

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
November 19, 2025, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Town Plan Public Hearing	7:05 pm
4. Public Comment	
5. Road Foreman Report	8:00 pm
6. Items for Discussion or Vote a. FY 2027 Budget Discussion b. FY 2025 Town Report Contents c. Right-of-Way Crossing Permit (4496 Pomfret Road) d. Warrants e. Approval of November 5, 2025 Minutes	8:10 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:15 pm
8. Proposed Executive Session (Contracts, Public Employees)	
9. 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 3
Town Plan Public Hearing

available at

<https://tinyurl.com/4vjc88ex> (clean)
<https://tinyurl.com/5uu57rcj> (redline)

TO: Pomfret Selectboard
FROM: TRORC Staff
RE: Pomfret Town Plan (September 8, 2025 Draft)
DATE: November 14, 2025

Upon review of Pomfret's Town Plan (September 8, 2025 draft), we have identified several areas that need attention in order to meet statute and allow TRORC to approve the Plan. If after your review and discussion of these points you would find it helpful, we would be happy to attend a Selectboard meeting to provide further details.

Regional approval (which cannot be achieved without first meeting applicable state statutory requirements) provides significant benefits to Pomfret. Municipalities with regionally approved plans are eligible for the Municipal Planning Grant program.

Having a regionally approved plan also reduces potential conflicts in Act 250 permitting proceedings. Without regional approval, Pomfret would lack the planning framework that provides clarity in state permitting decisions, to the detriment of the town and would-be permittees alike.

TRORC staff is willing and able to provide specific language or maps for your consideration that would meet statutory minimums. Many of these items could be handled easily. Pomfret is one of only a few towns without a regionally approved plan.

For these reasons, TRORC would like to see Pomfret join the many other towns in the TRORC region that have regional approval of their towns' plans. Below is a list, with statutory references, of the items we suggest you consider:

Requirements for Regional Approval of a Municipal Plan

In accordance with the requirements of [24 V.S.A. § 4350\(b\)\(1\)](#), for a municipal plan to receive approval from the Regional Planning Commission under 24 V.S.A. 4350(b), the municipal plan must be:

- A. Consistent (as defined in [24 V.S.A. § 4302\(f\)\(1\)](#)) with the planning goals in [24 V.S.A. § 4302](#);
- B. Compatible (as defined in [24 V.S.A. § 4302\(f\)\(2\)](#)) with the [Regional Plan](#);
- C. Compatible (as defined in [24 V.S.A. § 4302\(f\)\(2\)](#)) with the [approved plans of other municipalities within the Region](#); and
- D. Inclusive of all elements required of a plan outlined in [24 V.S.A. § 4382](#).

Upon careful review of the document, we found that there were several areas that need improvement to meet statutory requirements for TRORC to approve the Plan. The Plan does not include all of the required elements of a municipal plan outlined in 24 V.S.A § 4382, nor is it consistent with the Regional Plan. The Town Plan only partially complies with, or does not comply with, the following required elements.

Land Use ([24 V.S.A. § 4382\(a\)\(2\)\(A\)](#)):

- The Plan does not contain a compliant future land use plan nor a map of current and future land uses that is compatible with the TRORC Regional Plan's designated land use areas (e.g., planned growth areas, rural areas).

Forest Blocks & Habitat Connectors ([24 V.S.A. § 4382\(a\)\(2\)\(D\)](#)):

- The Plan does not identify or map any areas that are important forest blocks and habitat connectors. This can be done by reference.

Transportation ([24 V.S.A. § 4382\(a\)\(3\)](#)):

- The Plan's transportation map needs revision to show pedestrian and bicycle facilities (if any) and to address complete streets principles in areas designated for growth in the Regional Plan. We can add that if there are any, and if there are not, we can so state in the Plan text.

Implementation ([24 V.S.A. § 4382\(a\)\(7\)](#)):

- For most recommendations, the Plan does not provide timelines for implementation, nor does the Plan assign responsibility for the implementation of each recommendation. These can easily be added to the text after discussions with the Selectboard.

Energy ([24 V.S.A. § 4382\(a\)\(9\)](#)):

- The Plan does not meet all the requirements of the energy element. Specifically, the Plan should include a statement of conservation policy and a statement addressing renewable energy development policy. We have policies from other plans to offer.

Citizen Participation ([24 V.S.A § 4302\(b\)\(2\)](#)):

- There is no discussion in the Plan of how citizen participation was encouraged at all levels of the planning process. TRORC recommends adding some sentences to the Introduction Chapter outlining the actions that the Pomfret Planning Commission undertook to encourage public participation and solicit public feedback on the Plan draft, as required by statute.

Preservation of Historic and Archaeologically Sensitive Areas ([24 V.S.A § 4302\(c\)\(5\)\(D\)](#)):

- The Plan does not contain any discussion, goals, policies, or recommendations to identify, protect, and preserve archaeologically sensitive areas in the Town.

Multifamily and Manufactured Housing ([24 V.S.A § 4302\(c\)\(11\)\(C\)](#)):

- The Plan does not contain any goals, policies, or recommendations that multifamily and manufactured housing should be readily available in locations like those generally used for single-family dwellings. The Plan only encourages multifamily housing in the South Pomfret Village Area.

Childcare ([24 V.S.A § 4302\(c\)\(13\)](#)):

- The Plan is minimal on goals, policies, or recommendations regarding the availability of safe and affordable childcare and to integrate childcare issues into the planning process, including childcare financing, infrastructure, business assistance for childcare providers, and childcare work force development.

Floodplain Protection and Restoration ([24 V.S.A § 4302\(c\)\(14\)\(B\)](#)):

- The Plan's goals, policies, or recommendations that encourage the protection and restoration of floodplains and upland forested areas should more specifically address riparian buffer protection, flood storage and retention areas, and coordination with state and regional flood resilience efforts.

Equitable Distribution of Environmental Benefits and Burdens ([24 V.S.A § 4302\(c\)\(15\)](#)):

- This planning goal was added to statute by Act 181 in June 2024. As such, TRORC recognizes that this Plan was not written to be consistent with this planning goal and that satisfying this planning goal may require significant reflection and consideration. TRORC can add a recommendation that future iterations of the Plan will have to address this requirement. We can provide sample language from other small towns in our region that meet the statutes. Thank you again for your willingness to look at some additions.

Item 6A
FY 2026 Budget Discussion

available at

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

FY 2024 Annual Report

CONTENTS

CONTENT (250 copies)	COORDINATING PARTY	INFORMATION PARTY
Front Matter and Introductory Materials		
Spine	Auditor	Auditor
Front Cover		Auditors, Becky, Ellen
Inside Front Cover (General Information)		Becky
Tributes - tbd?	Becky suggests, also ask Ben, Historical Society	
Table of Contents	Auditor	Gnomon Printers
Photo Credits	Auditor	Auditor
Town Meeting Materials and Officer Reports		
Summary of Town Meeting	Auditor	Becky
Warning Town of Pomfret Annual Town Meeting 2025	Auditor	SELECTBOARD (Ben Brickner)
Auditors' Report	Auditors	Auditors
Treasurer's Report	Auditor	E. DesMeules
Town Indebtedness	Auditor	E. DesMeules
Surety Bond	Auditor	E. DesMeules
Property Tax Reconciliation	Auditor	E. DesMeules
Treasurer's Tax Report	Auditor	E. DesMeules
Historic Pomfret Tax Rates	Auditor	E. DesMeules
Delinquent Taxes Report	Auditor	Collector of Delinquent Taxes
Listers' Report	Auditor	Becky
Grand List Data Summary	Auditor	Becky
Clerk's Report	Auditor	Becky
Clerk's Dog Account Report	Auditor	Becky
Vital Statistics	Auditor	Becky
Selectboard Report	Auditor	SELECTBOARD (Ben Brickner)
Town Financial Statements and FY 2023 Proposed Budget		
Fiscal Year 2025 Budget Narrative	Auditor	SELECTBOARD (Ben Brickner)
Town Operating Account Detail and FY 2024 Budget	Auditor	SELECTBOARD (Ben Brickner)
Highway Operating Account Detail and FY 2024 Budget	Auditor	SELECTBOARD (Ben Brickner)
Calculation of Taxes to Be Raised	Auditor	SELECTBOARD (Ben Brickner)
Town and Highway Fund Balance Sheet	Auditor	Auditor
Trustee and Other Funds Balances	Auditor	Auditor
Miscellaneous Small Balances	Auditor	Auditor
Summary of Funds Balances	Auditor	Auditor
Reserve Funds Balances	Auditor	Auditor
Town Assets	Auditor	SELECTBOARD
Town Department and Committee Reports		
Pomfret-Teago Volunteer Fire Department Report	Auditor	Greg Hartford
Pomfret-Teago Volunteer Fire Department Roster, Call List and Financial Statement	Auditor	Greg Hartford
Abbott Memorial Library Annual Report	Auditor	Betsy Rhodes
Abbott Memorial Library Treasurer's Report	Auditor	Betsy Rhodes
Abbott Memorial Library Assets Report	Auditor	Betsy Rhodes

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CONTENTS

CONTENT (250 copies)

Cemetery Commission Report
Cemetery Commission Operating Account and Fund Balance
Planning Commission
Zoning Board of Adjustment
Zoning Administrator
Trustees of Public Funds Report
Tree Warden
Historical Society
Invasive Plant Committee
FAST Squad
Vermont 250th Anniversary Committee
Town Hall Revitalization Committee

Community Reports

Windsor County
Visiting Nurse and Hospice for VT and NH (VNH)
Green Up Vermont
Ottawaquechee Health Foundation
Woodstock Area Council on Aging (The Thompson Center)
Pentangle Arts
Two Rivers-Ottawaquechee Regional Commission
Southeastern Vermont Community Action (SEVCA)
Greater Upper Valley Solid Waste Management District (GUVSWMD)
East Central Vermont Telecommunications District (ECFiber)
Womens' Information Service (WISE)
Health Care & Rehabilitation Services (HRCS)
Empower UP!
Spectrum Teen Center
Prosper Valley School Trust Report

Windsor Central Modified Unified Union School District (WCMUUSD) Reports

Letter from Pomfret Representatives
Warning Windsor Central Unified Union School District Budget Informational Hearing
WCSU and WCUUSD Financial Details
Warning For the Annual Meeting of the Windsor Central Unified Union School District
Additional Information Windsor Central Unified Union School District
~~Windsor Central Supervisory Union Enrollment Trends~~
~~Windsor Central Unified Union School District Board Chair Report~~
~~Windsor Central Unified Union School District Pomfret Representatives Report~~
~~Windsor Central Unified Union School District Superintendent Report~~
~~Woodstock Union High School and Middle School Principal Report~~
~~Woodstock Elementary School Principal Report~~

COORDINATING

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INFORMATION

PARTY

SK. Burgess or Ellen
SK Burgess or Ellen
William Emmons
Preston Bristow
Preson Bristow
Marge Wakefield margewakefield88@gmail.com>
Cyrus Benoit
A. Graham
A. Graham
Greg Olmstead?
B. Brickner
M. Emmons

R. Fielder
A. Knox
H. Davis
David Sleeper info@ohfvt.org
D. Jones
Deborah Greene Director@pentanglearts.org
kwood@trorc.org
Tammie Putnam tputnam@sevca.org
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Susan Dicken susan@wiseuv.org
K. Brown
Annie Luke annie.luke@mtnviews.org
H. Vonada heather.vonada@mtnviews.org
Emily Harrington eharrington1791@gmail.com

B. Crean and L. Locke
R. Bishop or Bob Crean
R. Bishop
R. Bishop
R. Bishop
~~R. Bishop~~
~~R. Bishop~~
~~B. Coates~~
~~R. Bishop~~
~~R. Bishop~~
~~R. Bishop~~

**FY 2024 Annual Report
CONTENTS**

CONTENT (250 copies)

~~WCSU Instructional Support Services Report~~
~~Director of Curriculum, Instruction, and Assessment Report~~
~~Function Code Summary~~
~~Summary Page~~
~~Tax - Pomfret~~
~~WCSU Expense Detail~~
~~WCUD Board membership~~
~~WCUUSD Expense Detail~~

End Matter

Inside Back Cover (Officer, Appointee, Committee and Employee List)
 Back Cover
 Printing Quote
 Posting of Meeting to Approve Account Summary
 Meeting to Approve Account Summary
 Solicit photos and art for the report

COORDINATING

PARTY

Auditor
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INFORMATION

PARTY

~~R. Bishop~~
~~R. Bishop~~
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SELECTBOARD (Ben Brickner)
 Becky

NOTE: Neil Lamson assists the Selectboard with Budget content and layout

Determine mail date for reports; build out timeline backwards

Key Meetings

Fall meeting of Auditors to determine Auditor Assignments, select chair, and plan for solicitations/financial tables
 Annual Report Approval Meeting

Deadlines for FY24 (updated based on deadlines used in FY23 that were ambitious but fairly successful)

- deadline for submissions: Jan. 10

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY RIGHT-OF-WAY CROSSING PERMIT

(Application fee of \$100 payable to Town of Pomfret)

Landowner Name: Lindsay Hyle Phone: [REDACTED] Email: [REDACTED]
Street Address: 4496 Blair Baldwin Pomfret Rd State: VT Zip: 05067

The undersigned requests permission to cross over / under (circle one) the right-of-way of Pomfret Rd (road name)
at 4496 Pomfret Road (describe precise location)
for the purpose of Upgrading Electrical (describe specific purpose).

The crossing will be approximately 200 (feet) from the intersection of Labounty Rd. (nearest intersection).

See Attached.

Drilling under Roadway with schedule 80 pipe.

Pipe to be 48" below Surface

Will be out of ROW on either side of road.

(PROVIDE DETAILED SKETCH OF CROSSING LOCATION ABOVE)

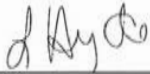
The following standards, restrictions and conditions shall apply to all crossings of a town right-of-way unless waived in writing:

1. Applicant shall contact Dig Safe at 811 at least 48 hours before, but not more than 30 days before, starting excavation activities at any location.
2. All work in the right-of-way shall be performed during daylight hours and shall cease on weekends, holidays, during severe weather events, and between December 1 and April 15, maintenance and emergency repairs excepted.
3. Applicant shall be responsible for all damages to persons, public or private utilities and property resulting from any work done under this permit, even if the Applicant's contractor performs the work.
4. Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.
5. All excavation and backfilling shall be done under the supervision and to the specification of the town's designated agent.
6. Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.
7. Applicant shall do no work nor place any structures or obstacles in the right-of-way, except as authorized by this permit.
8. Applicant shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the right-of-way caused by the permitted work, for a minimum of eighteen (18) months after final inspection by the Town.

Additional standards, restrictions or conditions:

Two business days' notice to Pomfret Road Foreman before commencing work.

The applicant agrees to adhere to the standards, restrictions and conditions forming a part of this permit.



Applicant Signature

Lindsay Hyde

Applicant Printed Name

Nov. 7, 2025

Date

Application fee of \$100 received on November 7, 2025 by [Signature] (✓ # 1136).

This permit is issued in accordance with 19 V.S.A. 1111(c) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the right-of-way crossing within one year of the date of approval.

PERMIT APPROVED this 10th day of November, 2025.

N/A

Road Commissioner

Selectboard Chair

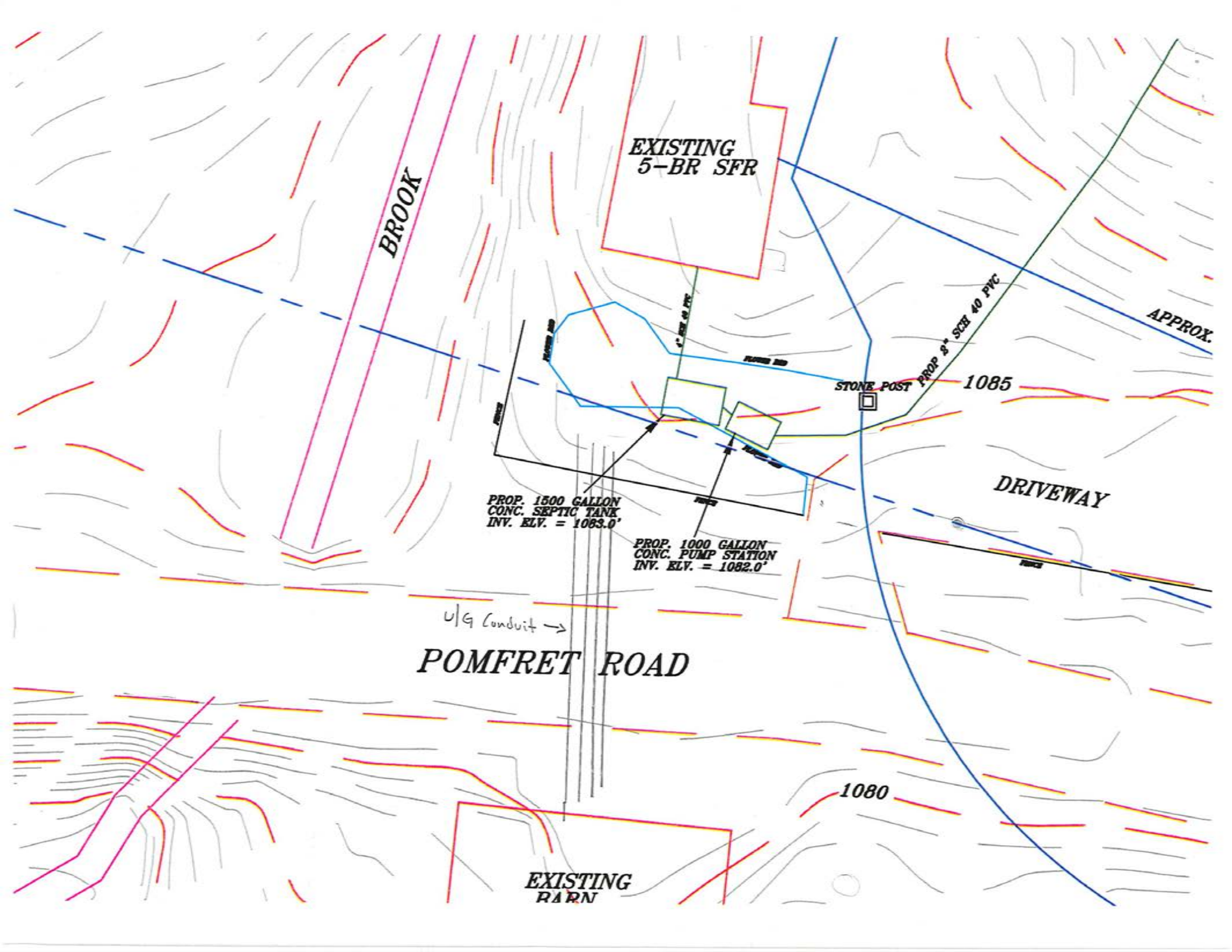
FINAL INSPECTION. The work described in this permit has been constructed in accordance with the above standards, restrictions and conditions and is acceptable under State and local regulations.

Road Commissioner

Selectboard Chair

Date

Form adopted by the Pomfret Selectboard July 6, 2022, with a technical correction made on January 1, 2023.
Supersedes all prior dated forms.



Town of Pomfret Selectboard
DRAFT Meeting Minutes
November 5, 2025

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

Public: Frank Rogers, Alan Graham, Ellen DesMeules, Patrick Potter

1. **Call to Order** – Ben called the meeting to order at 7:01 pm.
2. **Agenda Review** – Ben moved and Meg seconded deletion of Item 6A (Municipal Complete Streets Program) and addition 2025–26 Salt Quote and FY 2025 Audit Proposals immediately after Item 6C (Pomfret Road Slide Project Update). Unanimous.
3. **Executive Session**
 - a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(E) to discuss pending civil litigation to which the town is a party, and finding that the premature general public knowledge of which would clearly place the town at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 7:04 pm.
 - b. John moved and Emily seconded exiting executive session. The Selectboard exited executive session at 7:19 pm, with no decisions having been made therein.
4. **Public Comment** – None.
5. **Items for Discussion of Vote**
 - a. **Road Foreman Report** – Frank reported that the crew is winding down summer work and preparing for winter; two trucks are winterized. Grading is mostly finished, with some spot grading remaining. Trees are down on Bartlett Brook; Mike Avery removed the stumps, and they have been trucked away. Avery also corrected the bank issue at 7904 Pomfret Road. Frank confirmed that the state inspector approved the correction and erosion control measures.

Steve and Emily pointed out shoulder issues on Howe Hill and Pomfret Road that need hardpack, particularly on inside corners, to prevent pavement damage during winter operations. John also mentioned that the AT trail parking area needs fill due to low pavement edges. Frank confirmed he would tidy up the perimeters of the office parking lot paving.

Frank reported that residents at 4496 Pomfret Road (opposite Labounty Road) would like to bury electrical sleeves/cables beneath Pomfret Road. John moved and Steve seconded approval for the crossing, provided a permit is secured. Frank will provide the paperwork to the residents, and Ben will sign off once the completed permit is satisfactory to Frank, as the work is seasonal and must begin before the next Selectboard meeting. Unanimous.

- b. **Veterans Memorial Design** – Alan Graham distributed preliminary plans for a Veterans' War Memorial, noting that most towns have such a memorial. Alan's design is for a timber structure on a concrete slab, placed between the Brick Building and Town Office. The design would incorporate the historic bell, currently located above the choir loft in the Town Hall. The structure is to be surrounded by a garden, designed by Alan's wife. The Pomfret Historical Society (PHS) has committed \$10,000 toward the total anticipated \$20,000 cost, to cover the timber

frame and upkeep. John explained that the proposed site overlaps with the planned location for the underground propane tank, requiring Dig Safe involvement to determine placement and clearance from other underground utilities (water, sewer, electric). Alan requested a go-ahead to develop a site plan and begin fundraising. The Selectboard agreed to proceed with concept development.

- c. **Pomfret Road Slide Project Update** – Frank reported that Mike Avery has completed the construction, and he is satisfied with the outcome. Following the second executive session described below, Ben moved and Emily seconded that Ellen be instructed to write a check to Avery Excavation in the amount of \$520,160 as partial payment for the Pomfret Road Slope Stabilization Project, and that Ben be authorized to sign the warrant immediately so the payment may be mailed before the next meeting . Unanimous.
- d. **2025–26 Salt Quote** – Frank presented a salt bid from Cargill. Pricing is up significantly since last year, but is still slightly better than the alternative state bid pricing. Cargill’s quote also includes their proprietary ClearLane salt, which performs better in cold temperatures and less corrosive and longer lasting. Ben moved and John seconded approval of the Cargill quote for 900 tons of ClearLane at \$118/ton and 500 tons of white salt at \$98.25/ton, specifying that the approval was subject to Ben confirming the updated terms and dates with Cargill, as the quote contained outdated information, and any change in pricing would require the Selectboard to revisit the approval . Unanimous.
- e. **FY 2025 Auditor Proposal** – Ben noted that the Selectboard needed to hire an auditor due to two vacancies among the locally elected auditors. Proposals were received from Sullivan Powers (Chad Hewitt) at \$22,000 and Mudgett, Jennett at \$18,000. Ellen recommended hiring Chad Hewitt's firm because he is familiar with the town’s economics and uses federal government standards. Emily moved and Steve seconded awarding the contract to Sullivan Powers, Chad’s firm. Unanimous.
- f. **FY 2027 Budget Discussion** – The Fire Department postponed their budget presentation to the November 19 meeting. Line-item review focused on those needing Ellen’s input
 - i. *Treasurer Assistant Position (Line 88)* – Ellen proposed budgeting for a fully trained assistant, intended as her eventual successor, citing the need for adequate staffing to cover absences and ensure segregation of duties. She noted the current \$17,000 estimated cost was based on 18 hours per week . Discussion shifted to keeping a placeholder of \$20,000 for this position, subject to refinement once a candidate is identified
 - ii. *Assessor Position (Line 94)* – The high cost and strict certification associated with transitioning from elected Listers to an Assessor (\$48,000 based on Barnard) were discussed considering anticipated state changes complicating the Lister's role.
 - iii. *Accounting Support (Line 138)* – The existing line-item amount was noted as pending depending on future audit decisions .
- g. **Warrants** – Steve moved and John seconded approval for payment of the following warrants:

26036	\$ 50.00	A/P (marriage license corrective payment)
26038	10,047.07	Payroll
26041	44,404.15	A/P (corrected)
26042	519.20	Tax Refund

- Unanimous.
- h. **Approval of October 15, 2025 Minutes** – Meg moved and Steve seconded approval of the October 15 meeting minutes as presented. Unanimous.
6. **Meeting Wrap Up**
- a. **Correspondence** – John reported that Dan Maxham offered to repair the road/parking lot area between the Brick Building and the Town Office in the spring as a donation to the Town, suggesting the town supply materials. Ben stated that Two Rivers Regional Planning Commission (Peter Gregory) will provide input ahead of the Town Plan hearing describing how the draft plan conforms to State’s planning goals.
 - b. **Review of Assignments** – Ben will review and approve a permit application for the 4496 Pomfret Road right-of-way crossing and confirm Cargill rates and dates; he will also finalize the auditor services contract. Frank will notify GMP and ECFiber of the road crossing and reach out to GMP regarding pole relocation needs following the slide project. Ellen will work with Meg to prepare a list of requirements and experience for the Assistant Treasurer job description, to be posted to the listserv.
 - c. **Agenda for Next Meeting** – Town Plan Public Hearing; FY 2027 Budget Discussion (Fire Department, FAST Squad, Listers, TPF, Highway).
7. **Executive Session**
- a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss contracts, finding that the premature general public knowledge of which would clearly place the town at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 9:48 pm.
 - b. Meg moved and John seconded exiting executive session. The Selectboard exited executive session at 10:37 pm, with no decisions having been made therein.
8. **Pomfret Road Slide Project Payment** – See Item 5(C) for the motion to make partial payment to Avery Excavation for work completed on the Pomfret Road Slope Stabilization Project.
9. **Adjournment** – Emily moved that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:39 pm.