

Town of Pomfret Selectboard
Meeting Minutes
April 2, 2025

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

Public: Frank Rogers, Bill Emmons, Emma Stanton (*Vermont Standard*)

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – Emily moved and Steve seconded that Item 5D (PACIF Reservation of Rights Letter) and Item 5H (Appointment of Public Officers) be moved to immediately before adjournment so that both could be discussed in executive session first. Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank reports it has been a rough week due to the weekend ice storm and subsequent clean up as well as continuing mud season. The equipment continues to be in good shape. The new grader blade attachment was postponed as the grader has been in continuous use to address issues related to mud season.
5. Items for Discussion or Vote
 - a. Highway Paving Request for Proposals – Following discussion and revision, Steve moved and Emily seconded approval of the Request for Proposals to repave a portion of Pomfret Road and the Wayside Road bridge at the intersection of Vermont Route 12. Unanimous. Ben will post the same to the town website and the Vermont Business Registry and Bid System. Frank will forward the same to vendors believed to be interested in such work.
 - b. Town Highway Structures Grant Application – Following discussion and revision, Emily moved and Steve seconded approval of the Structures Grant application for funding in the amount of \$250,000 to replace Culvert #59 at 6007 Pomfret Road. Unanimous. John will provide photos to be included with the application and once received, Ben will submit the application to Vtrans.
 - c. Municipal Equipment Loan Fund Application – Because the town does not expect to receive new Truck 2 until early 2026, the Office of the Vermont State Treasurer recommended that Pomfret consider applying during the fall funding cycle, which has an application deadline of October 15 and an effective funding date of December 31. Discussion postponed until later this year.
 - d. Delinquent Tax Sale Authorization – Ben moved and Steve seconded that SP&F Attorneys be authorized to work with the Delinquent Tax Collector to conduct the town's tax sale process in 2025. Unanimous.
 - e. ZBA Administrative Assistant – Ben explained that the Zoning Board of Adjustment may need administrative support for upcoming hearings and indicated that Cynthia expressed interest and availability in providing such support. The Selectboard indicated its support for Cynthia to provide such support. Ben will relay the same to the Zoning Board of Adjustment for consideration at its meeting next week.
 - f. Form of Fireworks Display Permit Application – State law (20 V.S.A. § 3132) requires that all fireworks displays receive local permits. Accordingly, a fireworks display permit application was prepared based on a form provided by the Department of Public Safety, Division of Fire Safety. Steve moved and Emily seconded approval of the same, with an application fee of \$50. Unanimous.

- g. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

25092	\$ 13,364.99	Payroll
25093	50,476.55	A/P (incl. \$446.67 March debit card)

 Unanimous.
- h. Approval of March 19, 2025 Minutes – Emily moved and Ben seconded approval of the March 19, 2025 meeting minutes as presented. Unanimous.
- 6. Meeting Wrap Up
 - a. Correspondence – Pomfret Road resident Heather Durkel requested a “Hidden Drive” sign at her residence. Ben will contact Chris Bump regarding the state’s policy on such signs and will relay this information to Frank for follow up. Julie Ramsey indicated the upgraded highway access work on Labounty Road is complete and ready for final approval. This will be added to the April 16 agenda.
 - b. Review of Assignments – Emily, Steve and Frank will prepare an RFP for the town office parking lot paving; Ben to submit the Structures Grant application and post the Pomfret/Wayside paving RFP; Frank will ask Rita for a copy of the Allen Hill Road grant specifications.
 - c. Agenda for Next Meeting – Town office parking lot paving RFP, Strong highway access permit final approval; Vermont 100 permit application; Truck #3 replacement RFP.
- 7. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the Selectboard and the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage, and pursuant to 1 V.S.A. § 313(a)(3) to discuss the appointment of public officers. Unanimous. The Selectboard entered executive session at 8:03 pm.
 - b. The Selectboard exited executive session at 8:32 pm, with no decisions having been made therein.
- 8. Items for Discussion or Vote
 - a. PACIF Reservation of Rights Letter – Steve moved and Emily seconded approval of the PACIF Reservation of Rights Letter and that Ben be authorized to sign the same on the Selectboard’s behalf. Unanimous.
 - b. Appointment of Public Officers – Emily moved and Steve seconded the following appointments, each for a one-year term expiring March 31, 2026 unless otherwise noted:
 - i. Town Service Officer – Sheila Murray
 - ii. ECFiber Governing Board – Eric Jahn (2nd alternate) (term expiring April 27, 2026)
 - iii. Emergency Management Director – Kevin Rice
 - iv. TRORC Transportation Advisory Committee – Scott Cone
 Unanimous.
- 9. Adjournment – Steve moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:34 pm.