

Town of Pomfret Selectboard
Meeting Minutes
August 6, 2025

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

Public: Hunter Ulf, Frank Rogers, Dana Kaye, Katie Brickner, John Moore, Cathy Emmons, Bill Emmons, Cynthia Hewitt

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – Emily moved and Meg seconded adding the Luce Family Trust agricultural highway access permit after Item 6B (Highway Access Permit Application (538 Skyline Drive)). Unanimous.
3. Public Comment – None.
4. Town Hall Design Proposals Presentation – Hunter Ulf presented two design concepts for Town Hall renovations to address ADA compliance and building code requirements. These plans are available at pomfretvt.us/index.php/download_file/view/2709/313/. Both options involve removing the existing kitchen, stage, and restroom additions (which lack proper foundations and thermal protection) and replacing them with a new addition on the west side of the building. Option 1 includes restrooms, a catering kitchen, and stage at the main floor level. Option 2 adds a second story for storage space and stairs, providing more functionality. The renovations would create proper thermal envelopes, code-compliant egress, handicap accessibility, and modern facilities. Based on discussion, the Selectboard favored Option 2 for its additional storage capacity. Hunter noted that cost estimates would be developed after further community feedback through the Town Hall Revitalization Committee meeting scheduled for Monday.
5. Road Foreman Report – Frank reported that the grant projects on Allen Hill Road and Sugarbush Road are nearly complete, with only hydroseeding remaining to be finished next week. Allen Hill Road is now reopened. Frank has approximately two more days of grading to complete the first round on all roads, after which second-round grading can begin. Roadside mowing will commence next week or the week after, having been delayed to prioritize grant projects.
6. Items for Discussion or Vote
 - a. Fall Foliage Traffic Management – Cathy Emmons presented the annual request from Cloudland Road residents to close Cloudland Road and make Barber Hill Road one-way during fall foliage season. The proposed dates are Saturday, October 4 through Sunday, October 19 (shortened from last year's 22-day period to 15 days). The town's contribution of sheriff patrol time was reduced from 60% (6 hours per week) to 40% (4 hours per week) to continue gradual tapering of the program. Residents will assist with signage setup and fundraise for additional coverage. Woodstock's approval is required and will be requested at their August 19 meeting. Meg moved and John seconded approval of the plan contingent upon Woodstock's approval. Unanimous.
 - b. Highway Access Permit Application (538 Skyline Drive) – Frank reported on Eric Jahn's application for upgrading one of three existing curb cuts for a camp near Twin Pond Road. While sight lines are adequate in one direction (155+ feet), they are insufficient in the other direction (approximately 50 feet). The Selectboard

scheduled a site visit for 6:00 pm on Wednesday, August 20, before the next regular meeting to assess the application and existing access points.

- c. Highway Access Permit (Luce Family Trust) – The Selectboard considered an after-the-fact application for temporary logging access on Stage Road, approximately 400 feet southeast of Wild Apple Road. Frank confirmed adequate sight lines and noted that the logger is aware of the need to repair pavement damage. Emily moved and Meg seconded approval with three conditions: permit expires October 31, 2025 (extensions may be considered); pavement repair must be completed by September 30; and access area must be restored to prior condition upon completion. Unanimous.
- d. Pomfret Road Slide Grant Amendment Application – Ben presented the grant amendment request to increase funding from \$368,317 to \$551,460 due to higher actual construction costs and the need to switch contractors to meet project timing requirements. Northwoods Excavating's schedule conflicted with school bus routes, fall foliage traffic, and state waterway regulations. Avery Excavation's bid of \$520,160 allows completion within the required timeframe. Emily moved and Meg seconded approval of the grant amendment application with the attached justification letter. Unanimous.
- e. Aggregate Purchase Quotes – Frank obtained quotes from Pike Industries and Twin State Sand and Gravel. Pike's proposal was approximately \$1.10 per ton less expensive on trucking costs, providing overall better value. Meg moved and John seconded approval of Pike's proposal for aggregate for FY 2026. Unanimous. Ben will sign the contract.
- f. Town Highway Crack Sealing – Only indus provided a proposal for crack sealing at approximately \$15,000 per day for 800 gallons of material including traffic control. With \$30,000 available (\$15,000 each from FY 2025 and FY 2026 budgets), the work can proceed for two days. Priority areas include recently paved roads: Pomfret Road from West Hartford town line working south, and Stage Road from Sharon town line to South Pomfret. Emily moved and Meg seconded approval of up to \$30,000 for crack sealing with indus. Unanimous. Ben will add a note specifying two days of work and coordinate with Frank.
- g. Generators Service Contract – The Selectboard approved an after-the-fact preventative maintenance agreement with Brook Field Service for annual service of four generators (two fire stations, town garage, and town office) at \$1,688 for the 2025-26 contract year. John moved and Meg seconded approval. Unanimous.
- h. Road Crew Member Interviews – Frank requested postponing interviews until August 20 to allow time for additional applicants.
- i. New Town Hall Refrigerator – Meg presented quotes ranging from \$2,455 to \$5,825 for commercial refrigerators including delivery and removal of the old unit. The least expensive option from Refrigeration X through Steiger Supply includes a 2-year parts and labor warranty and 5-year compressor warranty. Meg moved and John seconded purchase of the Refrigeration X refrigerator for \$2,455 using funds from the Moore Fund, which includes a donation from the Tuthill family specifically for refrigerator replacement. Unanimous.
- j. Ambulance Service Agreements – Postponed to August 20 meeting.
- k. Mascoma CD Renewal – The \$183,544.41 certificate of deposit matured today. The renewal rate is 3.92% interest rate (4.00% APY) for a 5-month term. John moved and Meg seconded renewal of the entire amount for 5 months. Unanimous.

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

26011	\$ 9,988.68	Payroll
26012	843.02	Tax Refund
26013	34,931.74	A/P (incl. \$4.648.08 June and July debit expenses)

 Unanimous.
- m. Approval of July 16 and July 26, 2025 Minutes – Meg moved and John seconded approval of the July 16 and July 26, 2025 meeting minutes as presented.
Unanimous.
- 7. Meeting Wrap Up
 - a. Correspondence – Cynthia volunteered to complete a public health questionnaire. Meg noted the Vermont Village Trust Initiative accepting applications until September 5 for community revitalization projects, which may be relevant for future Town Hall work.
 - b. Review of Assignments – Cynthia to notify Mr. Jahn about the site visit and send thank you letter to the Tuthill family. Ben to follow up with Chris Bump at VTrans about grant amendment requirements, sign Pike contract for aggregate, contact Joel at indus about crack sealing scope, and contact Andy at Tamarack about the Luce permit. Emily to research fuel contracts for the next meeting.
 - c. Agenda for Next Meeting – 6:00 pm site visit at 538 Skyline Drive, road crew applicant interviews, ambulance service agreements, Artistree event permit application, fuel contracts, Town Hall ramp quotes, garage roof painting quotes, town line signs.
- 8. Adjournment – John moved and Meg seconded that the meeting be adjourned.
Unanimous. The meeting was adjourned at 9:01 pm.