

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
October 15, 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. Pomfret Road Slide Project Update b. Class 3 Roads Stop/Yield Signs c. Municipal Complete Streets Program Presentation d. Underground Propane Tank at Municipal Complex e. Town Plan Update f. FY 2025 Audit Proposals g. FY 2027 Budget Discussion h. Warrants i. Approval of October 1, 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 (Pending Civil Litigation)	
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

Item 5E
Town Plan Update

available at

[https://pomfretvt.us/index.php/download_file/
view/2612/240/](https://pomfretvt.us/index.php/download_file/view/2612/240/)

Mudgett
Jennett &
Krogh-Wisner, P.C.
Certified Public Accountants #435

October 9, 2025

Benjamin Brickner, Selectboard Chair
The Selectboard
Town of Pomfret
5218 Pomfret Road
Pomfret, VT 05053

We appreciate the opportunity to provide a quote for audit services for the Town of Pomfret for the year ended June 30, 2025. Our audit will be conducted in accordance with *Government Auditing Standards*. We understand the Town does not anticipate the need for a Single Audit, however, in the event that a Single Audit is required for any fiscal year, our audits will also be conducted in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

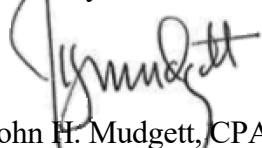
Proposed annual fee limits, for the year ended June 30, 2025, and the two following fiscal years should the Town choose to have the Town audited on an annual basis, are listed below. Fees are not expected to exceed those limits unless additional services are requested.

	<u>Financial Statement Audit</u>	<u>Financial Statement Audit and Single Audit</u>
Fiscal Year 2025	██████	██████
Fiscal Year 2026	██████	██████
Fiscal Year 2027	██████	██████

The audit scope, objectives, procedures and responsibilities of both the auditor and management are detailed further in the attached engagement letter.

Please let me know if I may provide any additional information. We appreciate the opportunity to be of service.

Sincerely,


John H. Mudgett, CPA
Principal

Item 5G
FY 2026 Budget Discussion

will be available at

<https://pomfretvt.us/index.php/boar/sel/budget/>

Town of Pomfret Selectboard

DRAFT Meeting Minutes

October 1, 2025

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

Public: Frank Rogers, John Moore, Jon Harrington, Michael Schmell, Cynthia Hewitt, Ellen DesMeules

1. **Call to Order** – Ben called the meeting to order at 7:01 pm.
2. **Agenda Review** – Steve moved and Emily seconded removal of Item 5G (Class 3 Roads Stop/Yield Signs) and Item 7 (Proposed Executive Session). Unanimous. Class 3 Roads Stop/Yield Signs will be discussed at the October 15 meeting.
3. **Public Comment** – John Moore reported that a tree is down on power lines in the road right-of-way on Hewitt Hill Road, which he reported to Green Mountain Power. He also reported results of his discussion with Dead River regarding oil tank code requirements. John noted that the Planning Commission voted on September 8 to approve the draft Town Plan, sending it to the Selectboard for consideration. The Selectboard has 120 days to act on the draft, including holding at least one public hearing.
4. **Road Foreman Report** – Peter Gourley began work this week. AJ is finishing up the second round of grading, with some sections on High Pastures and Caper Street left for the second pass. Art is finishing up the second rounds of roadside mowing. Foliage traffic signs were put up on Cloudland Road. Sand delivery is more than halfway complete. Hauling stone mix is also underway. The Pomfret Road landslide repair project is progressing. An underdrain insertion on Caper Street may necessitate partial closure for one day next week. One more culvert needs replacing on Pomfret Road before paving is completed. Trees are scheduled for removal on Bartlett Brook next week. Mike Avery provided a quote of \$1,700/day for stump removal (estimated 1–2 days). Frank reported that two dead trees intended for removal were found to be outside the right-of-way, requiring consultation with the landowner. Steve reported blocked culverts on Barber Hill and Webster Hill (near the town line), which Frank acknowledged. Frank will provide to Cynthia a description of the 14-foot moldboard so that it can be listed for sale.
5. **Items for Discussion or Vote**
 - a. **Small Tax Amount Balances** – Ellen will send amended tax bills that carry an overpayment. These issues were created when the state tax department rounded Current Use Program exemptions after initial bills were mailed. Discrepancies were all \$1.04 or less. Ben moved and Steve seconded abatement of all underpayments (amounts owing to the town, \$1.00 or less) to zero. Unanimous. The Selectboard discussed the remaining credits (overpayments). Based on previous advice that credits owed to taxpayers (even very small ones) cannot be written off, the town must revise the bills. Ellen will prepare a cover letter to enclose with revised statements explaining the adjustment. Discussion ensued regarding coordinating with the tax department in future years to ensure state reconciliation occurs before local bills are printed.
 - b. **FY 2025 Accounting Questions** – The town's contracted accountant Chad Hewitt had questions regarding final FY 2025 adjustments. Chad asked whether residual expenses on the Wild Apple Road culvert replacement should be charged to the highway account (Fund 150) or the Highway Bridge Reserve (Fund 424). Chad

suggested the latter as culverts and bridges serve similar purposes. Steve moved and Emily seconded approval to record the expense against the Highway Bridge Reserve (Fund 424). Unanimous. Chad noted that checks for the Kaufman trailer purchase and delivery expenses were not released until July (FY 2026), even though the purchase itself was approved in June (FY 2025). Because Pomfret accounts on a cash basis, Chad recommended these expenses be recorded in FY 2026. Emily moved and Steve seconded that the Kaufman trailer purchase and delivery expenses be recorded in the Highway Vehicle Reserve (Fund 420) as FY 2026 expenses. Unanimous.

- c. **FY 2027 Budget Scheduling** – Ben presented the same schedule as was followed successfully last year. The schedule includes having the Ellen and Becky present at the next meeting (October 15), the Fire Department on November 5, and the Highway Department on November 19. Ben will confirm with the parties that this timing works for them. The Selectboard also noted the need to schedule a warned hearing for the Town Plan by early January.
- d. **Municipal Equipment Loan Fund** – Ben spoke with a representative in the Office of the Vermont State Treasurer regarding timing for any loan application. Because delivery of the next truck is now expected in the second half of 2026 (previously expected in early 2026), the representative recommended waiting to apply until the early 2026 application cycle. Doing so would avoid incurring unnecessary interest as loans approved in the current cycle will begin accruing interest in January.
- e. **Highway Access Permit Application (2912 Pomfret Road)** – This permit is for access to hay fields on both sides of Pomfret Brook. Emily, Frank, and Ben performed a site visit prior to the meeting. Emily moved and John seconded approval of the application with the requirement that a small ash tree to the north be removed. Unanimous.
- f. **Highway Access Permit Application (Parcel #0704-L, Allen Hill Road)** – This permit is for access for future residential development. Emily, Frank, and Ben performed a site visit. Jon Harrington (engineer) reported he has met with Scott Jensen regarding the stream crossing and wetlands permits. Emily moved and Steve seconded approval of the application with the requirement that two trees (14-inch and 13-inch maples) be removed. Unanimous.
- g. **Pomfret-Woodstock Business Associate (HIPAA) Agreement** – This agreement is to allow information sharing between Woodstock and Pomfret to enable Pomfret to pursue collection of unpaid ambulance bills. Steve moved and John seconded approval of the agreement and authorizing Ben to sign for the town. Unanimous. Cynthia has obtained HIPAA certification and will meet with Woodstock personnel next week to discuss information sharing.
- h. **Appointment of Public Officers** – John moved and Emily seconded that Abby Nolan be appointed as Pomfret’s representative to the Greater Upper Valley Solid Waste Management District’s Board of Supervisors, to complete a two-year term expiring in March 2027. Unanimous. There are currently no volunteers for the two vacant auditor positions and FY 2025 auditing is behind schedule. The Selectboard will consider hiring a licensed public accountant to complete the FY 2025 audit work. Ben will solicit quotes from Chad Hewitt and the accounting firm used by the Town of Sharon. Cynthia offered to produce the printed annual report.

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

26028	\$	10,520.82	Payroll
26029		111,770.41	A/P

Unanimous. The Selectboard confirmed that checks related to Blaktop work (Wayside Road bridge and town office parking lot) should be paid out of the Paving Reserve fund. Ben will follow up with Ellen to confirm.
 - j. **Approval of September 17, 2025 Minutes** – Steve moved and John seconded approval of the September 17 meeting minutes as presented. Unanimous.
6. **Meeting Wrap Up**
 - a. **Correspondence** – Cynthia received an appropriations request from the Public Health Council of the Upper Valley. Ben received an anonymous report of potential unpermitted construction in North Pomfret, which he referred to the zoning administrator.
 - b. **Review of Assignments** – Ben will obtain licensed public accountant quotes for a potential FY 2025 audit. Cynthia will post the moldboard for sale. Frank will seek quotes from Keith Chase and Mike Bartlett for purchasing and installing an underground 1,000-gallon propane tank to serve the town office and brick building. Frank will also seek quotes for Harley-raking the brick building parking lot grass next spring.
 - c. **Agenda for Next Meeting** – Class 3 Road Stop and Yield Signs, FY 2027 Budgeting, installation of underground propane tank for the town office and brick building.
7. **Adjournment** – John moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:29 pm.