

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
July 2, 2025, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman Report	7:05 pm
5. Items for Discussion or Vote a. Large Event Permit Application (WAMBA, Aug. 16–17) b. Application for Event on Public Street (WAMBA, Aug. 16–17) c. Highway Access Permit Application (Pomfret Road) d. Open and Review Pomfret Road Slide Construction Bids e. Open and Review Tree Removal Bids f. Truck Body 3 Proposals g. Schedule Road Crew Member Application Interviews h. Town Highway Crack Sealing i. Road Crew Uniforms Reimbursement Policy j. FY 2026 Paving Scope k. Financial Management Questionnaire l. Labounty Trust Probate Documents m. FY 2026 Cost of Living Adjustment n. Warrants o. Approval of June 18, 2025 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. 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 LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Woodstock Area Mountain Bike As Phone: [REDACTED] Email: nvm@woodstockinn
Mailing Address: 14 The Green Woodstock State: VT Zip: 05091

* * * * *

Event Name: Woodstock Triple Crown Throwdown

Event Date(s): August 16-17, 2025

Event Hours: Race 17th: 8am-8pm Camping: 16-17th Anticipated Attendees: 350

Event Contact Name: Nick Mahood Phone: [REDACTED] Email: nvm@woodstockinn.com

Has the event been held in Pomfret before? ☐ Yes ☒ No If yes, when? _____

Please provide a brief description of your event and its location: _____

Mountain bike stage race. Racers will start at Saskadena 6 and ride an untimed transfer on public roads to Woodstock. Racers will race a stage at Mt. Peg, followed by the Aqueduct before returning to race the final stage at Saskadena 6. All of the racing will happen OFF public roads. Public roads will only be used to transfer between stages. Racers will be staggered in waves to limit the amount of riders in one location/on roads at a time. After the race, there will be food and beer at Saskadena 6. Camping will be at Saskadena 6 only the night before.

Will your event involve any of the following?

Use of a Town Highway or Right of Way	☒ Yes ☐ No	If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us .
Use of other Town Property	☐ Yes ☒ No	If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us .
Catering of Alcoholic Beverages	☒ Yes ☐ No	If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov .

Additional Requirements

Zoning: Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at zoning@pomfretvt.us.

Sanitation: Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.

Parking: Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.

Safety: Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.

Nuisance: Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.


Applicant Signature

Nick Mathias
Applicant Printed Name

6/11/25
Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: June 11, 2025 By: Becky Fielder

Zoning Permit Required? ☐ Yes ☒ No ☐ Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20____.

Selectboard Chair

Copies of approved permits to:

Chief, Pomfret-Teago Volunteer Fire Department

Head of Service, Pomfret FAST Squad

TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION Woodstock Area Mountain Bike Association, Inc.

PHONE [REDACTED]

ADDRESS PO BOX 291 Woodstock, VT 05091

CONTACT PERSON Matt Stout PHONE [REDACTED]

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Saskadena 6, 247 Stage Rd, Pomfret, VT 05067

ROUTE ON PUBLIC HIGHWAYS (attach map showing route) Maps attached at end

<https://www.strava.com/routes/3363301198100855622>

<https://www.strava.com/routes/3363301567718305640>

TRAFFIC CONTROL (if any) None in Pomfret, police in Woodstock

EVENT DATE(S) August 17 HOUR (start) 8 am (end) 6pm

ESTIMATED NUMBER OF PARTICIPANTS 300

NICK MAHOD 6/17/25
Authorized Representative Date

CONDITIONS:

Approved

Denied

Town Representative

Date

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

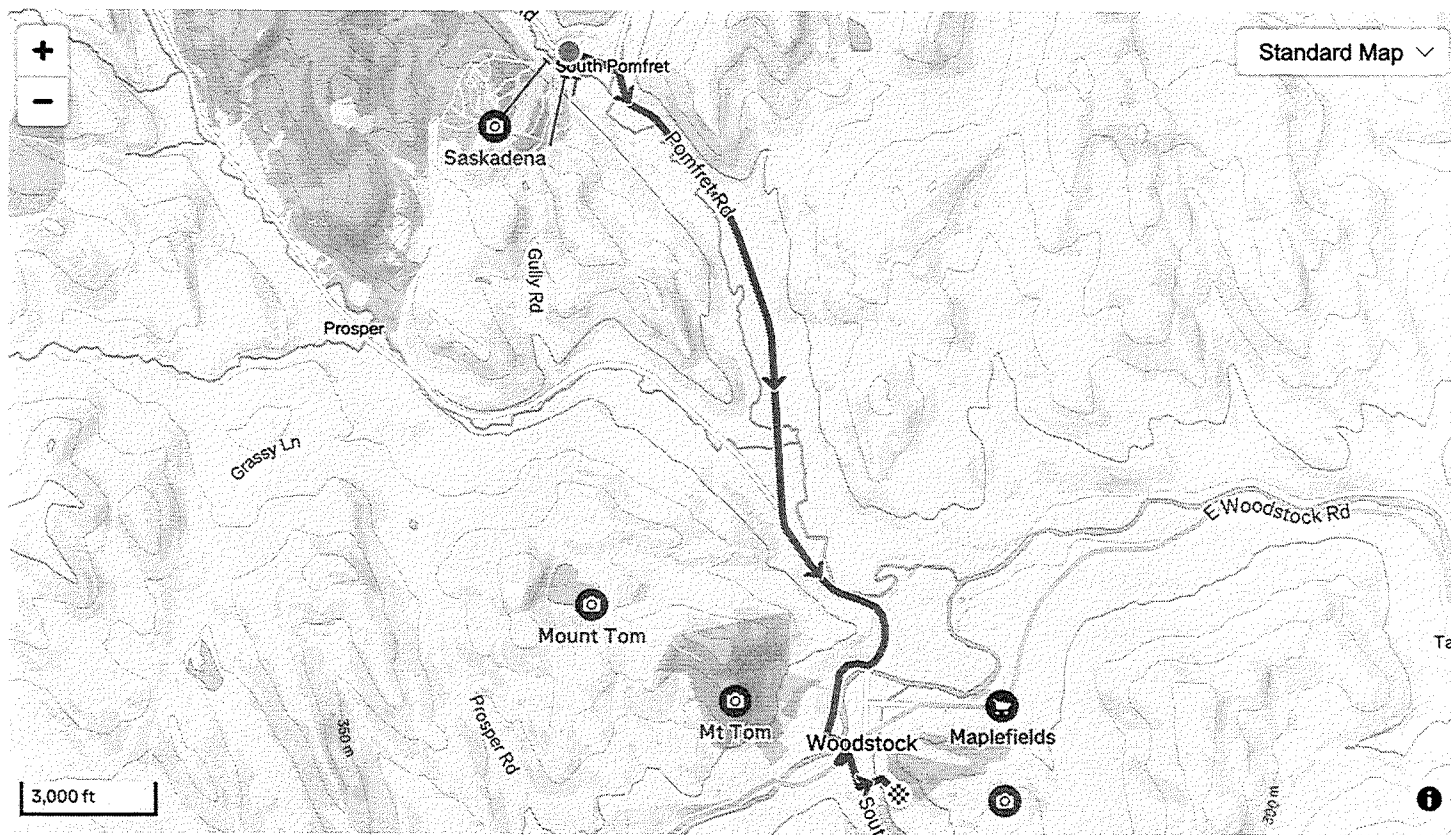
In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Woodstock Area Mountain Bike Association (organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever 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**.

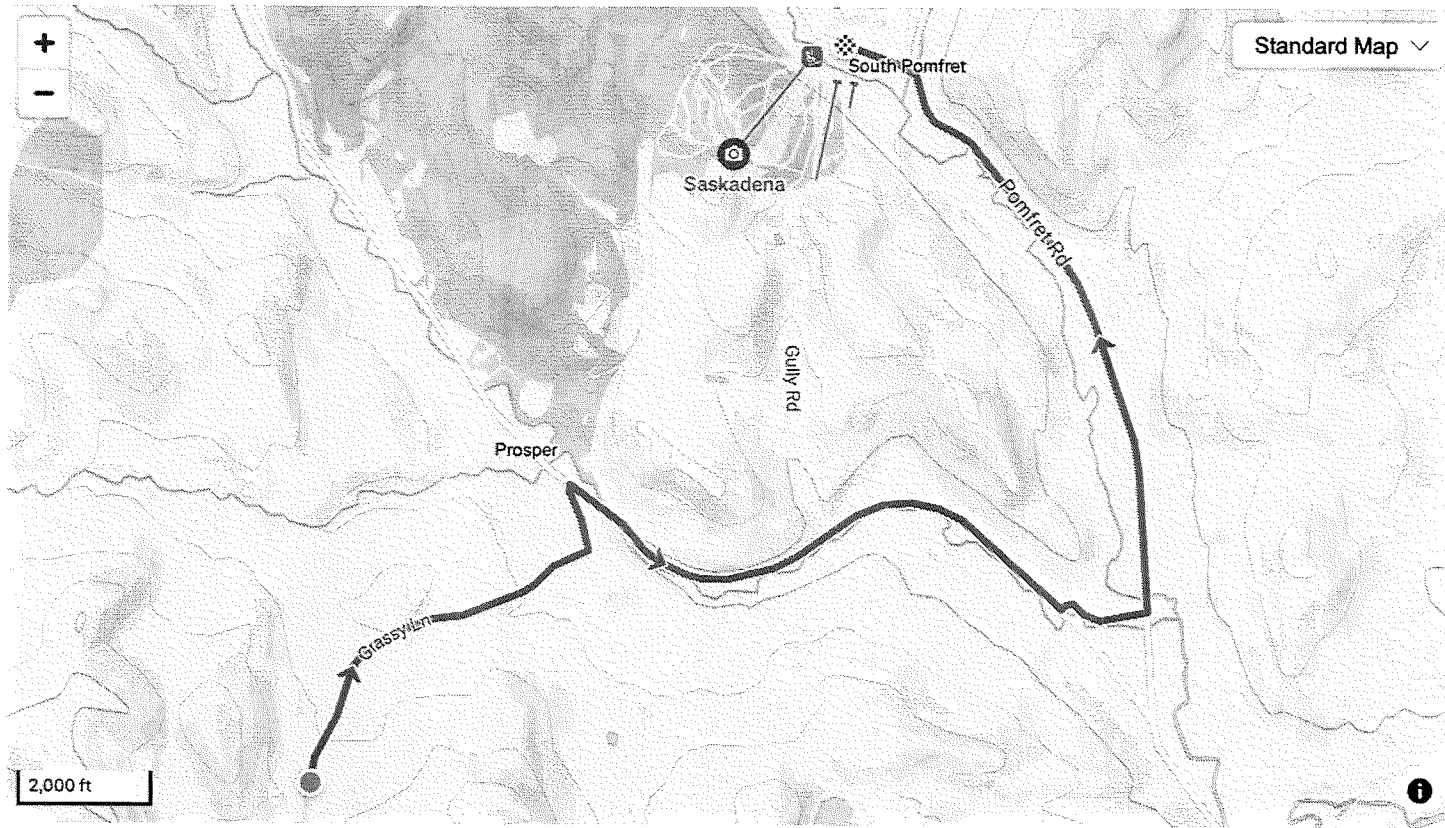
Date: _____

Print Name: _____

Sign Name: _____

Witness: Quinn Uva





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 ^{Temporary Access} ☐ Agricultural ☐ Forestry

Applicant Name: Alex Flinn for Winterset, Inc Phone: [REDACTED] Email: alex.flinn@wintersetinc.com

Applicant Mailing Address: PO Box 968, Lyndonville, VT State: VT Zip: 05851

(Complete only if Applicant is not the Landowner)
Landowner Name: Chippers, A Dacey Company Phone: 802 457 5100 Email: jason@chippersinc.com

Landowner Mailing Address: 1241 Pomfret Rd, Woodstock State: VT Zip: 05091

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

Access Road Location: on the Southwest (cardinal direction) of Pomfret Rd (town highway name)

at approximately 400 (feet) from the intersection of Barber Hill Rd (nearest town highway intersection).

Please provide a brief description of the work to be done: Temporary Access for dump trucks

to deliver waste excavation to the Chippers yard from the Woodstock bridge project. Upon completion of project, prior to October 1st, 2025, we will remove any fill from the Town Right of Way and restore the shoulder with topsoil, seed, mulch. Unless otherwise requested by the Town of Pomfret.

(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.

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.

Alex Flinn
Applicant Signature

Alex Flinn
Applicant Printed Name

06/19/2025
Date

(Complete only if Applicant is not the Landowner)

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

Jason Eaton
Landowner Signature

Jason Eaton
Landowner Printed Name

6/19/25
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 _____, 20____ by _____.

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

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

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.

Financial Management Questionnaire – Towns and Cities

June 2025

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	☒			Ellen
Do you reconcile bank and ledger balances monthly?	☒			"
Are checks always written to specified payees and not to cash?	☒			
Does the same individual open the mail and deposit checks?	☒			
Are pre-numbered checks used for all bank accounts?	☒			
Are unopened bank statements delivered directly to the treasurer as received?	☒			
Do you always provide a numbered receipt for any cash payment made to the town?	☒			all cash accepted jointly
Have select board members attended financial trainings?	☒			unknown
Are bank statements reconciled on a regular basis?	☒			
Does someone other than the treasurer review bank reconciliations?	☒			Auditors
Have you deposited town monies anywhere other than a town account?		☒		
Have you deposited any non-town monies into a town account?		☒		
Is interest in town accounts apportioned to each account?	☒			
Have there been any changes in authorized signatures during the fiscal year?		☒		
Has a signature stamp ever been used for any town account		☒		
Has there ever been a theft, or unauthorized use of town funds or equipment?		☒		
Are financial records maintained in a computerized system?	☒			
Does the town have written policies and procedures for financial operations?	☒			
Does each town official have copies of these policies and procedures?	☒			
Have you attended trainings on recordkeeping?	☒			
Are checks written by the same individual who approves payments?	☒			
Are you a participant in any business which does business with the town?		☒		
Do you maintain separate pages, columns or running balances for each fund?	☒			
Do elected town auditors attend financial trainings?				? I don't know
Are bank accounts and fund balances reconciled on a monthly basis?	☒			
Does the town loan money to town employees?		☒		

Ellen
Becky

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Pomfret, Vermont.

Preparer: (signature) Ellen DesMeules (printed name): Ellen DesMeules Title: Treasurer

Received by Select Board (signature): _____ on (date): _____

Summary of Account of Trustee Alternate Form

STATE OF VERMONT

PROBATE COURT

DISTRICT OF HARTFORD, SS; WINDSOR COUNTY

DOCKET NO.

IN RE TRUST OF Aldea Labounty

FOR THE BENEFIT OF the Town of Pomfret

SUMMARY OF ACCOUNT OF TRUSTEE

(Alternate Form)

We, the Selectboard of the Town of Pomfret (Benjamin Brickner, Chairman; John Peters, Jr., Vice-Chair, Stephen Chamberlin, Meg Emmons, and Emily Grube) and one member of the public (Marge Wakefield), named Trustees of the above named trust estate, account to the court as provided in this summary and the schedules attached hereto for the 1 year period to June 30, 2025:

Total from Inventory of previous accounting:	\$60,523.30	(June, 2024)
Other receipts: Interest paid	\$ 211.83	(through June, 2025)
Expenses: Probate filing fee:	\$85.00	
Distributions:	0.00	
Ending balance:	\$60,650.13	(as of June 30, 2025)

The foregoing is a just and true account. The Trustees are the Pomfret Selectboard and a selected town resident, who are named herein, and who have signed below:

Benjamin Brickner, Selectboard Chair

John Peters, Jr, Vice-Chair

Steve Chamberlin, Selectboard

Meg Emmons, Selectboard

Emily Grube, Selectboard

Marjorie Wakefield, member of public, and
Chair of Trustees of Trust Funds for Pomfret

Subscribed and sworn to this ____18th____ day of ____June_____, 2025

Before me, Notary Public

NOTICE: A certificate of service must be filed with the Court by the person who submits this document. The certificate must list each person to whom copies of this document have been sent, together with the person's address, the date of service and the manner of service (e.g., first class mail) See Form 124.

No service mailing has been done, as the terms of trust do not call for any specific annual mailings or notices other than this annual probate filing.

IN RE TRUST OF Aldea Labounty

FOR THE BENEFIT OF the Town of Pomfret

MOTION TO ALLOW ACCOUNT*

We, Trustees of the above named trust, move the court to allow this account.

Dated at Pomfret, Vermont, this ____18th____ day of June, 2025.

Signed:

Benjamin Brickner, Selectboard Chair

John Peters, Jr., Vice-Chair

Steve Chamberlin, Selectboard

Meg Emmons, Selectboard

Emily Grube, Selectboard

Marjorie Wakefield, member of the public and
Chair of Pomfret Trustees of Trust Funds

ORDER

Examined on oath and allowed,

Dated _____ Signed _____, Judge

Note: * V.R.P.P. 66(d) requires that, in a trust proceeding, a motion to allow account be filed no less frequently than every third year. R 10/88

Town of Pomfret Selectboard

DRAFT Meeting Minutes

June 18, 2025

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

Public: Frank Rogers, Cynthia Hewitt, Doug Tuthill, Mike Rebentisch

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and Emily seconded deleting and postponing Item 5G (Large Event Permit Application (WAMBA, August 16–17)) to the July 2 meeting and adding Temporary Highway Access (Pomfret Road) immediately before Item 5I (Warrants). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank has received one application for Road Crew member position. Frank prepared and presented a list of scheduled work to be done over the summer. Art has completed mowing of paved roadsides. Frank continues grading/ditching. A shipment of culverts was received. Mike Bartlett is waiting for a deposit before installing the new heater at the town garage (John will facilitate this with Ellen). The Selectboard reconsidered its June 4 decision to purchase a new equipment trailer with funds available in the highway equipment reserve fund. Ben moved and John seconded that the purchase of the new equipment trailer instead be funded from the FY 2025 balance available in the highway operating account. Unanimous.
5. Items for Discussion or Vote
 - a. Truck 3 Body Proposals – Steve will prepare and submit information from his contacts for the Selectboard to review at the July 2 meeting for comparison with the information previously provided by Viking-Cives.
 - b. Town Highway Crack Sealing – Frank is still waiting for bids to arrive. Discussion to continue at the July 2 meeting. In the meantime, Ben will discuss with Ellen re: accounting of expenses that cross fiscal years.
 - c. Right-of-Way Tree Removal RFP – Frank and Ben prepared a Tree Removal Services request for proposals (RFP) that the Selectboard reviewed and discussed. The scope of the initial project is 16 hazardous trees already identified and to be removed within 60 days after the work being awarded. The town will require 48 hours' notice from the contractor so that affected landowners can be notified in advance. The work will be limited to Monday through Thursday, 7 am to 4 pm so that a Road Crew representative is available if needed. Bids will be due at noon on July 2 and the Selectboard anticipates awarding the work at its meeting that evening. Ben moved and Steve seconded approval of the RFP as revised. Unanimous.
 - d. Disposition of Old Equipment Trailer – Frank will prepare a description of the trailer and Ben will post the same on the town website, on the State of Vermont construction website, and on Vital Communities listserv.
 - e. Hiring a First Constable – Constable Doug Tuthill feels the town needs a constable with law enforcement authority (this authority was removed by town vote in 2015; another town vote would be necessary to reverse that change). Doug introduced Mike Rebentisch, a recent resident of Pomfret who has Vermont Police Academy training, currently with the Norwich Police Department, and with prior law

enforcement experience in New York City. Following discussion, the Selectboard took Mr. Tuthill's suggestion under advisement.

- f. Dog Licensure and Ordinance Enforcement – Doug has been working informally with owners to have their delinquent dogs licensed. Those who have not responded or who still have not licensed their dogs will be issued tickets for violation of the town's Dog Ordinance. Fines start at \$100 for a first offense and increase for subsequent offenses. 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.
 - g. Construction Contract Legal Review – Ben moved and Steve seconded that SP&F Attorneys be authorized to prepare a form of construction contract for the Pomfret slide construction work. Unanimous.
 - h. Temporary Highway Access (Pomfret Road) – A new and unpermitted highway access was created on Pomfret Road in South Pomfret, apparently the purpose of transporting debris to from the active construction site at the intersection of Pomfret Road and Stimets Road in Woodstock. John will contact the landowner and request that a permit application be submitted for consideration at the July 2 meeting.
 - i. Warrants – Steve moved and Meg seconded approval for payment of the following warrants:
25117 \$ 45,850.07 A/P
Unanimous.
 - j. Approval of June 4 and June 11, 2025 Minutes – John moved and Emily seconded approval of the June 4 and June 11, 2025 meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – Emily heard from a Skyline Drive resident about speeding and snow plow damage to trees along the road; Emily will respond. The Selectboard heard from a Sharon resident about upkeep of the town-owned cemeteries; Ben noted that the Selectboard has no formal role in cemetery management but understood the Cemetery Commission was close to contracting for ongoing landscape maintenance. An elected auditor asked Ben if the Selectboard would consider having the town's financial statements audited as provided in the town's Accounting, Auditing, and Financial Reporting Policy & Procedures. Ben will seek an estimate for this work from the town's CPA.
 - b. Review of Assignments – John to solicit a highway access permit application; coordinate with Ellen the deposit for Mike Bartlett; cancel Cintas uniform contract. Ben to coordinate with SP&F on preparation of a construction contract; check with Preston regarding zoning issues; discuss with Ellen accounting of expenses that straddle fiscal years. Emily to communicate with Skyline Drive resident. Frank to send Ben a description of the equipment trailer; Steve to attend the June 20 Pomfret Road slide site visit; circulate truck body bids before the July 2 meeting.
 - c. Agenda for Next Meeting – Financial Management Questionnaire, Labounty Probate Documents (summary of account; motion to allow), Large Event Permit Application (WAMBA, August 16–17), Application for a Permit to Hold an Event on Public Streets (WAMBA, August 16–17), Truck 3 Body Proposals, Schedule Road Crew Members Interviews, Town Highway Crack Sealing, Temporary Highway Access Permit

Application (Pomfret Road), FY 2026 Cost of Living Adjustment, Auditing Town
Financial Statements.

7. Adjournment – Steve moved and John seconded that the meeting be adjourned.
Unanimous. The meeting was adjourned at 8:57 pm.