

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
March 4, 2026, 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. Selectboard Reorganization (Officers, Rules of Procedure) b. Town Highway Structures Grant Application c. Town Highway Class 2 Roadway Grant Application d. Certification of Compliance for Road and Bridge Standards e. Annual Financial Plan – Town Highways (TA-60) f. Highway Paving Engineering RFP g. Town Administrator Job Description (if Article 4 passes) h. Local Options Tax Implementation (if Article 5 passes) i. Delinquent Tax Collection j. Appointment of Public Officers k. Warrants l. Approval of February 18 and February 21, 2026 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 (Public 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=ZjBEeDZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053

Selectboard Rules of Procedure

- A. PURPOSE.** The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Pomfret must be open to the public, except as provided in 1 V.S.A. § 313.
- B. APPLICATION.** This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.
- C. ORGANIZATION**
1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
 2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
 3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
 4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
 5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
 6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair.
 7. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required.
 8. Meetings may be recessed to a time and place certain.
 9. These rules may be amended by majority vote of the body and must be readopted annually.

D. AGENDAS

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda. The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final agenda for distribution.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the Town website, on the Pomfret Listserv, in the Town Offices, and posted near the North Pomfret and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body.

E. MEETINGS

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m.
2. Special meetings may be held when needed.
3. Emergency meetings may be held without public announcement, without posting of notices, provided public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call.
5. If any member of the body attends a meeting without being physically present at a designated meeting location, such member(s) will attend via Zoom when feasible, otherwise via telephone.

6. Draft minutes shall be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as “draft” minutes and shall post the draft minutes on the Town website within five (5) calendar days after the meeting. After the draft minutes have been approved by the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as “approved” and shall post them on the Town website.
7. Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website within five (5) calendar days after the meeting.
8. Meetings may be recessed to a time and place certain.

F. PUBLIC PARTICIPATION

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each meeting of the body there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.
3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the chair before speaking.
6. Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.
7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable or another law enforcement official to remove disorderly person(s) from the meeting.

[Remainder of page intentionally blank. Signature page follows.]

ADOPTED this 5th^[4th] day of March, ~~2025~~2026:

Benjamin Brickner

Steve Chamberlin

~~Meg Emmons~~

Emily Grube

John Peters Jr.

[REDACTED]



VERMONT

AGENCY OF TRANSPORTATION

FY 2027 Municipal Highway Grant Application

APPLYING FOR: ☐ Structures ☐ Class 2 Roadway ☐ Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: ☐ Automated ☐ Manual ☐ Combination

SAMS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# ____, (Name) _____ which is a class ____ town highway.

Bridge # ____, which crosses _____

Culvert # ____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude: Longitude: MM (If Available):

Problem:

Reason For Problem:

Proposed Scope of Work:

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

Municipality has adopted Codes & Standards that meet or exceed the State approved template?		☐ YES	☐ NO
Municipality has a current Network Inventory?		☐ YES	☐ NO
Municipality <u>MUST</u> complete the following environmental resource checklist:			
EXISTING STRUCTURES: (check all that apply)			
☐ Steel Tube Culvert	☐ Concrete Box Culvert		
☐ Stone Culvert	☐ Concrete Bridge		
☐ Ditch	☐ Rolled Beam/Plate Girder Bridge		
☐ Metal Truss Bridge	☐ Wooden Covered Bridge		
☐ There are foundation remains, mill ruins, stone walls or other	☐ Masonry Structure		
☐ Stone Abutments or Piers	☐ Buildings (over 50 yrs old) within 300 feet of work		
☐ Other:			
PROJECT DESCRIPTION: (check all that apply)			
☐ The project involves engineering / planning only	☐ The project consists of repaving existing paved surfaces only		
☐ The project consists of reestablishing existing ditches only within existing footprint	☐ All work will be done from the existing road or shoulder		
☐ The structure is being replaced on existing location / alignment	☐ There will be excavation within 300 feet of a river or stream		
☐ New structure on new alignment	☐ Repair/Rehab of existing structure		
☐ There will be excavation within a flood plain	☐ Road reclaiming, reconstruction, or widening		
☐ Tree cutting / clearing	☐ Temporary off-road access is required		
☐ New ditches will be established	☐ The roadway will be realigned		
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. ☐ YES ☐ NO			

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Pomfret certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on _____, 20____.

We further certify that our adopted standards ☐do ☐do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we ☐do ☐do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town of Pomfret — Fiscal Year 2027 Begin _____ End 6/30/27

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 0.000	\$ 0.00
Class 2 14.650	\$ 70,117.77
Class 3 47.670	\$ 85,004.70
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 0.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Pomfret certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

TOWN/VILLAGE OF _____ **DATE:** _____

SELECTBOARD/TRUSTEES:

1. _____	CHAIR/PRESIDENT
MAILING ADDRESS: _____	WORK PHONE: _____
_____	CELL PHONE: _____
2. _____	
MAILING ADDRESS: _____	WORK PHONE: _____
_____	CELL PHONE: _____
3. _____	
MAILING ADDRESS: _____	WORK PHONE: _____
_____	CELL PHONE: _____
4. _____	
MAILING ADDRESS: _____	WORK PHONE: _____
_____	CELL PHONE: _____
5. _____	
MAILING ADDRESS: _____	WORK PHONE: _____
_____	CELL PHONE: _____

ROAD COMMISSIONER/ROAD FOREMAN/SUPERINTENDENT OF STREETS:

NAME: _____	WORK PHONE: _____
EMAIL: _____	CELL PHONE: _____
MAILING ADDRESS: _____	

TOWN/VILLAGE OFFICE:

CLERK NAME: _____	TREASURER NAME: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____
ADMINISTRATOR/MANAGER NAME: _____	
CELL PHONE: _____	
EMAIL: _____	
OFFICE _____	OFFICE PHONE: _____
MAILING _____	OFFICE HOURS: _____
ADDRESS _____	

24-HOUR EMERGENCY CONTACT (DISASTER USE ONLY)

NAME: _____	PHONE: _____
TITLE: _____	

PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE TO:

Email to: michael.blakslee@Vermont.gov
Or Mail to: Vermont Agency of Transportation District 4
Attn: Michael Blakslee
223 Beswick Drive
White River Junction
VT 05001

2026 SELECTBOARD APPOINTMENTS

(all 1-year terms expiring 2027 unless otherwise noted)

ELECTED OFFICES (unless elected by write-in on March 4)

- **Auditor** – **vacant** (3-year term expiring 2029)
- **Auditor** – **vacant** (2 years to finish a 3-year term expiring 2028)
- **Auditor** – **vacant** (1 year to finish a 3-year term expiring 2027)
- **Library Trustee** – **vacant** (3-year term expiring 2029)

APPOINTED OFFICES

- **Animal Control Officer** – **vacant**
- **Citizen Trustee of Labounty Fund** – Marge Wakefield
- **Collector of Delinquent Taxes** – Karen Osnoe
- **Constable** – Doug Tuthill
- **ECFiber** – (Terms expire last Monday in April; notice of reappointment to be given in writing to secretary@ecfiber.net)
 - Alan Graham
 - Betsy Rhodes (1st alternate)
 - Eric Jahn (2nd alternate)
- **e911 Coordinator** – Becky Fielder
 - Notice of reappointment to be given to the Vermont Enhanced 9-1-1 Board (E911.info@vermont.gov)
- **Emergency Management Director** – Kevin Rice
- ~~**Fire Warden** – (5-year terms expiring June 30, 2030; Fire Wardens are appointed by the Commissioner of Forests, Parks and Recreation, with the approval of the town Selectboard) – Jake Astbury~~
- ~~**GUVSWD** – (2-year terms expiring 2027; Notice of reappointment to be given in writing, signed by the chair, to the Clerk of the District" (Lisa Comstock, lcomstock@marevt.org))~~
 - ~~Abby Nolan~~
 - ~~Doug Tuthill (alternate)~~
- ~~**Health Officer** – High Hermann (3-year terms expiring 2027)~~
- **Planning Commission** – (3-year terms expiring 2029)
 - Cy Benoit
 - Bill Emmons
- **Road Commissioner** – **vacant**
- **Town Service Officer** – Sheila Murray
- **Tree Warden** – (Notice of reappointment to be given in writing to the Commissioner of Forests, Parks and Recreation (danielle.fitzko@vermont.gov))
 - Cy Benoit
 - Alan Graham (deputy)
- **TRORC Board of Directors** – Notice of reappointment to be given to Christina Scott (cscott@trorc.org)
 - Bill Emmons

- Tyler Wellington (*alternate*)
- **TRORC Transportation Advisory Committee** – Scott Cone
 - *Notice of reappointment to be given to Christina Scott (cscott@trorc.org)*
- **Vermont Ethics Commission Liaison** – Becky Fielder
 - *Notice of reappointment to be given to Peggy Delaney at (ethicscommission@vermont.gov)*
- ~~**Zoning Administrator**~~ – Preston Bristow (3-year term expiring 2027)
- **Zoning Board of Adjustment** – (3-year terms expiring 2029)
 - Susan Burgess
 - Seth Westbrook
 - Michael Schmell

Town of Pomfret Selectboard
DRAFT Meeting Minutes
February 18, 2026

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

Public: Frank Rogers, Cynthia Hewitt, Alan Graham, Kevin Geiger

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and Steve seconded the following changes to the published agenda: (1) add a presentation by Alan Graham regarding Vermont 250th Anniversary Committee grant expenditures and Town Hall usage, to be taken up immediately after the Road Foreman Report; (2) remove item 5c (Paving Engineering RFP) and move it to the March 4 meeting; (3) add a discussion of GMP/CVPS utility easements immediately before warrants; and (4) add an executive session to discuss personnel matters immediately before adjournment. Unanimous.
3. **Public Comment** – *None*.
4. **Road Foreman Report** – Frank reported that all equipment has held together well through recent storms, with no major breakdowns. Frank raised the need to clarify the road crew uniform reimbursement policy. Based on the July 2, 2025 meeting minutes, the Selectboard previously voted to allow reimbursements to be submitted at any time during the fiscal year, up to \$750 per road crew member per year. A question has arisen as to whether the reimbursement cycle should run on a fiscal year or calendar year basis, the latter being preferable for payroll processing through NEMRC. The Selectboard discussed the matter and reached a consensus that reimbursements be calculated on a calendar year basis, but that unused reimbursement funds would not roll over from one year to the next. Ben will discuss with Ellen. Frank also reported that the plow truck turnaround at the end of Wild Apple Road has been repeatedly blocked by vehicles parked roadside, preventing the operator from completing his plowing route on three recent occasions. Frank will obtain “No Parking – Snowplow Turnaround” signs for posting at that location. Frank reported that the town has been receiving salt deliveries from an alternate vendor and has been applying salt conservatively given limited supply. Finally, Frank confirmed that the new plow has been installed on the one-ton truck and was used for the first time that morning.
5. **Items for Discussion or Vote**
 - a. **Vermont 250th Anniversary Committee Expenditures** – Alan Graham presented on behalf of the Vermont 250th Anniversary Committee. The Committee received a \$1,000 grant in 2024. The original spending deadline was December 31, but the grantor has offered a grace period so that the remaining balance of approximately \$750 need not be returned. Alan requested Selectboard authorization to spend the remaining grant funds on two Velcro display boards and on the repair of a historical display case. Both items will be used to support 250th anniversary programming. The Selectboard authorized Alan to proceed with the display board purchase and display case repair up to the remaining grant balance, with the understanding that expenditures should be incurred promptly to ensure the grant funds are spent within the grace period.
 - b. **Road Event Permit (Covered Bridge Half Marathon)** – The Selectboard reviewed the permit application for the Covered Bridge Half Marathon, which appears

substantially the same as last year's application with the event date June 7, 2026. Ben moved and Meg seconded approval of the permit, subject to the same condition imposed last year: that signs announcing the event be placed along the route in Pomfret one week before the event. Unanimous. Ben will notify the organizers of the Selectboard's approval.

- c. **Truck #3 Body Vendor Selection** – The Selectboard discussed the selection of a body vendor for Truck #3, whose chassis is expected to be delivered this spring. Truck #2 is already at ATG and is scheduled with Viking to receive its body this summer. With respect to Truck #3, Viking's current queue would place body installation in Summer 2027, while Alamo has indicated it can build and install the body by this fall. The Selectboard noted that no contract has yet been signed with Viking for Truck #3. The price difference between the two vendors is approximately \$18,000. The Selectboard determined that securing the truck approximately eight months sooner justifies the cost difference, particularly given the depreciation that accumulates while a truck sits unequipped. Steve moved and Meg seconded to contract with Alamo for the body and plow installation on Truck #3, and to authorize Ben to sign the contract on behalf of the town. Unanimous. Frank will contact Viking to remove Truck #3 from their queue, and Ben will send Frank a PDF of the signed Alamo contract.
- d. **Aggregate Purchase (2026–27 Season)** – The Selectboard reviewed competitive quotes for aggregate materials from Pike Industries and Twin State. Although Twin State offered lower unit prices on certain products, those products represent the town's lowest-tonnage purchases. Pike Industries offered lower unit prices on the high-tonnage materials and a lower delivery rate, making Pike the less expensive option overall. The Selectboard also noted the town's longstanding positive relationship with Pike. Steve moved and John seconded to contract with Pike Industries for aggregate materials in accordance with their submitted quote, and to authorize Ben to sign and return the contract on behalf of the town. Unanimous.
- e. **Small Tax Balance Write-Offs** – Ben explained that Treasurer Ellen DesMeules has requested authorization to write off a small tax account balance arising from a current use adjustment from the prior year. The balance of \$1.02, together with accrued interest and penalties totaling \$1.14, was not within the write-off authority previously granted to the Treasurer (up to \$1.00). The balance was a result of a state adjustment and not the fault of the taxpayer. Ben moved and Meg seconded to authorize Ellen to write off the balance of \$1.02 plus accrued interest and penalties. Unanimous. Ben will notify Ellen.
- f. **Town Meeting Informational Hearing Logistics** – Kevin Geiger, Town Moderator, joined the meeting to discuss logistics for the Pre-Town Meeting Informational Hearing scheduled for Saturday, February 21. Ben indicated that he plans to attend via Zoom. Ben will then turn the meeting over to Kevin, who will moderate the session by guiding attendees through the Warning articles and, as has been done in prior years, reading dedications and in memoriam. As there are no contested races on the 2026 ballot, any candidates who are present may be invited to give brief remarks if they wish. Ben will prepare and distribute the agenda for the informational session. The Selectboard also discussed setup logistics: equipment should be set up and tested on Friday before the forecasted snowstorm arrives; Frank will clear ice and snow around the Town Hall and push back snow banks on

Friday; the accessibility ramp should be deployed Saturday morning after snowplowing is complete. Coffee and donuts will be available for attendees.

- g. **CVPS/GMP Utility Easement Research** – Meg reported on her research into whether the town has the ability to direct Green Mountain Power to remove or manage trees that interfere with town roads or that are located too close to utility lines for the town to remove safely. Meg’s research indicates that, generally, GMP controls its own tree removal decisions and the town does not have authority to direct those decisions. However, one easement identified in the land records- associated with the Totman Hill Road area contains a provision that if GMP’s lines, poles, or anchor guides interfere with the town’s ability to repair, maintain, or improve its highways, or with the public’s use of the same, then the town may request that GMP (formerly CVPS) relocate or raise the interfering infrastructure to a mutually agreed suitable location. In addition, there is reason to believe that a broader town-wide concession may have been obtained from CVPS when utility lines were relocated through Cheadle Hill in the 1990s, but that document has yet to be located in the land records. The Selectboard noted that the trees in question are not urgent, and that there is time for further research. Meg and Emily will continue searching the land records for the referenced easement and concession.
- h. **Warrants** – Meg moved and John seconded approval for payment of the following warrants:

26076	\$	2,249.35	A/P (Tax Overpayment Refund)
26077		11,944.49	Payroll
26078		1,535,381.83	A/P (incl. school payment; excl. duplicative items approved in Warrant 26076)

Unanimous.

- i. **Approval of February 4, 2026 Minutes** – Emily moved and Steve seconded approval of the February 4, 2026 meeting minutes as presented. Unanimous.

6. **Meeting Wrap Up**

- a. **Correspondence** – Meg reported receiving an email from the Vermont Emergency Management Division of the Department of Public Safety notifying the town that Windsor County has received a natural disaster designation due to drought and heat conditions last summer. Emergency low-interest loans are available to agricultural producers through the Farm Service Agency (FSA). Emily noted that affected farmers are likely already on FSA mailing lists and would receive direct notification through that channel.
- b. **Review of Assignments** – Frank to obtain No Parking/Snowplow Turnaround signs for Wild Apple Road; clear ice and snow at Town Hall on Friday. Ben to discuss uniform reimbursement policy with Ellen; notify Covered Bridge Half Marathon organizers of permit approval; send signed Alamo contract PDF to Frank; notify Ellen of tax balance write-off authorization; prepare and post agenda for the February 21 Pre-Town Meeting Informational Session. Meg and Emily to continue research into CVPS/GMP utility easements in the land records.
- c. **Agenda for Next Meeting** – Paving Engineering RFP; highway paperwork (bridge standards, certificate of compliance, TA-60, paving grant, highway grant).

7. **Executive Session**

- a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous. The Selectboard entered executive session at 8:26 pm.

- b. John moved and Meg seconded that the Selectboard exit executive session.
Unanimous. The Selectboard exited executive session at 8:52 pm, with no decisions having been made therein.
- 8. **Adjournment** – John moved and Steve seconded that the meeting be adjourned.
Unanimous. The meeting was adjourned at 8:53 pm.

Town of Pomfret Selectboard

DRAFT Annual Town Meeting Informational Hearing Minutes

February 21, 2026

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

Public: Terri Antal, Nancy Atwell, Liza Bernard, Anne Bower, Katie Brickner, Abbie Castriotta, Vern Clifford, Tim Dowd, William Emmons, Gerry Fields, Scott Filliatreault, Kevin Geiger (Town Moderator), Sue Heston, Cynthia Hewitt, Ben Jones, Laura Kent, Sherman Kent, Neil Lamson, Joanna Long, Norwood Long, Sen. Joe Major, Andy Mann, Scott Milne, Jack Peters, Betsy Rhodes, Cory Smith, Cory Swingle, Mary Worrell

1. **Call to Order** – Benjamin Brickner called the town meeting informational hearing to order at 9:03 am. Mr. Brickner thanked attendees for braving the weather to attend. Mr. Brickner explained that, while the gathering is technically a Selectboard meeting, Town Moderator Kevin Geiger would guide the proceedings, with the Selectboard opening and closing the hearing.
2. **Agenda Review** – None.
3. **Discussion of Annual Town Meeting Articles** – Mr. Geiger began by noting the dedication in the 2025 Town Report to John Moore. Mr. Geiger then read the names of those in the community who passed in 2025, and a moment of silence was observed in their memory. Mr. Geiger then proceeded through the Annual Town Meeting Warning article-by-article.

ARTICLE 1 – Election of Town Officers

Mr. Geiger invited any candidates for office to introduce themselves. Benjamin Brickner introduced himself and asked to be considered for Selectboard Member (3-year term). Mr. Brickner noted that he is completing his fourth year on the Selectboard and that it has been a privilege to serve alongside his fellow Selectboard members.

ARTICLE 2 – Non-Resident Eligibility for Local Office

Tim Dowd asked why this article was necessary. Meg Emmons explained the article is intended to give the town an option to look beyond town residents to fill positions if local volunteers cannot be found, noting that the number of volunteers for town positions has been dwindling. Mr. Brickner added that this concern is not theoretical, noting that several positions on the sample ballot have no named candidate, including all three auditor positions and at least one library trustee position.

ARTICLE 3 – Collection of Current Taxes

No discussion.

ARTICLE 4 – Approval of FY 2027 Town and Highway Budget

Neil Lamson asked about the proposed salt budget, noting that during the major snowstorm of January 26–27, the highway crew had kept Pomfret's roads remarkably clear with reduced salt use, and asked whether the town could look forward to more plowing and less salt application going forward. John Peters reported that the Selectboard had consulted Road Foreman Frank Rogers on this question at a prior Selectboard meeting. Frank explained that timing, temperature, traffic and other

conditions during that storm enabled reduced salt usage. Frank explained that his practice is always to use the minimum amount of salt necessary to keep roads in appropriate condition. Joanna Long observed that the contrast between Pomfret's road conditions and those of neighboring West Hartford was immediately apparent when crossing the town line that morning. Mr. Brickner noted that Pomfret's four-member road crew collectively brings decades of combined municipal highway experience to their work, and that it shows in the quality of their work.

ARTICLE 5 – Local Option Tax

Mr. Brickner explained that this article asks voters to approve a 1% add-on to the state sales tax on the three categories that Vermont municipalities are permitted to tax: sales, meals and alcoholic beverages, and rooms. Mr. Brickner explained that the genesis of this proposal is the ongoing discussion about reducing the town's reliance solely on property taxes to fund municipal operations, and that a local option tax would broaden the revenue base because municipal services such as emergency response and road maintenance benefit both residents and visitors alike.

Several questions were asked about the applicability and administration of the local option tax. Mr. Peters and Mr. Brickner explained that the local option tax applies only to transactions already subject to Vermont state sales tax, so if a business is currently required to file a state sales tax return, the 1% local option tax would apply; if not, it would not. Emily Grube explained that the tax follows the location of the sale: if the sale occurs in Pomfret, the revenue goes to Pomfret; if it occurs in Woodstock (which already has a local option tax), it goes to Woodstock. Ms. Emmons explained that the local option tax would apply to online purchases as well. Liza Bernard asked whether voters would need to reapprove the local option tax each year. Mr. Brickner confirmed that, if approved, the tax continues in effect unless and until repealed by voters.

Mr. Lamson asked for an estimate of the revenue that might be generated by the local option tax. Mr. Brickner explained that the estimate is imperfect because Vermont does not publish sales tax data for certain categories in Pomfret due to the small number of local taxpayers, making extrapolation from comparably situated small resort towns necessary. Taking into account that the state retains 25% of local option tax revenue and distributes 75% to municipalities, Mr. Brickner estimated the annual yield at between \$60,000 and \$105,000, with a midpoint of approximately \$82,500. Mr. Brickner noted that while that may not sound like a large amount, relative to the \$1.5 million to be raised in property taxes, a local option tax could make a meaningful impact on the property tax burden.

ARTICLE 6 – Appropriation to Abbott Memorial Library

Mary Worrell, Chair of the Library Board of Trustees, thanked the town for its continued support and explained that after three years of level-funded requests, the Library is requesting an increase of \$2,000 this year, primarily driven by rising costs for popular digital programs. Library staff have also received a cost-of-living raise consistent with what the town has provided to municipal employees. Ms. Long expressed support for the increase given cost-of-living changes over the past several years. Cory Smith, librarian, introduced herself and colleagues Sue Heston and Jenny Satterfield, thanked outgoing trustees Doug Abbott (three years of service) and Betsy Rhodes (twelve years of service), and announced upcoming library programs.

ARTICLE 7 – Appropriation to Pomfret Cemetery Commission

No discussion.

ARTICLE 8 – Appropriation to Visiting Nurse and Hospice for VT and NH

No discussion.

ARTICLE 9 – Appropriation to Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center)

No discussion.

ARTICLE 10 – Appropriation to Health Care and Rehabilitation Services

No discussion.

ARTICLE 11 – Appropriation to Empower Up - Windsor Central Mentoring Program

No discussion.

ARTICLE 12 – Appropriation to Spectrum Teen Center

No discussion.

ARTICLE 13 – Appropriation to Pentangle Arts

No discussion.

ARTICLE 14 – Appropriation to Ottauquechee Health Foundation (OHF)

No discussion.

ARTICLE 15 – Appropriation to Women’s Information Service (WISE) of the Upper Valley

No discussion.

ARTICLE 16 – Appropriation to Green Up Vermont

No discussion.

ARTICLE 17 – Re-Appropriation of Unassigned General Fund Balance

Mr. Geiger explained that this article proposes to use \$66,998 of the unassigned general fund balance to reduce taxes to be raised in fiscal year 2027, leaving \$44,665 in the fund balance subject to future reappropriation by voters. Mr. Peters explained that the Selectboard’s practice of applying approximately 60% of the available fund balance each year – rather than the entire amount – is intended to smooth the year-to-year tax rate, since depleting the balance all at once would create a more significant increase in future years when those funds are no longer available. Mr. Dowd asked whether the remaining fund balance functions as a rainy-day fund for unexpected expenses. Mr. Peters clarified that there are separate contingency funds for both the general fund and the highway fund for unanticipated expenses such as equipment failures, and that any use of the remaining general fund balance would require voter approval.

ARTICLE 18 – Designation of Tax Payment Due Dates, Late Payment Interest and Penalty

Laura Kent asked whether the town might explore alternative payment methods beyond check by mail, expressing concern that mailed payments can be significantly delayed and that penalties and interest apply based on the date of receipt rather than the postmark

date. Mr. Brickner confirmed that the town currently accepts payment by debit card and credit card – the latter being subject to a 3% processing fee – and noted that, while peer-to-peer payment services such as Venmo are generally not appropriate for municipal transactions due to audit and financial control requirements, online direct transfer will be explored. Mr. Peters noted that some towns have implemented direct online payment systems, which might benefit both taxpayers and the town by reducing credit card fees and the uncertainties associated with mail delivery.

4. **Other Necessary and Proper Business**

- a. State Senator Joe Major joined the meeting during consideration of Article 8. Mr. Brickner welcomed Sen. Major and invited him to address the assembly.

Sen. Major thanked those attending and commended residents for their civic engagement. He noted that there are currently many unknowns at the state level, particularly regarding property taxes and school redistricting, and indicated that both the House and Senate have developed preliminary redistricting maps. Sen. Major also addressed the situation with the Windsor County Sheriff, noting that law enforcement coverage for the area has been maintained. Sen. Major encouraged residents to contact him with questions or concerns. His information is available at <https://legislature.vermont.gov/people/single/2026/40395>.

Ms. Grube urged Sen. Major to consider supporting at least a delay in implementation of the “road rule,” and to encourage the Land Use Review Board to seek input from affected landowners before the new rules take effect. Sen. Major confirmed that local testimony is welcomed by legislative committees and encouraged any residents wishing to testify on pending bills to contact the relevant committee directly. William Emmons, who chairs the Two Rivers-Ottawaquechee Regional Commission (TRORC) and is involved in the farming community, discussed the senator’s work on the Agriculture Committee and his growing appreciation for the agricultural sector’s challenges.

- b. Neil Lamson noted that Meg Emmons is not seeking re-election to the Selectboard. Mr. Lamson thanked Ms. Emmons for her service, particularly her work with the Town Hall Revitalization Committee. Ms. Emmons acknowledged that she will remain on the Town Hall Revitalization Committee and intends to continue serving the town in other capacities. Mr. Brickner also thanked Ms. Emmons and noted that it has been a pleasure serving alongside her on the Selectboard.
- c. Mr. Geiger thanked Alice Lamson for providing homemade doughnuts.
- d. Mr. Peters and Mr. Brickner thanked Cynthia Hewitt for compiling this year’s Town Report entirely on her own in the absence of locally elected auditors.

5. **Adjournment** – There being no other necessary and proper business to come before the assembly, Ms. Emmons moved and Mr. Peters seconded that the town meeting informational hearing be adjourned. The motion carried. The town meeting informational hearing was adjourned at 9:57 am.