†]

1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5 feet on the drive at a point 15 feet back from edge of the traveled way (when entering upon paved portions of town highways) or 10 feet back from edge of the traveled way (when entering upon any other portion of a town highway). The "posted speed" shall be deemed to be 45 mph (when entering upon an unposted Class 2 highway) or 25 mph (when entering upon any other unposted highway).

Minimum Sight Distance

<i>Posted Speed (mph)</i>	<i>Minimum Sight Distance (feet)</i>
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if deemed necessary by the Selectboard or its designee and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

The undersigned Applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or changing the grade of the access road within one year of the date of approval. If Applicant is not the Landowner, Applicant has provided the Landowner with a copy of this completed Application and obtained the Landowner's signature below.



Applicant Signature

Greteljen Smith

Applicant Printed Name

12/9/24

Date

(Complete only if Applicant is not the Landowner)

The undersigned Landowner acknowledges they have received a copy of this completed Application.

Landowner Signature

Landowner Printed Name

Date

[Remainder of page intentionally blank. Application form continues on next page.]

[†] Any of the standards listed herein may be waived or varied upon the Applicant's request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

OFFICIAL USE ONLY

V# 3216

Application fee of \$100 received on 9 DEC, 2024 by R. L. Fi.

Culvert Required (min. 18-inch diameter)? Yes No

Additional conditions, standards and restrictions; waivers of design standards (if any):

Multiple horizontal lines for handwritten notes or conditions.

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner

Selectboard Chair

FINAL APPROVAL. The work described in this permit has been constructed in accordance with the above conditions, standards and restrictions and is acceptable under State and local regulations.

Road Commissioner

Selectboard Chair

Date

Form adopted by the Pomfret Selectboard June 21, 2023. Supersedes all prior dated forms.



LEGEND

- Parcels (standardized)
- Roads**
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Town Boundary

1: 1,147

August 15, 2024



NOTES

Map created using ANR's Natural Resources Atlas

58.0 0 29.00 58.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 96 Ft. 1cm = 11 Meters
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

District 4
Certcode 1413-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2025**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of POMFRET in WINDSOR County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Class 2	14.650	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Class 3	47.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
State Highway	1.383	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Total	63.783	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* Class 1 Lane	0.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Class 4	6.11	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* Legal Trail	5.19	<input type="text"/>	<input type="text"/>	<input type="text"/>	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees: _____

Signature of T/C/V Clerk: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____ DATE: _____
Representative, Agency of Transportation

Item 6D
FY 2026 Budget Discussion

available at

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



Application ID: DLL - Application - 50696
Application for: First Class Commercial Caterer
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: The Pomfret Road General Store, LLC
Business ID: 0335152
Business Address: ,
,
Entity Type:
Management Type if LLC: Member-managed
Phone:
Email:

People Information

- **Person:**
Christine Cole

Business Role: Business Principal
Business Address: PO Box 158,
South Pomfret, Vermont, 05067
Phone: 8024571626
Email:
US Citizen?
Political Position
Name: Christine Cole
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: Teago General Store
Do you lease this Premises:

Location Address:
2035 Pomfret Road,
Pomfret, Vermont 05067

Health License:
Food:11739
Lodging:

Local Jurisdiction/ Town Clerk:
Pomfret

Vermont Tax Department:
MRT-10902537

Education Details

Student Name:
christine cole

Training Completion Date:
Wed Mar 06 00:00:00 GMT 2024

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-032494

Licensee Name:
Teago General Store

License Status:
License Active - Renewal in Process

Licensee Address:
2035 Pomfret Road ,
Pomfret, Vermont 05067

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-07139	Meals & Rooms Tax Certificate	The Pomfret Road General Store, LLC
D-07140	Health License	The Pomfret Road General Store, LLC
D-08687	Other	The Pomfret Road General Store, LLC
D-15930	Other	The Pomfret Road General Store, LLC

Payment and Acknowledgement

Signed by:
Robert Kimmerle

State of Vermont / DLL Application Fee:
115.00

Date of Submission:
2025-01-03 20:46:02

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false

Town of Pomfret Selectboard
DRAFT Meeting Minutes
January 8, 2025

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

Public: Frank Rogers, Cynthia Hewitt, Bill Emmons, John Moore, Art Lewin, Jake Astbury, Doug Tuthill, John Moore, Bob Crean, Cathy Emmons, Marge Wakefield, Neil Lamson, Kevin Rice, Ellen DesMeules

1. Ben called the meeting to order at 6:00 pm.
2. Executive Session
 - a. Steve moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (F) to discuss 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 6:01 pm.
 - b. The Selectboard exited executive session at 7:05 pm, with no decisions having been made therein.
3. Agenda Review – Meg moved and John seconded that town office parking lot paving be added immediately after the Road Foreman Report. Unanimous.
4. Public Comment – Jake Astbury was introduced as the new chief of the Pomfret-Teago Volunteer Fire Department. Jake and others thanked Kevin Rice for his many years of service.^[*]
5. FY 2026 Budget Informational Meeting – Ben explained the FY 2026 town budget will be finalized by the Selectboard later this month for approval by the voters on Town Meeting Day in March. The Selectboard welcomed public comment on the same. Ben further explained that the town budget comprised only about 20% of the total tax bill (before any state adjustments are made), with the school tax comprising the remainder. Paving, town highway equipment (trucks, etc.) and health insurance comprise significant portions of the town budget. The cost of these items has increased substantially faster than general price increases (as measured by changes in the CPI). As a result, these items have had a disproportionate impact on the town budget this year. In addition, the amount of unpaid ambulance bills the town is required to reimburse to Woodstock increased nearly 800% this year. Doug Tuthill commented that \$10,000 is too little for tree removal. It was discussed that this amount would be prioritized for spending next year so that no unused funds revert to the general fund. The town also will explore whether GMP is obligated to assist with tree removal, which would ease the burden on the town. Meg will locate the town's agreement with CVPS (predecessor to GMP) in the land records. Kevin Rice commented that unlike when Pomfret held town meeting from the floor, there no longer was a way for residents to require changes to the budget. They can only vote up or down by Australian ballot. Ben will put an announcement on the listserv and the town website welcoming public input in the draft budget through noon on January 15.

* **Editor's Note:** A retrospective of Chief Rice's service was published in the January 9, 2025 edition of *The Vermont Standard*, available at <https://tinyurl.com/5dnbjd2c>.

6. Road Foreman Report – Frank reports things continue going well for the new crew members. The 550 is still at Ted Green Ford for warranty work. Emily pointed out some slide banks may need attention; Frank has noted others. Emily suggested an engineer be consulted to determine the scope of the issue. A new driveway installation on Pomfret Road near Labounty Road has encountered ledge and been allowed an interim access until final work can be completed in the spring.
7. Items for Discussion or Vote
 - a. Town Office Parking Lot Paving – Steve and Frank have been unable to reach Pike about this project. Steve suggests an RFP is needed for this and resurfacing of the bridge at the intersection of Wayside Road and State Route 12. Emily suggests we also include the next installment of Class 2 highway paving. Emily will prepare a draft RFP for review at an upcoming meeting.
 - b. Highway Access Permit (Cherry Hill Road) – Frank believes the permit can be approved without a site visit by the Selectboard. However, it was questioned whether the existing driveway should be discontinued as required by the Highway Ordinance. Selectboard members were encouraged to look in person. To be continued at the January 15 meeting.
 - c. Modine Hot Water Heater Proposal – John moved and Steve seconded approval of the amended proposal from Bartlett & Son Propane for installation of a Modine hot water heater at the town garage, at a total cost of \$3,215.35. Unanimous.
 - d. Highway Truck Bids – Frank received bids for three trucks ranging from \$291,000 to \$313,000. He was disappointed with trade-in values for the equipment to be replaced. Doug suggested selling the trucks privately instead of trading them in. Frank will obtain revised pricing (assuming no trade-in). To be continued at the January 15 meeting.
 - e. Highway Equipment Capital Plan – Neil Lamson explained that the capital plan approved in 2021 assumed a 2.0% annual increase in prices, which has proven unrealistic. The revised plan reflects actual activity since then and now assumes a 7.6% annual increase in prices through FY 2028 and 3.0% thereafter. As a result, funding of the Highway Vehicle Reserve Fund will need to be increased substantially to adequately fund anticipate future purchases without needing to incur indebtedness. Neil and John Moore will doublecheck the revised plan and present the same to the Selectboard at the January 15 meeting.
 - f. Personnel Policy – Discussion postponed to a future meeting. It was noted that the current policy needs updating in several respects.
 - g. FY 2026 Budget Discussion – New information regarding insurance premiums, unpaid ambulance bills, highway equipment pricing and social services appropriations was added. The Windsor County tax amount and a few other items are still to be determined. Public comment on the budget will be requested on or before noon on January 15. The Selectboard expects to finalize the budget at that meeting or the following week.
 - h. Review Annual Report Deliverables – The Selectboard reviewed minor edits to the Highway Equipment List and Town Meeting Warning. A draft of the Budget Narrative will be prepared for review. All deliverables will be approved at the January 15 meeting or the following week.
 - i. Mandatory Ethics Code – Discussion postponed to a future meeting. It was noted that this is time sensitive as the state’s new ethics requirement took effect on January 1.

- j. Planning Commission Update – The Planning Commission prepared a comment letter for submission to Two Rivers regarding the draft regional plan. The Commission would like the Selectboard to co-sign the letter. John moved and Emily seconded the same. Unanimous. Ben will sign on behalf of the Selectboard.
 - k. Appointment of Public Officers – None.
 - l. Warrants – John moved and Emily seconded approval for payment of the following warrants:

25060	\$	14,707.93	Payroll
25061		20,069.95	A/P (incl. \$2,745.98 December debit card activity)
25062		17,372.79	Payroll
25063		51,541.05	A/P

Unanimous.
 - m. Approval of December 18, 2024 Minutes – Emily moved and John seconded approval of the December 18, 2024, meeting minutes as presented. Unanimous.
8. Meeting Wrap Up
- a. Correspondence – Barnard’s Selectboard assistant asked how Pomfret’s Selectboard is compensated; Cynthia reported it is by stipend.
 - b. Assignments – Emily to draft paving RFP, Ben to send listserv message and post to the website a deadline of noon on January 15 for public input on the FY 2026 Town Budget; Meg to locate CVPS contract in the land records; Frank to gather non-trade-in truck purchase price; Ben to invite Christine Cole to attend a meeting re: Teago Catering License.
 - c. Agenda for Next Meeting – Highway Access Permit (Cherry Hill Road), Highway Truck Bids, Zoning Administrator appointment, FY 2026 Budget Discussion, Annual Report Deliverables, Teago Catering Permit, Highway Mileage Certificate.
9. Adjournment – Meg, John and Steve simultaneously moved and Meg, John and Emily simultaneously seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:19 pm.