

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
April 16, 2025, 6:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:00 pm
2. Possible Executive Session – <i>Attorney-Client Communications, Employment of Public Employees, Appointment of Public Officials</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 Paving Request for Proposals (Town Office) b. Highway Access Permit (Labounty Road, final approval) c. Replacement Highway Truck Request for Proposals d. SFY26 Municipal Road Grant-in-Aid Letter of Intent e. Public Road Use Permit (Vermont 100 Endurance Race) f. ARPA Final Project and Expenditure Report g. Liquor License Renewal (Woodstock Resort Corporation) h. Repeal Conflict of Interest Policy i. Municipal Impact Questionnaire (Artistree Act 250 Permit) j. Appointment of Public Officers k. Warrants l. Approval of April 2, 2025 Minutes	7:15 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 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: Bernard Strong and Julie Ramsey

Phone: [REDACTED]

Email: [REDACTED]

Applicant Mailing Address: 17 Maple St. Woodstock

State: VT

Zip: 05091

(Complete only if Applicant is not the Landowner)

Landowner Name: (Same)

Phone: _____

Email: _____

Landowner Mailing Address: _____

State: _____

Zip: _____

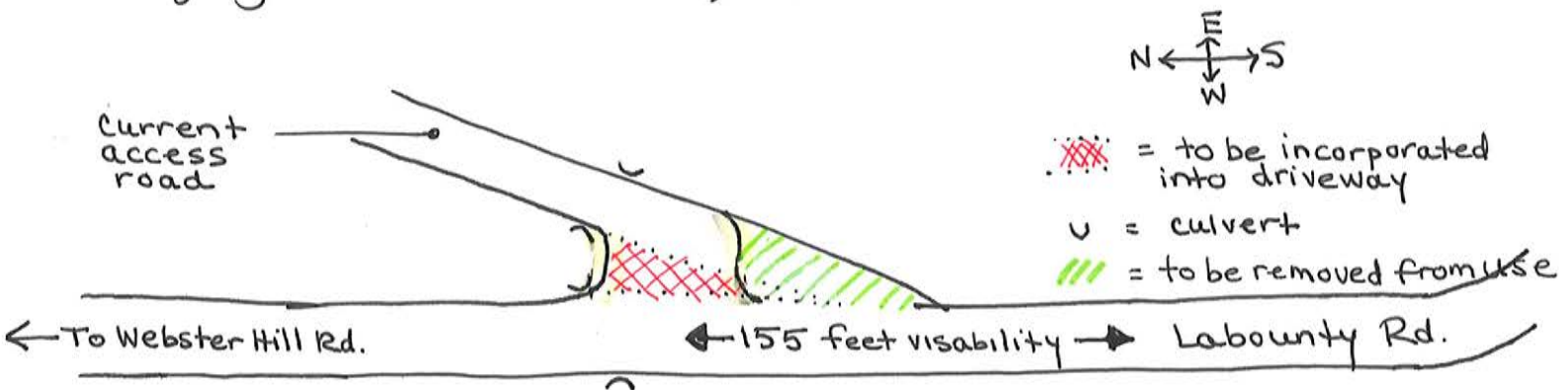
The undersigned Applicant requests permission to develop, construct, or change the grade of the access road type indicated above.

Access Road Location: on the East (cardinal direction) of Labounty Road (town highway name)

at approximately 2000 (feet) from the intersection of Webster Rd. / Highway #35 (nearest town highway intersection).

Please provide a brief description of the work to be done: Construct driveway to access parcel

#1100-L which will meet visibility requirement from Labounty Road, by redesigning current access road, as follows:



(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[†]

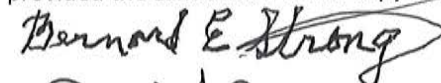
1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5 feet 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

Bernard E. Strong
Julie L. Ramsey
Applicant Printed Name

May 2, 2024
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

Application fee of \$100 received on May 3, 20 24 by RL 77-.

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

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

None.

PERMIT APPROVED this 5th day of June, 20 24.

N/A

Road Commissioner

Bayer T. Bul
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.



LETTER OF INTENT TO PARTICIPATE IN THE SFY26 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of _____, certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2026.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for **hydrologically connected** municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2026 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

_____ Date: _____

(Duly Authorized Representatives)

Municipality: _____

Primary Contact Name and Title: _____ (Selectboard Chair or Council)

Note: **Primary Contact is responsible for grant execution** on Town's behalf, Secondary Contact **must** be Town Clerk.

Address: _____
Street Address Town Zip

Email: _____ Phone: _____

Town Clerk (2nd contact): _____ Email: _____

Unique Entity Identifier (SAM #): _____ Fiscal Year End Month (MM): _____

This form must be submitted via email by May 23rd, 2025 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

PHONE (802) 457-3861

FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT

ON PUBLIC STREET(S) OR HIGHWAY(S)

APPLICANT / ORGANIZATION Vermont 100 Endurance Race

PHONE [REDACTED]

ADDRESS 27 Graves Street, S Deerfield, MA 01342

CONTACT PERSON Amy Rusiecki PHONE [REDACTED]

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Corner of Stage Road & Wild Apple Road

ROUTE ON PUBLIC HIGHWAYS (attach map showing route)

Entering from Hartford, following Cloudland Road, Galaxy Hill Road, Pomfret Road, Johnson Road, Hewitt Hill Road, Hidden Ridge Road, Webster Hill Road, Bernard Road, Wild Apple Rd, & exiting into Woodstock on Austin Road.

TRAFFIC CONTROL (if any) Police detail at intersection of Stage Rd/ Wild Apple Rd (see attached ltr).

EVENT DATE(S) July 19th, 2025 HOUR (start) 9:00 am (end) 2:00 pm

ESTIMATED NUMBER OF PARTICIPANTS 450

Authorized Representative

3/24/2025

Authorized Representative

Date _____

CONDITIONS:

Approved	Denied	Town Representative	Date
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Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-3861
Fax: (802) 457-8180

LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Vermont 100 Endurance Race (organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: 3/24/2025

Print Name: Amy Rusiecki

Sign Name: 

Witness: 



Application ID: DLL - Application - 57798
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 802-457-1100
Management Type if LLC:
Email: bg@woodstockinn.com

People Information

• **Person:**

Jaclyn DeVore

Business Role:
Registered Agent

Email:
jmm@woodstockinn.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Jaclyn DeVore

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Bruce Grosbety

Business Role:

Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

802-457-6670

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Business Address:

269 Garretson Ave,
Staten Island, New York, 10305

Political Position

Phone:

[REDACTED]

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Business Address:

74 Holland Place,
Hartsdale, New York, 10530

Political Position

Phone:

[REDACTED]

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:
Business Principal

Email:
ejo@woodstockinn.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

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

Location Name:
Saskadena Six Ski Area

Do you lease this Premises:

Location Address:
247 Stage Rd,
Pomfret, Vermont 05091

Health License:
Food:7214
Lodging:

Local Jurisdiction/ Town Clerk:
Pomfret

Vermont Tax Department:
440-0300220066F-02

Education Details

Student Name:
Jaclyn DeVore

Training Completion Date:
Mon Feb 26 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-011897

Licensee Name:
Saskadena Six Ski Area

License Status:
License Active - Renewal in Process

Licensee Address:
,
Pomfret, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

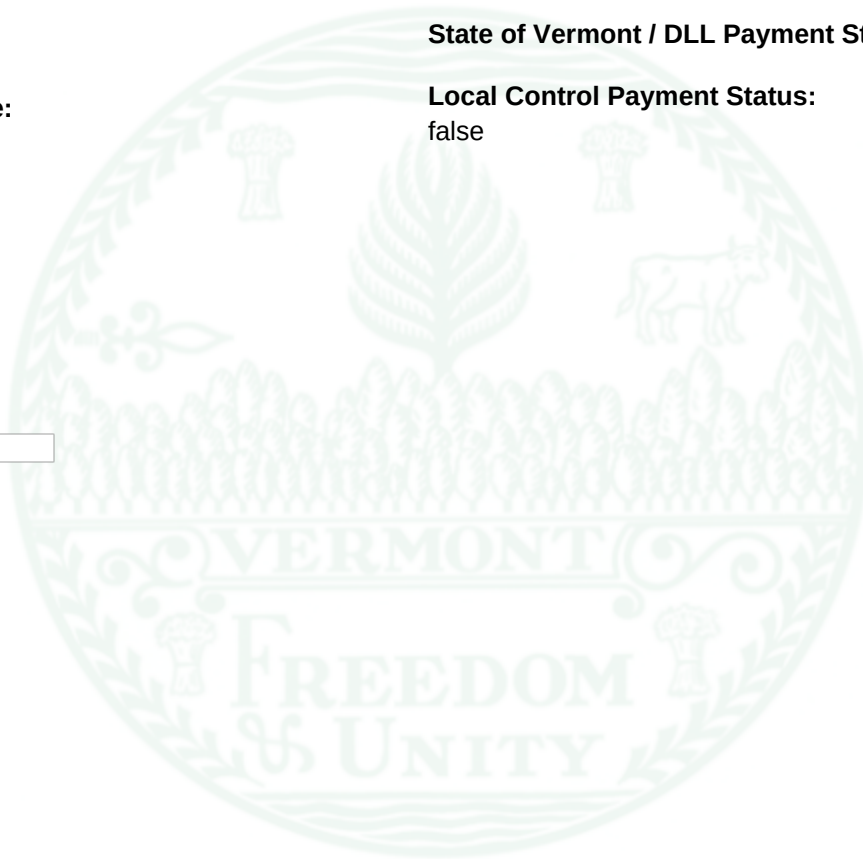
2025-04-07 12:55:41

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false





Application ID: DLL - Application - 57799
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 802-457-1100
Management Type if LLC:
Email: bg@woodstockinn.com

People Information

• **Person:**

Jaclyn DeVore

Business Role:
Registered Agent

Email:
jmm@woodstockinn.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Jaclyn DeVore

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Bruce Grosbety

Business Role:

Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Business Address:

269 Garretson Ave,
Staten Island, New York, 10305

Political Position

Name: Angela Ardolic

Phone:

[REDACTED]

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Business Address:

74 Holland Place,
Hartsdale, New York, 10530

Political Position

Name: James Sligar

Phone:

[REDACTED]

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

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

Location Name:

Saskadena Six Ski Area

Do you lease this Premises:

Health License:

Food:7214

Lodging:

Location Address:

247 Stage Rd,
Pomfret, Vermont 05091

Vermont Tax Department:

440-0300220066F-2

Local Jurisdiction/ Town Clerk:

Pomfret

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-011898

Licensee Name:

Saskadena Six Ski Area

License Status:

License Active - Renewal in Process

Licensee Address:

,
Pomfret, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-07 13:00:22

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false





Application ID: DLL - Application - 57801
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation	Business ID: 0062134
Business Address: 14 The Green, Woodstock, Vermont 05091	Entity Type: Business Corporation
Phone: 802-457-1100	Management Type if LLC:
Email: bg@woodstockinn.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-011900
Licensee Name: Saskadena Six Ski Area	License Status: License Active - Renewal in Process
Licensee Address: , Pomfret, Vermont 05091	License Start Date: 2024-04-30
	License End Date: 2025-04-29

Event Contact/s

Person:

Business Role:	Phone:
Business Address: , , ,	Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:

Saskadena Six Ski Area

Start date and time of event

End date and time of event

Location Address:

247 Stage Rd,
Pomfret, Vermont 05091

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Pomfret

Describe the type of event/ OCP Area:

DECK AREA EXTENDING 60X20 FEET ADJACENT TO THE
BACK OF THE BUILDING WITH GROUNDS EXTENDING TO
THE SKI LIFT STANCHIONS AND BOTTOM OF THE HILL;
EXTENDING TO THE RIVER ALONG FRONT OF THE BUILDING. YEAR ROUND USE 1100AM TO 1100PM

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-07 13:05:16

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false

NOTE: As of January 1, 2025, the Municipal Code of Ethics (24 V.S.A., ch. 60) is in effect. To the extent any provision of this Conflict of Interest Policy conflicts with the Municipal Code of Ethics, the provisions of the Municipal Code of Ethics shall prevail.

Town of Pomfret Conflict of Interest Policy

Originally adopted October 4, 2017, Amended October 7, 2020

Current Revisions adopted February 17, 2021

Article 1. Authority. Under the authority granted in 24 V.S.A. § 2291(20), the Pomfret Selectboard hereby adopts the following policy concerning conflict of interest.

Article 2. Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no employees, public officers, or agents of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to ensure that all decisions made by municipal officials are based on the best interest of the community at large.

Article 3. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Agent** means a person authorized by the Town to act for or in place of it; one instructed with carrying out the Town's business.

B. **Conflict of interest** may mean any of the following, however this list shall not serve to restrict or limit the definition of what constitutes a Conflict of Interest. Such a Conflict of Interest may be 'actual' (i.e. 'existing in fact') or 'perceived' (i.e. regarded as such by an outside party):

1. A direct or indirect personal or financial interest of an employee, public officer, or agent, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of a cause, proceeding, application, or any other matter pending before the employee, public officer, or agent or before the public body in which he or she holds office or is employed.
2. A situation where an employee, public officer, or agent has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where an employee, public officer, or agent has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

A "conflict of interest" does not arise in the case of votes or decisions on matters in which the employee, public officer, or agent has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other, similarly situated persons affected by the decision.

C. **Emergency** means an imminent threat or peril to the public health, safety or welfare.

D. **Employee** means a person employed by the Town pursuant to Vermont state law criteria for determination of employment.

E. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

F. **Official act or action** means any legislative, administrative or judicial act performed by any employee, public officer or agent while acting on behalf of the municipality.

G. **Public body** means any board, council, commission or committee of the municipality.

H. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.

I. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include any municipal employee.

J. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 4. List of Officials Governed by this Policy. All employees, public officers, or agents of the municipality, and any public body whole or in part, shall be subject to the requirements of this policy. This includes, but is not limited to, commissions, committees, boards and other entities of the municipality.

Article 5. Procedure for Determining if a Conflict of Interest Exists. When reviewing or considering the potential outcome of a cause, proceeding, application or any other matter pending before the employee, public officer, or agent, or before the public body in which he or she holds office or is employed, said employee, public officer, or agent shall consider if there is a Conflict of Interest, as defined in Article 3(B) of this policy.

Article 6. Prohibited Conduct

A. Employees, public officers, or agents shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.

B. Employees, public officers, or agents shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the employee, public officer or agent holds office or is employed.

C. Employees, public officers, or agents shall not accept gifts, or other offerings, for personal gain by virtue of his or her public office that are not available to the public in general.

D. Employees, public officers, or agents shall not use resources unavailable to the general public, including but not limited to Town staff time, equipment, supplies, or facilities for private gain or personal purposes.

Article 7. Disclosure. An employee, public officer or agent who has determined that he or she has or may have a conflict of interest in a particular matter shall, prior to participating in any official action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, employees, public officers, or agents may request that other employees, public officers, or agents recuse themselves from a matter due to a conflict of interest.¹

Article 8. Public Assertion. There may occur instances where a member of the public asserts that an employee, public officer, or agent has Conflict of Interest, real or perceived, in a particular matter. In such an instance the member of the public shall make that assertion known to the Pomfret Selectboard and the employee, public officer, or agent in question at a public meeting. The employee, public officer, or agent in question shall then follow the Procedure for Determining if a Conflict of Interest Exists, as outlined in Article 5 above.

Article 9. Consideration of Recusal. Once there has been a disclosure or assertion of an actual or perceived conflict of interest, other public officers of the public body shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article 10. Recusal

A. Recusal of Employees, Public Officers and Agents. After taking the actions listed in Articles 7, 8, and 9, an employee, public officer, or agent shall declare whether he or she will recuse him or herself and explain the basis for that decision.² An employee, public officer, or agent that recuses him or herself must explain the basis for that decision.

B. Recusal of Appointed Officials. The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest is grounds for discipline or removal from office.³

¹ Such request shall not be considered an order for the officer to recuse him or herself.

² Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

³ Certain appointed public officers such as a Zoning Administrator and members of the Zoning Board of Adjustment or Development Review Board may only be removed for cause and after being afforded with procedural

Article 11. Recording. The minutes of the meeting or the written decision from the hearing shall document the actions taken in Articles 7 through 10.

Article 12. Post-Recusal Procedure

A. An employee, public officer, or agent who has recused himself or herself from serving on a public body in a particular proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity, though such member may still participate as a member of the public.

B. The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article 13. Enforcement

A. Enforcement Against Elected Public Officers; Consequences for Failure to Follow the Conflict of Interest Procedures. In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 6, or has not followed the conflict of interest procedures in Articles 7 through 10, the Pomfret Selectboard may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:

1. Less than a quorum of the Pomfret Selectboard may meet informally with the elected public officer to discuss the possible conflict of interest violation.
2. The Pomfret Selectboard may meet to discuss the conduct of the elected public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The elected public officer may request that this meeting occur in public. If appropriate, the Pomfret Selectboard may admonish the offending elected public officer in private.
3. If the Pomfret Selectboard decides that further action is warranted, the Pomfret Selectboard may admonish the offending elected public officer at an open meeting and reflect this action in the minutes of the meeting. The elected public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Pomfret Selectboard may request (but may not order) that an offending elected public officer resign from his or her office.

B. Enforcement Against Employees, Appointed Public Officers and Agents. The Pomfret Selectboard must follow any applicable steps articulated in Article 13(A). In lieu of the action described in Article 13(A)(4):

1. The Pomfret Selectboard may remove an offending employee, appointed public officer or agent who has been hired or appointed by the Pomfret Selectboard, subject to applicable

due process protections including notice and a reasonable opportunity to be heard.

requirements of state law.

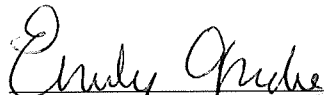
2. The Pomfret Selectboard may request (but may not order) that an offending employee, appointed public officer or agent who has not been hired or appointed by the Pomfret Selectboard be removed from his or her office.

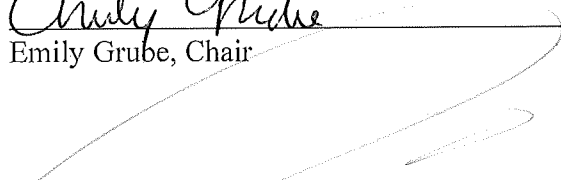
Article 14. Exception. The recusal provisions of Article 10 shall not apply if the Pomfret Selectboard determines that an emergency exists and that actions of the public body otherwise could not take place. In such a case, an employee, public officer, or agent who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 7.

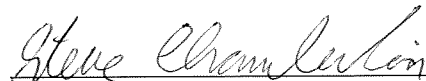
Article 15. Legal Counsel. The Pomfret Selectboard in its sole discretion may retain and utilize legal counsel for the purpose of administering this policy.

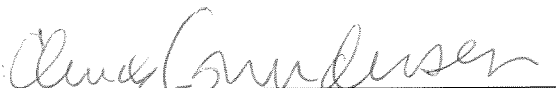
Article 16. Effective Date. This policy shall become effective immediately upon its adoption by the Pomfret Selectboard.

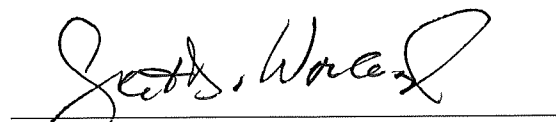
Adopted this 17th day of February, 2021


Emily Grube, Chair


John Peters, Jr., Vice-chair


Steve Chamberlin, Member


Chuck Gundersen, Member


Scott Woodward, Member

Natural Resources Board

Municipal Impact Questionnaire

This questionnaire is intended to help applicants gather evidence to submit under Criterion 7 - Municipal Services. A letter or narrative from the Town Manager, Selectboard Chair, or appropriate official may also serve as evidence.

To be completed by Applicant:

APPLICANT NAME Purple Crayon Productions, Inc.	MUNICIPALITY Pomfret
TITLE OF SITE PLAN SUBMITTED 2-Artistree-progress-plans-040225	DATE OF SITE PLAN SUBMITTED 04/02/2025

To be completed by Town Manager, Department Heads, or Equivalent:

a. Does the municipality have the capacity to provide the following services without unreasonable burdens for the above project?

Fire Protection ☐ Yes ☐ No ☐ Municipality does not provide this service

Police Protection ☐ Yes ☐ No ☐ Municipality does not provide this service.

Rescue Service ☐ Yes ☐ No ☐ Municipality does not provide this service.

Road Maintenance ☐ Yes ☐ No ☐ Municipality does not provide this service.

Solid Waste Disposal ☐ Yes ☐ No ☐ Municipality does not provide this service

If you answered **No** to any of the questions above, explain why the municipality cannot provide the service(s).

For services above which the municipality does not provide, please indicate who provides the service.

b. Would the deficiencies occur without this project? ☐ Yes ☐ No

If No, what measures can the applicant take to alleviate the deficiency?

c. If the deficiencies are common to many projects, does this project create burdens which are disproportionate to the taxes and user fees to be paid to the municipality?

☐ Yes ☐ No

If **Yes**, does the municipality recommend the imposition of an impact fee or other means to mitigate any unreasonable burdens?

d. Are you available, after sufficient notice, to answer questions related to the above statements at an Act 250 hearing?

☐ Yes ☐ No

I certify that the above information is true and accurate to the best of my knowledge.

NAME	POSITION	DATE

SIGNATURE

(APPLICANT: Please print, and have municipal official sign. Please then scan this form to PDF and include with your application submission to the Act 250 district office.)

Town of Pomfret Selectboard

DRAFT 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.