

Town of Pomfret Selectboard
Meeting Minutes
March 4, 2026

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

Public: Frank Rogers, Cynthia Hewitt, Patrick Potter

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and Marge seconded that Newspaper of Record be added during Item 5(A) (Selectboard Reorganization). Unanimous.
3. **Public Comment** – Marge was welcomed to the Selectboard and Meg was thanked for her service.
4. **Road Foreman Report** – Frank reported on snow removal, mud season preparation and spring road maintenance. The loader has completed its 1,000-hour service. The grader is due for its 2,000-hour service. New town line signs have been fabricated and will be installed when spring conditions allow. Wire harnesses for the one-ton truck have been ordered and are awaiting delivery.
5. **Items for Discussion or Vote**
 - a. **Selectboard Reorganization**
 - i. *Election of Officers* – Marge nominated and Emily seconded that Ben continue as Selectboard chair. Unanimous. Emily nominated and Steve seconded that John continue as Selectboard vice-chair. Unanimous.
 - ii. *Adoption of Rules of Procedure* – Emily moved and John seconded readoption of the Selectboard Rules of Procedure without changes relative to the rules adopted last year. Unanimous.
 - iii. *Newspaper of Record* – Ben moved and Marge seconded that the *Vermont Standard* be Pomfret's primary newspaper of record, and that the *Valley News* be Pomfret's secondary newspaper of record. Unanimous.
 - b. **Town Highway Structures Grant Application** – Frank reported that he has not yet obtained updated pricing for the culvert work contemplated in this application and asked that the item be deferred to the March 18, 2026 meeting. He noted that the application deadline is April 15, 2026, and that he expects to have updated numbers by the next meeting. Discussion to continue at the March 18 meeting. Mr. Rogers will contact Mike Blakslee at VTrans to inquire whether engineering costs could be included in a structures grant application.
 - c. **Town Highway Class 2 Roadway Grant Application** – Emily and Frank prepared a draft engineering RFP. It covers a multi-phase engineering study for Pomfret Road (Woodstock line to Howe Hill), including assessment, preliminary design, and construction oversight. Frank will confirm with VTrans whether engineering costs are covered by the Class 2 Roadway grant. Emily will contact Allyn Ricker for assistance in reviewing the RFP. Discussion to continue at the March 18 meeting.
 - d. **Certification of Compliance for Road and Bridge Standards** – The state recently updated its road and bridge standards, but not in ways that affect Pomfret's compliance. The Selectboard signed the Certificate of Compliance. Ben will return the signed certificate to VTrans.
 - e. **Annual Financial Plan – Town Highways (TA-60)** – The Selectboard reviewed the TA-60 form, which requires allocation of the highway budget between winter and

non-winter maintenance and major construction projects. Ben will complete the form using the same formula as prior years. The Selectboard signed the Certificate of Compliance. Unanimous. Ben will return the signed certificate to VTrans.

- f. **Highway Paving Engineering RFP** – Discussion to continue at the March 18 meeting.
- g. **Town Administrator Job Description** – Voters approved Article 4 at Town Meeting, including a budget for a town administrator. The Selectboard discussed preparation of a job description, with the goal of reviewing and finalizing the same and posting an advertisement for the position after the March 18 meeting.
- h. **Local Options Tax Implementation** – Voters approved Article 5 at Town Meeting, authorizing a local (1%) option tax on sales, meals/alcohol, and rooms. Ben will coordinate with Becky to notify the Vermont Department of Taxes. The local option tax is expected to take effect July 1.
- i. **Delinquent Tax Collection** – Ellen submitted a delinquent tax list to the Selectboard. Two items required Selectboard attention:
 - i. A state-initiated adjustment resulted in a balance of \$1.02 on one account. Because this was a state adjustment and not the result of taxpayer error, the Selectboard agreed to waive the amount, consistent with its prior practice.
 - ii. A second taxpayer made out their tax payment check for the incorrect amount, leaving a balance of \$1.60. The Selectboard agreed that Ellen should attempt to reach the taxpayer by phone or email about this.Ben moved and Steve seconded waiving the \$1.02 current use rounding adjustment. Unanimous. Ben will discuss this and the \$1.60 balance with Ellen.
- j. **Appointment of Public Officers** – Cynthia will send emails to all appointees whose terms are expiring to inquire whether they wish to be reappointed. Most terms expire at the end of March.
- k. **Warrants** – John moved and Steve seconded approval for payment of the following warrants:

26080	\$ 257.32	Tax Refund
26083	14,648.39	Payroll
26084	15,175.17	A/P

Unanimous.
- l. **Approval of February 18 and February 21, 2026 Minutes** – John moved and Emily seconded approval of the minutes of the February 18 regular Selectboard meeting and the February 21, 2026 Town Meeting informational hearing, both as presented. Motion carried (Marge abstaining).

6. **Meeting Wrap Up**

- a. **Correspondence** – Ben reported that the Vermont Supreme Court recently issued its decision in the Tunbridge legal trails case, ruling in favor of the town of Tunbridge and affirming that municipalities have the authority to maintain legal trails without the permission of adjacent landowners. Pomfret had submitted an amicus brief in support of Tunbridge's position.

Cynthia reported on various Vermont 250th Anniversary Committee activities, including an upcoming contra dance at the Town Hall scheduled for May 23.

- b. **Review of Assignments** – Frank to contact Mike Blakslee at VTrans regarding whether engineering costs may be included in structures and/or Class 2 paving grant applications; schedule grader service with John Deere technician to perform

work at the highway garage. Emily to contact Allyn Ricker regarding his availability to assist with the Highway Paving Engineering RFP. Cynthia to contact Meg Emmons to request the draft Town Administrator job description and forward to the Selectboard; send reappointment inquiry emails to public officers whose terms are expiring. Ben to speak with Ellen regarding the delinquent tax accounts; complete and submit TA-60 and other required highway paperwork.

- c. **Agenda for Next Meeting** – Town Highway Structures Grant Application; Town Highway Class 2 Roadway Grant Application; Highway Paving Engineering RFP; Town Administrator Job Description; Appointment of Public Officers; Run-a-Muck Race permit; liquor license applications; dust control and winter liquid; town plan update.

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 8:14 pm.
- b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 8:47 pm, with no decisions having been made therein.

8. **Adjournment** – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:47 pm.