

Town of Pomfret Selectboard
Meeting Minutes
June 4, 2025

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

Public: Frank Rogers, Jim Potter

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – Emily moved and Meg seconded that Appointment of Public Officers and Delinquent Tax Payment Agreement be added immediately before Item 5K (Warrants). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – The road crew has been grading roads, ditching, cleaning culverts; Art has begun roadside mowing on the paved roads. Frank is getting organized to begin state grant funded work.
5. Items for Discussion or Vote
 - a. Pomfret Road Slide Construction Proposals – Frank reports Harrington Civil Engineers has prepared draft engineering plans but needs another week or so to finalize them. The Selectboard will schedule a special meeting to review the final plans once delivered, tentatively scheduled for June 11. In the meantime, Frank will coordinate with Scott Jensen and Chris Bump on relevant aspects of the anticipated work. Possible staging areas for fill materials was discussed. Frank will discuss with an adjacent landowner the possibility of an easement if work is anticipated outside the town's right-of-way.
 - b. Truck 3 Body Proposals – Frank received a proposal from Viking Cives; Frank and Steve have discussed alternatives that may be more cost-effective in the long-term. These will be presented at the June 18 meeting for review and possible approval.
 - c. Highway Equipment Trailer Replacement – The existing trailer was purchased in 2007 and is beyond reasonable repair. Frank presented four quotes for replacement. Kaufman Trailers, LLC of Lexington, North Carolina offered the lowest price, even after the \$1,050 estimated delivery fee. Frank suggested the lower price was because the purchase would be direct from the manufacturer. The limited warranty provides that warranty repairs can be made locally; the trailer would not need to be returned to the manufacturer. Delivery is expected in 4–6 weeks, possibly sooner if a unit now in production has not already been sold to a different buyer. Meg moved and Steve seconded the purchase of an equipment trailer from Kaufman, at the cost of \$19,990 plus estimate delivery of \$1,050. Unanimous. The purchase will be funded from the highway equipment fund, which has sufficient balance and was planned for replacement of the trail within the next two fiscal years. The existing trailer has a potential interested buyer and will be disposed of through private sale or scrapped.
 - d. Town Highway Crack Sealing – Nikon is busy with state work and cannot commit to a schedule. Indus is available after July 1. There is \$15,000 in the FY 2025 budget for crack sealing, which may be able to be carried into combined with the \$15,000 budgeted for FY 2026, for a total of \$30,000. Frank will obtain proposals from both vendors to see how many miles can be sealed for that amount. These will be presented at the June 18 meeting for review and possible approval. The plan is to

- prioritize newer pavement to preserve that investment, e.g., Stage Road and Pomfret Road starting at the Hartford town line and working south.
- e. Right-of-Way Tree Removal – Trees have been marked for removal on Wild Apple, Bartlett Brook, Allen Hill, and Bunker Hill Roads. Frank expects to receive three bids for this work, which will be presented at the special meeting next week (approx. June 11) for review and possible approval. Steve suggested asking for a 3-year contract as we know tree removal will be a long term project. There is \$10,000 in the FY 2025 budget for tree removal, which may be able to be carried into combined with the \$10,000 budgeted for FY 2026, for a total of \$20,000. Ben will prepare a notice of tree removal form to be provided to landowners before work begins in the right-of-way on their property.
 - f. State Road Salt Contract Expression of Interest – Steve moved and Meg seconded that the town express interest in participating in the state's salt contract. Unanimous. Ben will submit the online form.
 - g. Road Crew Uniforms – The road crew prefers Arborwear, from which Frank will order Type 2 reflective sweatshirts, t-shirts, and jackets, all with Pomfret branding. Ben moved and Steve seconded that the crew also be eligible for reimbursement up to \$750 per person to separately purchase pants, coveralls, and safety boots; that the crew be required to submit receipts for this to Ellen during the month of July; and that any new crew members be offered the same arrangement after their six-month probationary period has elapsed. Unanimous. John was assigned to review the existing Cintas contract to determine the steps required to terminate it.
 - h. Road Crew Member Job Description and Posting – Frank reviewed the job description used last fall and suggested a change in the training section. Ben will post the revised description to the town website. Cynthia will be asked to run ads in the *Valley News* (10 days in the classified section), *Vermont Standard* (3 weeks in the classified section) and *White River Valley Herald* (3 weeks in the classified section). Cynthia will also be asked to post to the Local Roads listserv and the Vital Community listservs for the towns of Pomfret, Woodstock, Barnard, Bridgewater, Royalton, Sharon, and the Upper Valley.
 - i. Dog Licensure and Ordinance Enforcement – Licensure is required primarily to ensure public health and safety by verifying rabies vaccinations and facilitating the identification of owned dogs, which helps with their return if lost. Cynthia will be asked to coordinate with the Town Constable re: calling dog owners who are delinquent. Additional enforcement steps will be discussed at the July 18 meeting.
 - j. Large Event Permit Application (VSO, July 2, 2025) – Ben noted this is a recurring event that was most recently approved by the Selectboard last summer. Ben moved and Meg seconded approval of the Large Event Permit Application for the Vermont Symphony Orchestra to perform at Saskadena Six on July 2. Unanimous.
 - k. Appointment of Public Officers – Cynthia Hewitt expressed interest in joining the town's 250th Anniversary Committee. Ben moved and Meg seconded that Cyndy be appointed to the 250th Anniversary Committee for a term expiring March 31, 2028. Unanimous.
 - l. Delinquent Tax Payment Agreement – Ben recently spoke with the owner of Parcels 4801 and 4801-B who defaulted on their 2023 payment agreement. Ben believes the default was due to a misunderstanding of the payment agreement's obligations and that the property owner now understands what is needed to avoid a tax sale. Ben presented a new payment agreement, which the Selectboard felt was acceptable.

Ben will contact Karen Osnoe to have the agreement finalized and signed. Greta at SP&F Attorneys, which is managing the town's tax sale process, recommends keeping these parcels on the tax sale list for now. They can be removed later this year if there has been no default under the new payment agreement at that time.

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

25109	\$ 13,256.97	Payroll (town and library combined)
25111	6,485.16	A/P

Unanimous.

- n. Approval of May 21, 2025 Minutes – Steve moved and Meg seconded approval of the May 21, 2025 meeting minutes as presented. Unanimous.

6. Meeting Wrap Up

- a. Correspondence – A Pomfret resident contacted Ben re: the condition of Hartford's section of Pomfret Road. The Selectboard suggested providing contact info to the resident who can then contact Hartford directly. The Fire Department reported that the North Pomfret Fire Station roof is in worse condition than anticipated. They have obtained two quotes (with a third anticipated) for repair or replacement. The Department proposes reallocating unspent FY2025 funds to cover most of the cost, supplementing with a loan and private funds if necessary, without requesting additional town funds. The Selectboard appreciated the Fire Department's communication on this and approved the reallocation of their already-budgeted funds. Ben will convey the same back to the Department.
- b. Review of Assignments – Frank to obtain bids for tree services, truck body and highway crack sealing. John to cancel the current uniform contract (Frank has left three messages so far but received no response); Cynthia to post job help wanted ads; Ben to contact Ellen (re: highway uniforms reimbursement), Karen (re: delinquent tax payment agreement), and the Fire Department (re: reallocation of FY2025 budgeted funds).
- c. Agenda for Next Meeting – Special Meeting (approx. June 11): Construction proposals (Pomfret Road), right-of-way tree removal proposals. Regular Meeting (June 18): Truck 3 body proposals, town highway crack sealing, and dog delinquent dog license follow-up.

7. Executive Session

- a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (E) to discuss contracts and pending or probable civil litigation to which the public body is or may be a party, the premature general public knowledge would clearly place the Selectboard at a substantial disadvantage, and pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous. The Selectboard entered executive session at 8:47 pm.
- b. The Selectboard exited executive session at 9:40 pm, with no decisions having been made therein.

- 8. Adjournment – Meg moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:41 pm.