

Town of Pomfret Selectboard
Meeting Minutes
September 3, 2025

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

Public: Frank Rogers, Alan Graham, John Moore, Bailey Markwell, Sandra Filiault, Preston Bristow, Bill Emmons, Cathy Emmons

1. **Call to Order** – Ben called the meeting to order at 5:33 pm.
2. **Executive Session**
 - a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. The Selectboard entered executive session at 5:33 pm.
 - b. Steve moved and Meg seconded exiting executive session. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. **Agenda Review** – Ben moved and Meg seconded deletion of Item 6F (Fuel Supply Agreements (2025-26 Season)) and addition of Employment of Public Employees immediately before Item 6H (Appointment of Public Officers). Unanimous.
4. **Public Comment** – Alan Graham read a letter to the Selectboard regarding issues where Dinsmoor Road (a private shared driveway) intersects Bartlett Brook Road and related civil litigation. Bailey Markwell asked about the broken School Zone light on Pomfret Road south of The Prosper Valley School. Ben said the school district was made aware of the issue last spring and that he would follow up again with the school district.
5. **Road Foreman Report** – Frank reported that AJ is undergoing grader training. Art is continuing roadside mowing and should finish this week. Emily asked that Art cut some of the brush heading into the Hewittville Cemetery. Both VTrans Grant-in-Aid Program projects are complete and Frank will finalize paperwork with Rita Seto next week. The Caper Street/Pomfret Road landslide repair is underway and proceeding well. A temporary traffic signal will be used on the Pomfret Road to maintain alternating traffic while the road is one-lane only starting next week. Blaktop Paving expects to complete the town office parking lot and Wayside Road bridge work next week. D&D has been notified that sand needs to be delivered, but full delivery might not be complete until November.
6. **Items for Discussion or Vote**
 - a. **Zoning Administrator Request for a Waiver of ZBA Hearing Fee (Abracadabra)** – Preston Bristow, the Zoning Administrator, requested that the Selectboard waive the hearing and warning fee for the ZBA to hold a hearing to clarify a condition of Abracadabra's March 2024 permit with regard to foods that can be served at special events. The Selectboard discussed the precedent of waiving fees, which are in place to cover the costs of hearings. Preston clarified that he, not Abracadabra, was making the request, but if the fee was not waived, Abracadabra would have to pay for a new application. John moved and Steve seconded that the hearing and warning fee be waived. The motion did not carry (Peters and Emmons in favor; Brickner, Chamberlin and Grube opposed).
 - b. **Request-to-Cater Permit Application (BABBS LLC at Hewitt Hill Farm)** – The permit is for a wedding this Thursday and Friday at Hewitt Hill Farm, expected attendance 96 persons. Beer and wine will be served 7 to 10 PM on Friday and beer,

wine and spirits will be served 5 to 11 PM on Saturday. Emily moved and Meg seconded approval of the permit application. Unanimous.

- c. **Pomfret Town Line Road Sign Quotes** – Two bids were received: one from Advanced Animations for refurbishing the existing signs (Option 1) and fabricating new signs (Option 2), and the other from Jacob LaPan for refurbishing the existing signs. After discussion and deciding that replacing the signs was the better long-term, Steve moved and John seconded approving the Advanced Animations Option 2 (fabricating new signs) at an estimated price of \$6,450 for all three signs. Unanimous. The old signs are expected to remain in place this winter while new signs are fabricated, painted and allowed time to cure, with the goal of setting them out early next year.
- d. **Core Sampling of Highways** – Frank received a bid from M&W Soils Engineering for testing three miles of highway by collecting 25 core samples, which is a one-day project, at the estimated cost of \$8,300. Frank indicated the Road Crew could assist with traffic control, thus the \$1,200 line item in M&W’s estimate for flagging could be omitted. John moved and Emily seconded approval of M&W’s proposal (minus flagging) at a total estimated cost of \$7,100. Unanimous.
- e. **Municipal Painting Quotes** – Only one bid was received, from Greg Olmstead of Olmstead Painting. Steve moved and Meg seconded that (1) Olmstead Painting’s proposal be approved in full, (2) the Selectboard has determined there is only one qualified source for the proposed work after conducting a good faith review of available sources and therefore waives the Purchasing Policy requirement that at least two competitive, written quotations from qualified vendors be obtained, and (3) this expense be paid from the Town Buildings Reserve (Fund 452). Unanimous.
- f. **Tunbridge Legal Trails Amicus Brief** – The Town was encouraged by other interested parties in the pending Tunbridge legal trails litigation to submit a brief describing Pomfret’s experience maintaining its legal trails. That brief and a related motion for leave to file has been prepared and filed with the Vermont Supreme Court. Meg moved and Steve seconded that the brief and related motion be ratified as filed. Unanimous.
- g. **Employment of Public Employees** – Ben moved and Meg seconded that an offer be made to “Applicant B”^[1] for employment as a road crew member, on a full-time basis, to begin on or after September 15, 2025, with other terms and benefits as per the town’s personnel policy. Unanimous. Frank will notify Applicant B of the employment offer.
- h. **Appointment of Public Officers** – Ben will issue a call for volunteers on the listserv in the coming days.
- i. **Warrants** – Ben moved and Meg seconded approval for payment of the following warrants:

26018	\$	14,917.36	Tax Refund
26020		8,446.56	Payroll (amount excl. Library line items)
26022		26,075.65	A/P (amount excl. tax refund approved above)

Unanimous (John not voting).
- j. **Approval of August 20, 2025 Minutes** – Emily moved and John seconded approval of the August 6 meeting minutes as presented. Unanimous.

^[1] **Editor’s Note:** On advice from the Vermont League of Cities & Towns, to protect Applicant B’s current employment the name of “Applicant B” is being withheld unless and until the offered employment has been accepted.

7. **Meeting Wrap Up**
 - a. **Correspondence** – A resident has requested a STOP sign at the intersection of Webster Hill Road and Skyline Drive. Meg is working on a list of Stop/Yield signs for consideration at the September 17 meeting. Meg reports that last Sunday's Summer Send Off event was a success and yielded \$890 in donations net of expenses.
 - b. **Review of Assignments** – Emily to procure fuel prices; Ben to post to listserv messages calling for volunteers and announcing Pomfret Road slide closures, speak with Deb Jones in Sharon about auditors, revert to Ellen about approval of warrants. Steve to notify Greg Olmstead about painting. Meg to create a list of roads needing STOP signs. Frank to convey job offer to Applicant B.
 - c. **Agenda for Next Meeting** – Stop signs and fuel supply agreements.
8. **Adjournment** – John moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:09 pm.