

Town of Pomfret Selectboard
Meeting Minutes
December 3, 2025

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

Public: Cynthia Hewitt, Ellen DesMeules, Becky Fielder, Frank Rogers, Keri Bristow, Bob Crean, Alan Graham, Kristina Graham, John Moore, Jan Salstrom, Neil Lamson, Marge Wakefield, Doug Tuthill, Susan Burgess, Bill Emmons

1. **Call to Order** – Ben called the meeting to order at 6:00 pm.
2. **Agenda Review** – None.
3. **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 and evaluation of public employees. Unanimous. The Selectboard entered executive session at 6:01 pm.
 - b. John moved and Emily seconded exiting executive session. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
4. **Public Comment** – None.
5. **Road Foreman Report** – Frank reported that the highway crew performed well during the first two snow storms of the season with no major issues. Truck #3 (International) is scheduled to go to Clark's on December 15 for evaluation of an oil leak; the Selectboard discussed potential warranty coverage. Truck #4 (2015 F550 one-ton) is at Ted Green Ford for inspection-related repairs estimated at \$3,500, which includes brake and tie rod work plus diagnosis of a check engine light. The mechanic estimates the truck could have 2 more years of service if repaired. The Selectboard suggested the truck be updated and retained for chloride application use. The grader underwent minor repair at the garage. Truck #1 had a hydraulic hose replaced.
6. **Items for Discussion of Vote**
 - a. **Labounty Trust Fund Management** – Marge Wakefield presented the option of having the Trustees of Public Funds manage the LaBounty Trust funds. Ellen DesMeules reported having experienced difficulties with moving funds to Vanguard due to administrative issues on their part, but that these should be resolved soon. Ben moved and John seconded that the Trustees of the Henry T. Labounty Trust (the five Selectboard members and Marge Wakefield as resident trustee) authorize the Trustees of Public Funds to manage the LaBounty Trust fund, with ultimate supervision retained by the Trustees of the Henry T. Labounty Trust. Unanimous.
 - b. **North Pomfret Cemetery Association Lands** – John Moore reported that Peter Vollers is preparing a deed and lot line adjustment to convey North Pomfret Cemetery Association and other lands to the town at the North Pomfret Cemetery. The deed and lot line adjustment paperwork will be reviewed at the December 17, 2025 meeting.
 - c. **MVSU Redistricting/Rebuild Update** – Keri Bristow and Bob Crean, representing the MVSU Board, attended the meeting to urge Pomfret to communicate to the State the need for a middle/high school to remain in Woodstock. Discussion ensued regarding the redistricting process and implications for the region. The letter of support presented to the Selectboard was taken under advisement and will be considered at the December 17 meeting.

- d. **Emerald Ash Borer Trial Presentation** – Alan Graham and Neil Lamson reported on their work with the Vermont Department of Forest, Parks and Recreation and the USDA to begin a trial introducing specific wasp species to land owned by the Upper Valley Land Trust, located between Wild Apple Road, Webster Hill Road and Legal Trail #2. The goal is to control Emerald Ash Borer populations. Alan and Neil will monitor the effects of the trial.
 - e. **Town Plan Hearing Debrief** – Ben suggested that since the town plan adoption deadline was not until late August 2026, that the Selectboard take up the plan again after the FY 2027 budget and town meeting day deliverables are finalized in January. Selectboard members agreed. Susan Burgess provided an updated section on cemeteries for the plan, which the Selectboard will consider for inclusion.
 - f. **FY 2025 Annual Report Deliverables** – Ben prepared the Officers List and Equipment List and both were reviewed and revised for accuracy. Ben will update the same. He suggested combining the Selectboard Report and Budget Narrative into a single report. Selectboard members agreed. Ben will create a first draft for Selectboard members to review.
 - g. **FY 2027 Budget Discussion** – The Fire Department continues to await a final insurance premium amount. FAST Squad, repeater expenses and several other items were updated with recent information. Highway reserve funding (paving and equipment) was tentatively set. Discussion to continue at the December 17 meeting.
 - h. **Generators Service Contract** – Emily moved and Steve seconded that the Selectboard approve a one-year contract with Brook Field Service for all four generators (Program #1 – Once a year maintenance program (Major Service)), with Ben being authorized to sign the payment warrant between meetings in order to take advantage of the early pay discounted pricing. Unanimous.
 - i. **Selectboard Committees Discussion** – The Selectboard determined that Meg should be reimbursed for expenses from donations for the end-of-summer fun day. Ben noted that the 250th Anniversary Committee has incurred several small expenses, but that these would be more than offset by the Vermont Historical Committee grant awarded to the committee last year.
 - j. **Warrants** – Steve moved and Emily seconded approval for payment of the following warrants:

26048	\$ 10,718.72	Payroll (\$13,390.57 incl. library payroll)
26049	73,150.23	A/P (Avery and HCEI final payments)
26051	17,777.10	A/P (incl. \$989.57 Nov. debit card)
26052	125.00	A/P (250th Committee Expense)

 Unanimous.
 - k. **Approval of November 19, 2025 Minutes** – Emily moved and John seconded approval of the November 19 meeting minutes as presented. Unanimous.
7. **Meeting Wrap Up**
- a. **Correspondence** – Cynthia reported receiving another payment for a delinquent ambulance bill. Hannaford holiday gift cards will be obtained for the road crew. Letters of appreciation for the road crew’s work during the busy summer period (while operating with a reduced crew) will be included in distribution.
 - b. **Review of Assignments** – Meg to assist Ellen with job description development. Ben to verify ambulance/dispatch arrangements with Woodstock and Hartford. Ben to forward Susan Burgess’s cemetery report.

- c. **Agenda for Next Meeting** – FY 2027 Budget Discussion, 2025 Annual Report Deliverables, finalization of North Pomfret Cemetery Association deed, and MVSU letter of support, Hydraulic Gates Changeover (Fisher Auto Parts).
- 8. **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 evaluation of public employees. Unanimous. The Selectboard entered executive session at 10:11 pm.
 - b. John moved and Emily seconded exiting executive session. The Selectboard exited executive session at 10:45 pm, with no decisions having been made therein.
- 9. **Adjournment** – Emily moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:45 pm.