

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
August 20, 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 (Artistree ArtFest, September 21) b. Highway Access Permit Application (538 Skyline Drive) c. Schedule Road Crew Member Application Interviews d. Town Garage Roof Painting e. Old Equipment Trailer Sale f. Fall Foliage Traffic Management g. Pomfret Town Line Road Signs h. Ambulance Service Agreements i. Fuel Supply Agreements (2025-26 Season) j. Labounty Trust CD Proceeds k. Appointment of Public Officers and Committee Members l. Warrants m. Approval of August 6, 2025 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. Proposed Executive Session (Contracts, Employees)	
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 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: Artistree Phone: 802.457.3500 Email: events@artistreevt.org
Mailing Address: 2095 Pomfret Rd, S. Pomfret State: VT Zip: 05067

* * * * *

Event Name: Artistree ArtFest

Event Date(s): Sunday, September 21, 2025

Event Hours: 11:00 AM - 3:00 PM Anticipated Attendees: 200

Event Contact Name: Michelle Bui Phone: 802.457.3500 x 112 Email: events@artistreevt.org

Has the event been held in Pomfret before? ☒ Yes ☐ No If yes, when? 9/21/2024

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

Artistree ArtFest is a free, family-oriented event held on the lawn and grounds of Artistree South Pomfret as well as Library Street. The event features art workshops, live music, a bounce house, face painting, and a school supply and art swap. Designed to bring local families together in a creative and inclusive setting, ArtFest also supports area artists and community organizations. As organizers and neighbors, we will be mindful of traffic, noise, and parking, and will ensure the event is respectful of the surrounding community.

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

Michelle Bui

Applicant Printed Name

7/18/2025

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: _____ By: _____

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



Artistree ArtFest

CALL FOR COLLABORATORS & VENDORS

Sunday, September 21, 2025

11:00 AM – 3:00 PM

Artistree Community Arts Center | South Pomfret, VT

You're Invited to Be Part of ArtFest!

Join us for Artistree ArtFest, a free, family-friendly celebration of creativity, community, and connection! We're welcoming local artists, makers, wellness practitioners, nonprofits, and creative businesses to share their talents with the public in a fun, accessible, and joy-filled environment.

There is no vendor fee to participate — we're simply looking for kindred spirits who want to connect with the community and make this day special.

FESTIVAL FEATURES

- 📍 Bounce House
- 🎨 Sidewalk Chalk Drawing
- 🎨 Interactive Art Workshops
- 🖼️ ~~Art Swap Table~~
- 🎒 School Supply Swap
- 🌟 Hair Tinseling & Face Painting
- 🎵 Live Music
- 🎨 Community Art Activities
- ...and more surprises!

VENDOR INFORMATION

- Set-up: 9:30 AM | Break-down: after 3:00 PM
- Space: 10' x 10' outdoor area — please bring your own table/tent if possible
- Electricity: Not provided unless requested in advance
- Fee: Free! Your presence is your contribution
- We encourage interactive or hands-on offerings

WHO WE'D LOVE TO INCLUDE

- 🎨 Artisans & Makers
- 🌿 Wellness Practitioners
- 🎭 Performers & Musicians
- 🎒 Local Nonprofits & Educators
- 🍎 Food & Beverage Vendors
- 🎨 Anyone bringing something joyful, creative, or meaningful to the community

INTERESTED IN PARTICIPATING?

Please let us know by **August 30** to reserve your space.

Contact: Michelle Bui

events@artistreevt.org

(802)457-3500

We can't wait to celebrate with you at Artistree ArtFest!



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: ERIC JAHN

Phone: [REDACTED]

Email: [REDACTED]

Applicant Mailing Address: 87 HIGHLAND ROAD, #2, SOMERVILLE State: MA Zip: 02144

(Complete only if Applicant is not the Landowner)

Landowner Name: _____ 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 WEST/SOUTH WEST (cardinal direction) of SKYLINE DRIVE (town highway name)
at approximately 200 (feet) from the intersection of TWIN POND ROAD (nearest town highway intersection).

Please provide a brief description of the work to be done: GRAVEL ADDED TO EXISTING CUT IN
ACCESS - BEFORE AND AFTER PHOTOS ATTACHED.

(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 Standards¹

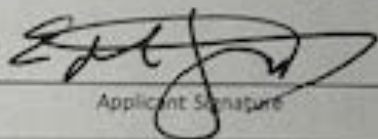
1. **Intersection Angle.** Access roads shall be constructed at a 90 degree angle to the town highway.
2. **Minimum Sight Distance.** Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5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

Posted Speed (mph)	Minimum Sight Distance (feet)
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

ERIC JAHN
Applicant Printed Name

28 July 2025
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.]

¹ Any of the standards listed herein may be waived or waived 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.



TOWN OF POMFRET, VERMONT

SELECTBOARD

Draft – August 7, 2025

To: The Pomfret Community

From: Town of Pomfret Selectboard

Date: August [20], 2025

Subject: 2025 Foliage Season Traffic Management

I. Introduction

This memorandum summarizes steps the Town of Pomfret will take to manage and ameliorate traffic issues during the 2025 Foliage Season (as defined below) along Cloudland Road (TH #5 and Woodstock TH #44) and Barber Hill Road (TH #5) created primarily by extraordinary tourism interest in private properties.

Foliage season traffic in this area has steadily increased during the last several years, causing significant safety, environmental, aesthetic, and quality of life issues. The steps summarized in this memo are part of a comprehensive effort, in coordination with area residents, to address these issues on the ground, through dialogue with local government partners, and on social and other information media.

Last year, the Town of Pomfret, in coordination with the Town of Woodstock, closed Cloudland Road south of Barber Hill Road and limited Barber Hill Road to one-way traffic westbound from Wednesday, September 25 through Wednesday, October 16, 2024. These traffic pattern changes are described in a memorandum approved by the Pomfret Selectboard on July 17, 2024.¹ Similar changes also were implemented in 2023.

Feedback on the traffic pattern changes implemented during the last two years has been mostly positive, especially among residents in the affected area. For this and other reasons, the Pomfret Selectboard has determined to implement a similar plan for the 2025 Foliage Season, as described herein.

The subject of this memo was discussed at the August 6, 2025, Pomfret Selectboard meeting and reflects feedback provided by interested parties. This memo was approved by the Pomfret Selectboard on August 6, 2025.

¹ Town of Pomfret, “2024 Foliage Season Traffic Management”, as approved on July 17, 2024, *available from* https://pomfretvt.us/index.php/download_file/2469/.

II. Temporary Traffic Pattern Changes

Road Closures. From Saturday, October 4 through Sunday, October 19, 2025 (the “2025 Foliage Season”), and subject to the exceptions described below:

- Cloudland Road in Pomfret south of Barber Hill Road will be closed to all motor vehicle traffic.
- All of Cloudland Road in Woodstock will be closed to all motor vehicle traffic, as authorized by the Woodstock Select Board at its August [19], 2025 meeting.
- All of Barber Hill Road will be limited to one-way traffic westbound and closed to all eastbound motor vehicle traffic.

For an illustration of the traffic pattern changes described above, see *Attachment 1*.

No Parking Areas. During the 2025 Foliage Season, parking will be prohibited:

- On both sides of Cloudland Road from immediately north of the driveway to 3655 Cloudland Road to immediately south of the driveway to 2763 Cloudland Road.
- On both sides of Barber Hill Road from immediately east of the driveway to 1178 Barber Hill Road to the intersection with Cloudland Road.

Exceptions. Notwithstanding the traffic pattern changes described above, the individuals listed below may continue to travel on Cloudland Road and Barber Hill Road in both directions. These individuals are asked to enter and exit the closure area by the shortest available route and to avoid unnecessary travel through the closure area.

- Cloudland Road, Barber Hill Road, Maxham Road (TH #46) and Orchard Hill (private) residents, their guests, deliveries, contractors and service providers
- All other Pomfret and Woodstock residents, but only within the closure area of their respective town
- Individuals actively engaged in the required agricultural practices, accepted silvicultural practices or forestry operations described in 24 V.S.A. 4413(d)(1)
- Operators of emergency vehicles while responding to emergencies

Authority. The temporary traffic pattern changes described above are authorized by 19 V.S.A. 303 and 1110, 23 V.S.A. 1010 and Section 8 of the Pomfret Traffic and Parking Ordinance, and were approved by the Pomfret Selectboard on August 6, 2025, and the Woodstock Select Board on August [19], 2025. All other traffic and parking regulations continue to apply except as modified herein.

III. Temporary Signage and Barriers

To alert the traveling public of the traffic pattern changes described above, and as required by Section 8.2 of the Pomfret Traffic and Parking Ordinance, prior to the start of the 2025 Foliage Season, the Pomfret Highway Department will install the signage and barriers described in *Attachment 2*. Signage and barriers within the Town of Woodstock will be placed in coordination with the Woodstock Public Works Department and with assistance from area residents.

During the 2025 Foliage Season, the signage and barriers described in *Attachment 2* will be monitored and replaced by area residents as needed, with timely notice of these activities to the Pomfret Highway Department or Woodstock Public Works Department, as applicable. The signage and barriers will be removed by the Pomfret Highway Department after the 2025 Foliage Season.

IV. Pomfret Highway Department Guidance

The Pomfret Highway Department in its discretion may deviate from the signage and barriers described in *Attachment 2* in order to promote the safety of the traveling public, maintain reasonable levels of service on the existing highway system, and protect the public investment in the existing highway infrastructure.

While area residents will be primarily responsible for monitoring and replacing signage and barriers that are disturbed or removed during the 2025 Foliage Season, the Pomfret Highway Department may remove or relocate signage or barriers at any time in order to protect the traveling public or highway infrastructure.

V. Patrol and Enforcement

The Pomfret Selectboard will ask the Windsor County Sheriff's Department to direct forty percent (40%) of existing patrols to the closure area during the 2025 Foliage Season, to enforce the temporary traffic pattern changes described above, and to issue warnings or citations as appropriate. Area residents will coordinate directly with the Sheriff's Department to direct these existing patrols within the closure area.

Area residents at their option, sole cost and expense, may also contract with the Sheriff's Department or other licensed traffic control professional for additional patrols during the 2025 Foliage Season. Area residents will provide advance notice to the Pomfret Selectboard and Woodstock Municipal Manager of any such additional patrols.

VI. Communications and Publicity

Copies of this memo will be provided to the individuals and agencies listed in *Attachment 3*. A summary of the temporary traffic pattern changes described above also will be published by the Pomfret Selectboard in at least two public places as required by 19 V.S.A. 1110, in *The Vermont Standard* on or about September 25, 2025, and on the Pomfret and Woodstock list serves on or about October 2, then weekly thereafter through October 16, 2025.

The public is asked to direct any questions or concerns as follows:

- **Regarding the policies described in this memo**, to the Pomfret Selectboard (<https://pomfretvt.us/index.php/boar/sel/>) or the Woodstock Municipal Manager (<https://townofwoodstock.org/government/town-manager/>)
- **Regarding town highway conditions, maintenance or damage**, to the Pomfret Highway Department (<https://pomfretvt.us/index.php/dep/highway/>) or the Woodstock Public Works Department (<https://townofwoodstock.org/departments/public-works/>)
- **Regarding non-emergency law enforcement matters**, to the Windsor County Sheriff's Department (<https://windsorsheriff.org/contact-us>) or the Woodstock Police Department (<https://townofwoodstock.org/departments/emergency-services/>)
- **For Emergencies, Fire or Ambulance, dial 911**

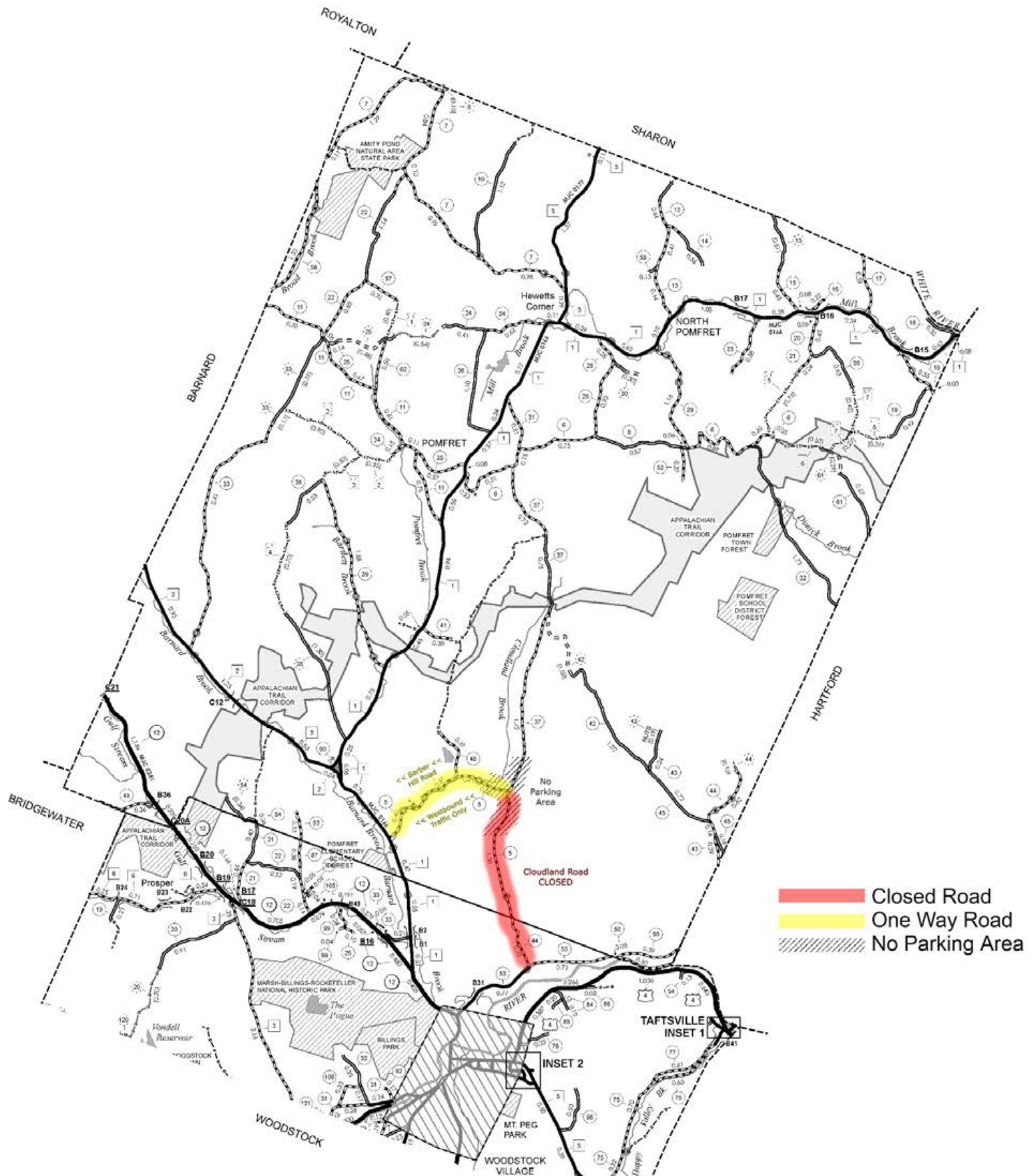
VII. Conclusion

The Pomfret Selectboard recognizes that the traffic pattern changes and other steps summarized in this memo cannot fully address the significant issues created by fall foliage traffic along Cloudland Road and Barber Hill Road. We also appreciate these steps may inconvenience area residents, their guests and others.

Nonetheless, we believe these actions will significantly improve safety and quality of life for residents most severely affected by increased foliage season traffic, as they did the last two years. We thank the Pomfret and Woodstock communities for their patience and careful adherence to these temporary changes so that they may have their intended effect.

[Remainder of page intentionally blank. Attachments follow.]

ATTACHMENT 1
TEMPORARY TRAFFIC PATTERN CHANGES



ATTACHMENT 2
TEMPORARY SIGNAGE AND BARRIERS

Cloudland Road in Woodstock (Woodstock TH #44)

(mileage measured north from the intersection with Old River Road (Woodstock TH #53))

- **0.01 miles** (end of paved surface) –
 - “Road Closed (local residents only)” on both sides facing south
 - Two eight-foot barricades or reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass

Cloudland Road in Pomfret (TH #5)

(mileage measured north from the Woodstock town line)

- **0.00 miles** (immediately north of the Woodstock town line) –
 - “Road Closed (local residents only)” on both sides facing south
 - Two eight-foot barricades or reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass
- **0.22 miles** (immediately north of the driveway to 4169 Cloudland Road) – “Road Closed (local residents only)” on both sides facing south
- **0.76 miles to 1.59 miles** (from immediately north of the driveway to 3655 Cloudland Road to immediately south of the driveway to 2763 Cloudland Road) at regular intervals – “No Parking, Stopping or Standing” on both sides facing both directions (i.e., not facing the travelled way centerline)
- **0.90 miles** (across from the driveway to 3429 Cloudland Road) – Reflective barrels as needed to eliminate space for parking
- **1.10 miles** (immediately south of the driveway to 3281 Cloudland Road) – “Road Closed (local residents only)” on both sides facing north
- **1.21 miles** (immediately south of Barber Hill Road) –
 - “Road Closed (local residents only)” on both sides facing north
 - “Exit” on southbound side directing traffic onto Barber Hill Road
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass
- **4.35 miles** (immediately south of Galaxy Hill Road) –
 - “Road Closed Ahead (local residents only)” on both sides facing north
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass

Barber Hill Road (TH #5)

(mileage measured east from the intersection with Pomfret Road (TH #1))

- **0.00 miles** (in the “wyé” east of Pomfret Road) – “Detour” directing westbound Barber Hill Road traffic to turn left (south) onto Pomfret Road
- **0.01 miles** (immediately east of the “wyé” east of Pomfret Road) –
 - “Road Closed (local residents only)” on both sides facing west
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass, and other traffic to reverse direction around the “wyé”
- **0.89 miles** (immediately north of Maxham Road (TH #46)) –
 - “Road Closed (local residents only)” on both sides facing west
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass, and other traffic to reverse direction in the Maxham Road intersection
- **1.18 miles to 1.41 miles** (from immediately east of the driveway to 1178 Barber Hill Road to the intersection with Cloudland Road) at regular intervals – “No Parking, Stopping or Standing” on both sides facing both directions
- **1.41 miles** (immediately west of Cloudland Road) – Reflective barrels as needed to eliminate space for parking

ATTACHMENT 3
NOTIFICATION LIST

Cloudland Road residents in Pomfret

[on file]

Cloudland Road residents in Woodstock

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Barber Hill Road residents

[on file]

Maxham Road residents

[on file]

Orchard Hill residents

[on file]

Pomfret Highway Department

Frank Rogers, Road Foreman,
highway@pomfretvt.us

Pomfret-Teago Volunteer Fire Department

Jake Astbury, Chief,
jacobastbury12@gmail.com

Pomfret FAST Squad

Frank Perron, Head of Service,
frank@frankperron.com

Woodstock Select Board

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Public Works

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Police

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Fire/EMS

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Windsor County Sheriff's Department

Ryan Palmer, Sheriff,
ryan.palmer@vermont.gov

Vermont State Police

Lt. Jerry Partin, Royalton Barracks Station
Commander, jerry.partin@vermont.gov

Vermont Agency of Transportation

Shauna Clifford, District 4 Administrator,
shauna.clifford@vermont.gov

Chris Bump, District 4 Project Manager,
chris.bump@vermont.gov

U.S. Forest Service

Chris Mattrick, District Ranger,
christopher.mattrick@usda.gov

Appalachian Trail Conservancy

Ilana Goll, igoll@appalachiantrail.org

Green Mountain Club

Emily Mosher,
gmc@greenmountainclub.org

TOWN OF WOODSTOCK
AMBULANCE SERVICE AGREEMENT

Agreement for emergency ambulance service between the Town of Pomfret and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service 24 hours a day for the service area designated pursuant to paragraph XI below.
- II. The Town of Woodstock in conjunction with the Woodstock Ambulance agrees to dispatch the Pomfret Fast Squad for all emergencies.
- III. The Town of Woodstock will charge a head fee based on the population, as reported in the 2020 Census or estimated in good faith by the parties, for the service area designated pursuant to paragraph XI below.
- IV. Town of Pomfret is responsible to ensure payment of ambulance services received by Pomfret residents when these services begin at the Ottauquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- V. The Town of Woodstock will hold the Town of Pomfret responsible for all uncollected bills sent to Pomfret residents or persons who received service in the Town of Pomfret. These uncollected bills will be invoiced to Pomfret for inclusion in the next Annual Budget of the Town of Pomfret, payable on or about July 1st for the previous fiscal year.
- VI. The Town of Woodstock will hold the Town of Pomfret responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Pomfret will be responsible for same.
- VII. The per capita fee charged will be set by the Town of Woodstock on or before January 15th of the fiscal year the increase starts and will notice the Pomfret Select Board. The per capita fee charged to the Town of Pomfret shall not exceed the per capita fee charged to any other town receiving ambulance service from the Town of Woodstock.
- VIII. The Town of Pomfret agrees to let the Woodstock Ambulance contact the Pomfret Highway Department to gain road or driveway access to a residence.
- IX. The Town of Pomfret will provide a fire truck at all Motor Vehicle Accidents for fire supervision and rescue services or request.
- X. The Town of Pomfret will provide proof of insurance coverage of the Pomfret Fast Squad.
- XI. The designated service area as of the date hereof is the entire Town of Pomfret, excluding the following areas: A Frame Rd., Birch Tree Circle, Bunker Hill Rd., Cabin Hill Rd., Caper St., Cherry Hill Rd., Clay Rd., Clifford Rd., Freeman Rd., Granite Ledge, Graves Rd., Handy Rd., High Pastures Rd. 1555-2656, Joe Ranger Rd., Kenyon Hill, Limey Lane, Maple View Rd., Mill Brook Rd., Old Farm Dr., Old Kings Highway 1416-1456, Pomfret Rd. 7373-10920, Sessions Meadow, Starbuck Rd., Sugarbush Farm Rd., Sugarhouse Rd., Thistle Hill Rd., and White River Ln. It is the responsibility of the Pomfret E-911 Coordinator to adjust

Emergency Service Zones (ESZ) with Vermont E-911 to recognize Woodstock as the responsible EMS agency.

- XII. The Town of Pomfret will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Pomfret decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Pomfret one year notice of termination of service.
- XIII. Town of Woodstock agrees to reimburse the Town of Pomfret for any monies paid by or on behalf of a Pomfret patient account that had been paid by Town of Pomfret.
- XIV. Town of Woodstock may charge a usage fee of \$250 for any ambulance response to areas outside the designated service area pursuant to paragraph XI above. This fee applies when Woodstock responds to a call and the ambulance does not transport or Woodstock otherwise cannot bill for the service.
- XV. The usage fees and uncollected service charges referenced in paragraphs XIII and XIV above do not apply to ambulance responses provided as automatic aid or when dispatched as part of a multi-apparatus response.

The agreement will be for a period of three (3) years beginning **7/1/2025** Through **6/30/2028**

Woodstock Select Board

Pomfret Selectboard

Date Signed _____

Date Signed _____

Ray Bourgeois, Chair

Benjamin Brickner, Chair

Susan Ford, Vice Chair

John Peters Jr., Vice-Chair

Greg Fullerton

Steve Chamberlin

Keri Cole

Meg Emmons

Laura Powell

Emily Grube



TOWN OF HARTFORD

FIRE DEPARTMENT

Fire/Ambulance/Rescue

Scott D. Cooney, Fire Chief

scooney@hartford-vt.org



812 VA Cutoff Rd., White River Junction, VT 05001

Telephone: 802-295-3232 ~ Fax: 802-295-5143

The following is an agreement between the Town of Hartford and the Town of Pomfret for the delivery of ambulance transport services to portions of the Town of Pomfret. This agreement sets forth the conditions of the service delivery including areas of coverage, per-capita residents, per-capita fees, ambulance charges and conditions of renewal.

Service Agreement Period: July 1, 2025 – June 30, 2026

Coverage Area – It is agreed that the Hartford Fire Department will provide ambulance services to the following areas: A Frame Rd., Birch Tree Circle, Bunker Hill Rd., Cabin Hill Rd., Caper St., Cherry Hill Rd., Clay Rd., Clifford Rd., Freeman Rd., Granite Ledge, Graves Rd., Handy Rd., High Pastures Rd. 1555-2656, Joe Ranger Rd., Kenyon Hill, Limey Lane, Maple View Rd., Mill Brook Rd., Old Farm Dr., Old Kings Highway 1416-1456, Pomfret Rd. 7373-10920, Sessions Meadow, Starbuck Rd., Sugarbush Farm Rd., Sugarhouse Rd., Thistle Hill Rd., and White River Ln. It is the responsibility of the Pomfret E-911 Coordinator to adjust Emergency Service Zones (ESZ) with Vermont E-911 to recognize Hartford as the responsible EMS agency.

Per-Capita Residents – It is agreed that the approximate population in the coverage area serviced by Hartford Fire Department is 358 residents. Both parties agree to re-evaluate this number during subsequent renewals of this agreement.

Per-Capita Fee – It is agreed that the per-capita fee for the FY 2025-2026 year is \$35 per person or \$12,530.00 total. Subsequent changes to the per-capita rate will be determined by the Hartford Select Board upon recommendation of the Hartford Town Manager and the Hartford Fire Chief. It is the intent of this agreement to provide a fair and equitable rate for a paramedic level ambulance transport service. We would anticipate that future increases will be adjusted relative to the standard cost of living.

Usage Fee – It is agreed that there will be a \$400.00 response fee for any ambulance request to all areas outside the defined coverage area in the Town of Pomfret when Hartford responds to a call and the ambulance does not transport or Hartford otherwise cannot bill for the service

Ambulance Charges – It is further agreed that Hartford Fire Department will invoice the patient for ambulance services that were provided in accordance to standard billing policies within the Department. After 90 days, if payment has not been received from the patient the invoice or remaining balance will be forwarded to the Town of Pomfret for payment. The usage fees and uncollected service charges referenced in this agreement do not apply to mutual aid responses provided under existing mutual aid agreements between the parties.

Renewal of Agreement – The terms and conditions set forth in this agreement shall remain in effect until further notice. Both parties shall provide not less than one year's notice of any change to this agreement unless both parties agree to waive this time provision.

Dated: _____

Hartford
Town Manager

Chair
Pomfret Selectboard

Town of Pomfret Selectboard
DRAFT 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.