

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
March 18, 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. Road Reclamation Engineering Services RFP b. Road Reclamation Clerk of the Works c. Dust Control and Winter Liquids d. Certification of Compliance Update (Codes and Standards) e. Appointment of Public Officers f. Homestead Declaration Filing Penalty g. Town Administrator Job Description h. Permit to Hold Road Event (Runamuck 50k) i. Large Event Permit (Runamuck 50k) j. Liquor License Renewals (Abracadabra Coffee Co.) k. Liquor & Tobacco License Renewals (Teago General Store) l. Town Plan Update Process and Timeline m. Warrants n. Approval of March 4, 2026 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:15 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=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

Road Reclamation Engineering Services

March [18], 2026

Proposals due by
Noon on April [15], 2026

Mail responses to:
Town of Pomfret
Attn: Chair, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Frank Rogers, Pomfret Road Foreman
highway@pomfretvt.us
(802) 457-2767

Bid Sheet

PHASE ONE _____

PHASE TWO _____

PHASE THREE _____

TOTAL COST _____

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals from engineering firms qualified in assessing current road/pavement conditions on a 6.7-mile portion of Pomfret Road (T.H. 1) from the Pomfret-Woodstock town line to the intersection of Howe Hill Road (T.H. 3).

Phase One:

Phase One of the project includes preparation of detailed specifications including options for treatments, reclamation, upgrades to prepare road surface for repaving. It is anticipated not all sections of Pomfret Road will need the same reclamation efforts. Detailed plans for this upgrade are necessary with estimates on price for each section. It is known that not all sections have the same under treatment and that will have to be considered. The end goal for the project is to go the Town of Pomfret voters with a request for an amount for a bond to complete the reclamation/paving project. Due to the length of the roadway to be reclaimed/paved, this may be a multi-year project. Plans should include options to reclaim/resurface in sections in multiple years if necessary.

Phase Two:

Phase Two of the project includes detailed designs that would be necessary to put the project to a construction bid. The successful bidder would be responsible for development of contract plans, technical specifications, final engineer’s estimate and bid documents and assistance with the bid process.

Phase Three:

Phase Three of the project includes assisting the Town with analyzing and comparing all bids in response to the construction RFP. After the successful bidder is chosen, the engineer will be required to facilitate any change orders to the plans and unanticipated problems as the project progresses. It is anticipated that an outside Clerk of the Works would be employed to monitor work on the project on a daily basis. This individual would report to both the engineer and the Pomfret Selectboard with issues as they arise.

Proposal Schedule

Activity	Date
RFP Issue & Publication	3/[18]/2026
RFP Questions Due	4/[1]/2026 at 12:00 PM
Proposals Due	4/[15]/2026 at 12:00 PM
Selectboard Bid Opening	4/[15]/2026
Anticipated Selectboard Decision	5/[6]/2026

Instructions to Bidders

Delivery of Bids

As required by the Town of Pomfret Purchasing Policy ([see attached](#)), all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.

Sealed proposals, clearly marked “2026 Engineering Proposal” on the outside, must be received no later than Noon, April [15], 2026 at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard Chair, 5218 Pomfret Road, North Pomfret, Vermont 05053. Complete electronic proposals can also be emailed to the town clerk, clerk@pomfretvt.us. Emailed proposals must contain “2026 Engineering Proposal” in the subject line and must be emailed prior to the noon, April [15], 2026 deadline. Proposals shall be opened at the subsequent Selectboard meeting.

Evaluation of Bids

As provided by the Town's Purchasing Policy, in evaluating bids, the Selectboard will consider the following criteria:

- Price
- Bidder's ability to perform within the specified time limits;
- Bidder's experience and reputation, including past performance for the Town;
- Quality of the materials and services specified in the bid;
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- Bidder's financial responsibility;
- Bidder's availability to provide future service, maintenance, and support;
- Nature and size of bidder; and
- The degree to which the proposals respond to all requirements of the requested specifications.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

RFP Questions

Any questions regarding the RFP shall be emailed to Pomfret Road Foreman, Frank Rogers, highway@pomfretvt.us. Questions are due by April [1], 2026. Responses to questions can be made available to all potential bidders by email on or before April [8], 2026.

Delivery

Phase One shall be completed before [August 31], 2026.

Phase Two shall be completed before [December 31], 2026.

Phase Three shall be completed after construction bids are received.

Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

Additional Information

- Bids for Phase One, Two and Three should each be bid separately. Individual and total cost for all three phases should be indicated in the “Bid Sheet” section above.

Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont. I have completed the attached bid form and included as the basis for my bid price estimate.

Signature _____

Date _____

Print Name and Company: _____

Phone and Email Address: _____

**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 March 18, 2026.

We further certify that our adopted standards ☒do ☐do not meet or exceed the minimum requirements included in the January 21, 2026 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.

(Duly Authorized Administrator)

Date: March 18, 2026

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

TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

MUNICIPALITY OF Pomfret, VERMONT

The Legislative Body of the Municipality of Pomfret hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 3/18/2026

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	YES (Required by MRGP)	YES NO
Section 2 – Class 4 Road Standards	YES (Required by MRGP)	YES NO
Town wide		
Section 3 - Perennial stream- bridge and culvert standards	YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	YES NO	
Section 5- Drainage crossings	YES NO	
Section 6 - Roadway construction standards	YES NO	
Section 7 - Guardrail standard	YES NO	
Section 8 - Driveway access standard	YES NO	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPRptViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the Vermont Better Roads Manual.
<https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf>

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 – Drainage crossings (NOT perennial or intermittent streams)- Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18". Undersized drainage crossings shall be upsized 6-12" if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

Section 6 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have ___inches* thick gravel sub-base, with an additional ___inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have ___inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 7 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 8 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard A-76 Standards for Town & Development Roads and B-71a and b Standards for Residential and Commercial Drives; the VTrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Pomfret, State of Vermont on
March 18, 20 26

Selectboard / City Council / Village Board of Trustees:

Appendix A

MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits³ or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:

Minimum: $\frac{1}{4}$ " per foot

Recommended: $\frac{1}{4}$ " – $\frac{1}{2}$ " per foot or 2% - 4%.

³ Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.

- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% -

2%.

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:

- a. Stone-lined ditch: minimum 6"- 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,
- b. Grass-lined ditch with stone check dams⁴, or
- c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.

3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.

- a. For slopes greater than or equal to 8% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

⁴ See check dam installation specifications.

b. For slopes greater than 10%: minimum 6-8" minus stone. Recommended 12" minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
 - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.
 - b. For turnouts with slopes 5% or greater: stabilize with stone.
 - c. For slopes greater than 5% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction.
 - d. For slopes greater than 10%: minimum: 6-8" minus stone or equivalent for new construction. Recommended 12" minus fractured stone or the equivalent.

D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18" culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.

6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15" culvert, 18" recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

Standards for Closed Drainage Roads

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such as bioretention practices, when appropriate.

Standards for Connected Class 4 Roads

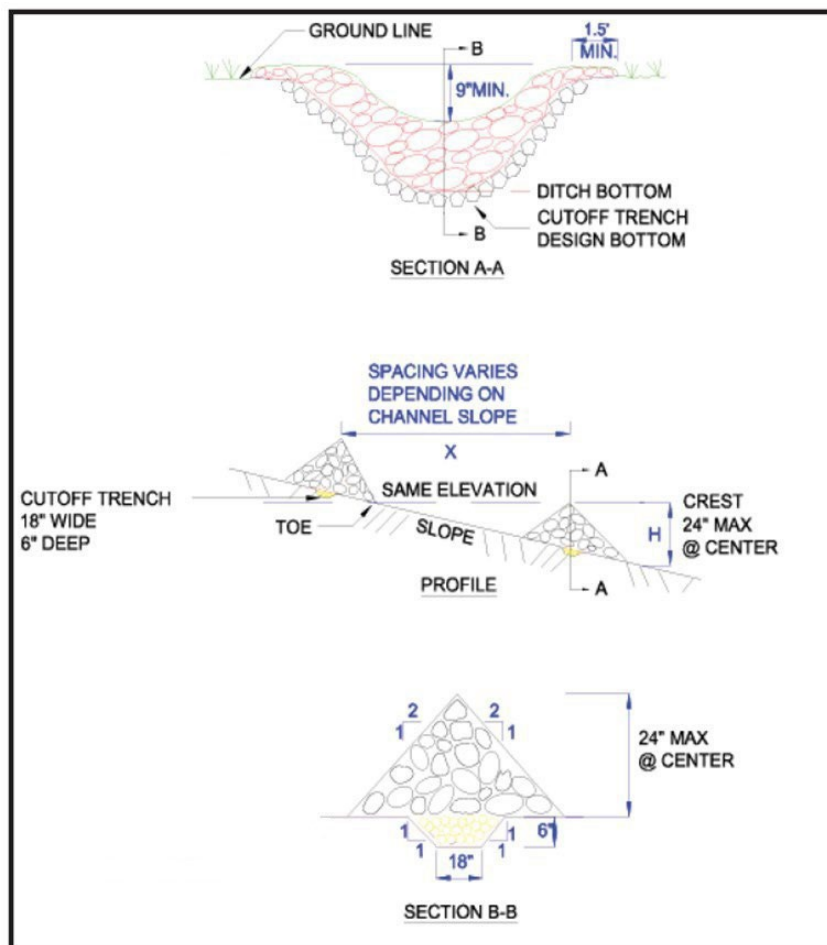
Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.



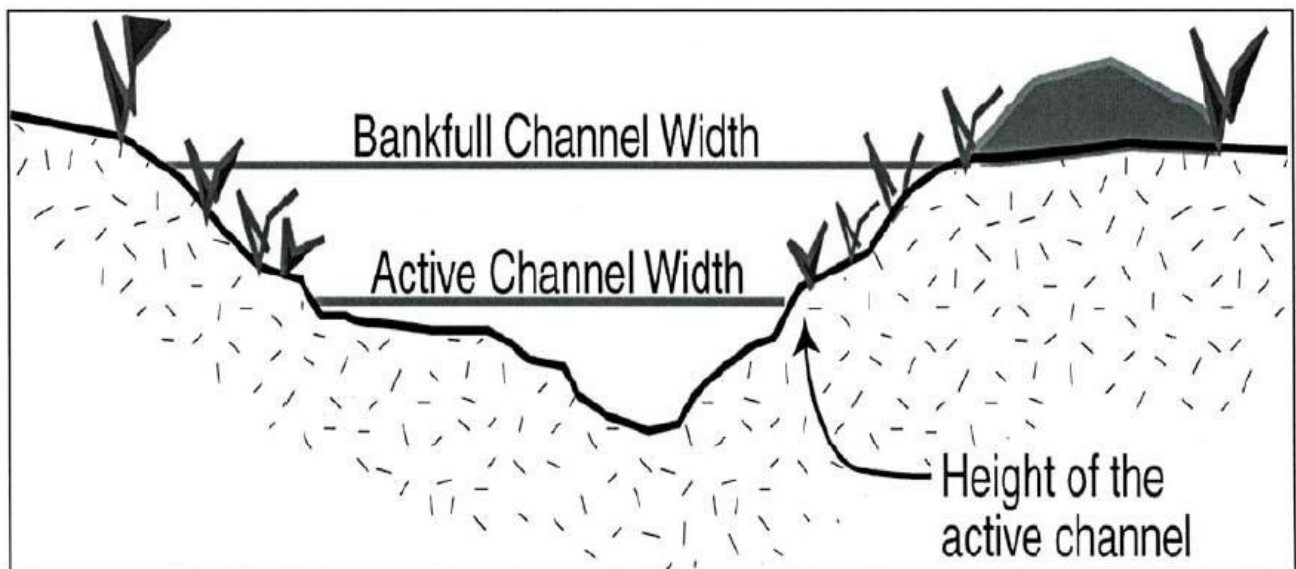
Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a defined channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi², differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermittent streams is often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

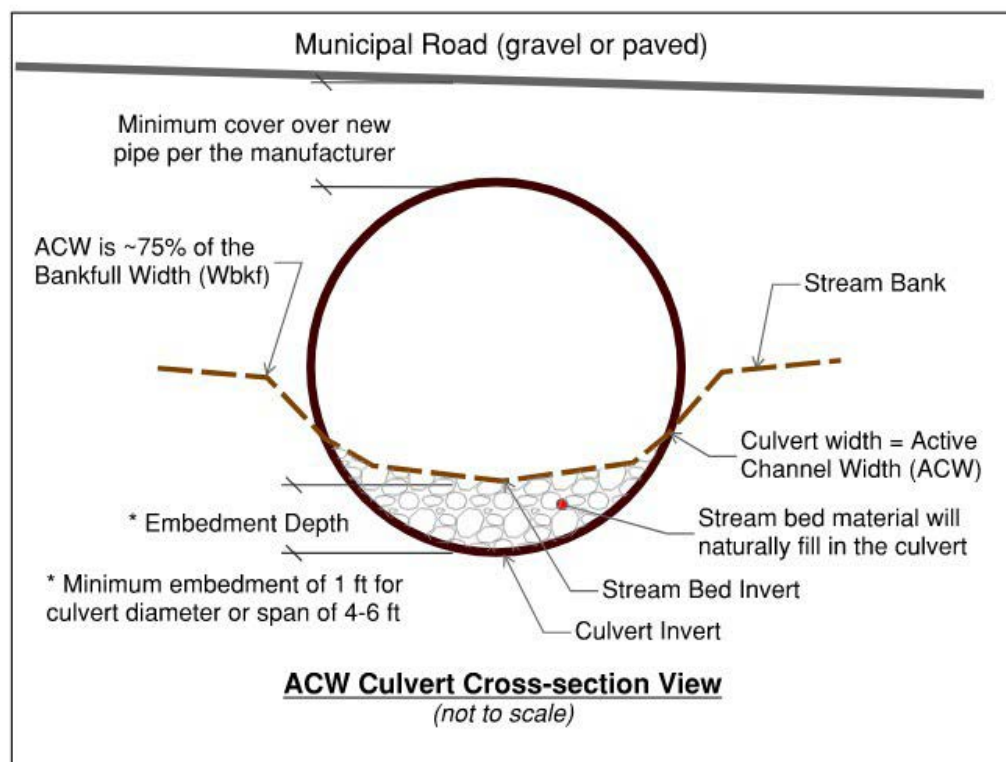
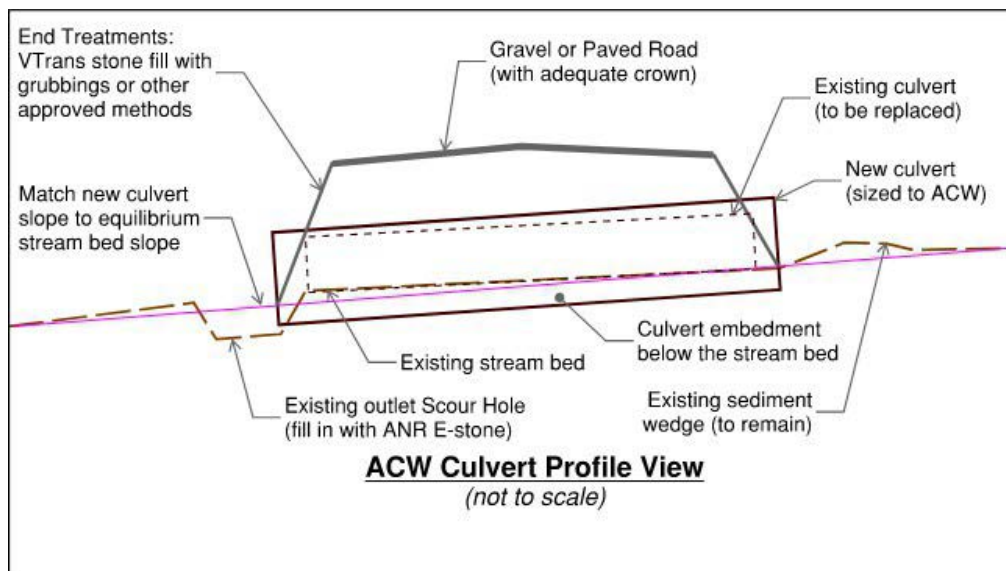
Determining the Active Channel Width on Intermittent Streams



Active Channel Width (ACW) is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.

Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, ***the culvert sizing will meet or exceed the Active Channel Width.*** * To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. * The selected active channel width for the structure will be a representative average of these field measurements.



2026 SELECTBOARD APPOINTMENTS

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

ELECTED OFFICES

- **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)
 - Jan Salstrom
- **Library Trustee** – **vacant** (3-year term expiring 2029)
 - Katie Brickner

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
- **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 Board of Adjustment** – (3-year terms expiring 2029)
 - ~~Susan Burgess~~
 - ~~Seth Westbrook~~
 - Michael Schmell



TOWN OF POMFRET, VERMONT

SELECTBOARD

JOB DESCRIPTION

TOWN ADMINISTRATOR

The Town of Pomfret seeks professional, collaborative, and broadly skilled applicants for the new position of Town Administrator. To apply, please send a confidential PDF cover letter and resume via email to selectboard@pomfretvt.us. Receipt of applications will be acknowledged via email. Questions may be directed to the same address.

The Town of Pomfret is an equal opportunity employer.

The Town

Pomfret (population 916) is a rural residential and farming community with a small commercial hamlet anchored by the Skandena Six Ski Area, Teago General Store and Artistree Community Arts Center.

Recently described as “one of the most beautiful locations in New England,” Pomfret is home to long term residents and newer arrivals attracted by the Town’s tremendous scenery, recreational opportunities, and convenient location.

Remarkably diverse for its small size, Pomfret has a strong sense of community and civic spirit. Excellent schools, high quality of life, peace, and quiet place Pomfret among the most desirable places to live in Vermont.

The Position

The Town Administrator will be an employee of the Town of Pomfret, with general supervision and control over certain affairs of the Town, subject to the direction and oversight of the five-member Selectboard. As a newly created position, the first Town Administrator will help define the role and how its responsibilities are discharged.

Pomfret anticipates the Town Administrator initially will be a part-time position requiring 20 to 25 hours per week. Specific responsibilities will include:

- Acting as chief executive officer of the Town to efficiently and effectively carry out policies adopted by the Selectboard.

- Attending all Selectboard meetings, including executive sessions, and serving on Selectboard committees ex officio.
- Preparing Selectboard meeting agendas in consultation with the Selectboard chair, and preparing meeting minutes for Selectboard review and approval.
- Preparing and submitting reports and making recommendations to the Selectboard as directed or as the Town Administrator deems advisable.
- Developing policies for the general direction of Town affairs, including long range planning documents and capital plans in consultation with the Capital Planning Committee, and with input from department heads and other stakeholders.
- [Preparing a preliminary annual budget for the Town, with input from department heads and other stakeholders,]¹ and submitting the same to the Selectboard for review and approval.
- Supervising other employees of the Town (currently four) and advising on the appointment and hiring of officials and employees, the setting of salaries, the management of benefits, and the discipline or discharge of employees.
- Supporting the Town Clerk and Town Treasurer in the discharge of their duties, including assisting with routine clerk and treasurer transactions, payroll, tax billing, recordkeeping, and other office functions as needed.
- Administering regulatory compliance programs, including Commercial Driver's License random drug testing, periodic driving record reviews, and related database management.
- Coordinating town insurance matters through the Vermont League of Cities and Towns (VLCT).
- Overseeing building maintenance and facilities-related issues for municipal buildings.
- Preparing requests for proposal and obtaining competitive quotations, reviewing the same, and making recommendations to the Selectboard on purchases of equipment, supplies and services in accordance with the Town's Purchasing Policy.
- Making application for and administering state and federal grants.
- Preparing monthly and annual financial reports in coordination with the Town Treasurer, and gathering information for and assisting with preparation of the annual Town Report.
- Liaising between the public and the Selectboard, including during regular office hours on days and at times to be determined by the Selectboard.
- Other responsibilities as may be assigned by the Selectboard.²

¹ **Note to Selectboard:** Do we wish to include this responsibility? The Selectboard historically has closely managed all stages of budget development.

² **Note to Selectboard:** Other possible responsibilities not listed above include zoning administration and delinquent tax collection, if/when the incumbents decline to continue in those roles. Depending on the individual hired and the evolution of the role, one or both functions could be incorporated at a later date.

The Candidate

The ideal candidate will be a collaborative leader who can inspire confidence in the public, Town department heads and employees, and other government leaders. The Town Administrator should be an effective communicator, both in person and in writing. This is a public-facing position for an individual who genuinely enjoys engaging with people and marshaling available resources to solve problems, complete projects and deliver services.

Pomfret seeks applicants with public sector management experience, preferably in New England town government, though the Selectboard is also open to non-traditional candidates. An associate's degree is required, preferably in a relevant discipline. Candidates must demonstrate working knowledge of local government management, the ability to resolve conflict and solve problems, budget development and management experience, and a willingness to engage and become part of the community.

Anticipated starting salary is between \$[40,000] and \$[55,000] commensurate with qualifications and experience. Candidates should have a reasonable commuting distance as the role will require attending in-person meetings and events outside normal business hours.

The Process

A hiring committee of two Selectboard members and two members of the public will hold a first round of interviews. A second round of interviews will be held by the Selectboard and will include interactions with other employees and elected officials. Applicants will remain confidential through at least the first round. An initial review of resumes is anticipated on or about [April 15, 2026]. This position will remain open until filled.

TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION Ronanuck SOK
PHONE [REDACTED]
ADDRESS 69 Advent Hill, Hatfield, VT 05048
CONTACT PERSON Jonathan Vass PHONE [REDACTED]
LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Saskadewa St
ROUTE ON PUBLIC HIGHWAYS (attach map showing route) Link Attached
This will be same Route as years past.

TRAFFIC CONTROL (if any) yes major turns and Traffic cones
EVENT DATE(S) April 11, 20 HOUR (start) 6:00AM (end) 3: pm
ESTIMATED NUMBER OF PARTICIPANTS 150

Jonathan Vass 2-23-20
Authorized Representative Date

CONDITIONS:

Approved

Denied

Town Representative

Date

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-3861
Fax: (802) 457-8180

LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Rumruch SOK (organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: 2-23-26

Print Name: Jonathan Vass

Sign Name: Jonathan Vass

Witness: _____

TOWN OF POMFRET

APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Jonathan Vass Phone: [REDACTED] Email: Jonathan.Vass@casella.com
Mailing Address: 69 Advent Hill Rd, Hartland State: VT Zip: 05048

* * * * *

Event Name: Roxamuch 50k

Event Date(s): April 11th

Event Hours: 6am - 3pm Anticipated Attendees: 150

Event Contact Name: Jonathan Vass Phone: 413-409-7852 Email:

Has the event been held in Pomfret before? ☐ Yes ☐ No If yes, when?

Please provide a brief description of your event and its location: Ultra Run event 50k

Start/Finish Sassa down Six ~~and~~ Dirt back Roads
4mi pavement. Avg Attendance 100

Will your event involve any of the following?

- | | | |
|---------------------------------------|---|---|
| Use of a Town Highway or Right of Way | ☒ Yes ☐ No | If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us . |
| Use of other Town Property | ☐ Yes ☒ No | If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us . |
| Catering of Alcoholic Beverages | ☐ Yes ☒ No | If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov . |

Additional Requirements

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at zoning@pomfretvt.us.
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.


Applicant Signature

Jonathan Vass
Applicant Printed Name

2-23-26
Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: _____ By: _____

Zoning Permit Required? ☐ Yes ☐ No ☐ Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20____.

Selectboard Chair

Copies of approved permits to:

Chief, Pomfret-Teago Volunteer Fire Department

Head of Service, Pomfret FAST Squad



Runamuck 50k ~ Saturday April 11th
Saskadena 6 South Pomfret, Vermont
Jonathan Vass Race director

- **Site selection** – The April 11th Runamuck 50k is to be held at Suskadena Six, 247 Stage Rd. Pomfret Vt. The race is run on back country dirt roads with very minimal local traffic. The course is 27mi dirt roads, 4mi pavement. The race will begin at 8:15 am with a hard shutdown at 4pm. The course will be swept and remaining runners pulled.

- **Course Routing** – The race is run on dirt country roads with minimal local traffic. There will be signs posted at major intersections. The course and intersections will be marked with signage... Race in Progress / runners in road.

- **Course Marking** – A course map is published on our facebook page – and will be sent out along with turn by turn directions. The course will be marked with red arrows ~ signage. Signs with Red arrows will also be placed 25 yards from each turn, at the turn and 10 yards past the turn, along with an arrow every mile or as needed to assure runners they are on course.

The course will be marked Friday prior to the race and removed by Sunday morning.

- **Course Marshalls** – At least (6) Volunteer course marshals will be located throughout the course, at critical turns throughout the day, and at (2) aid stations

Aid Stations - 2 aid stations will be provided on course plus 2 additional water stops at miles 6 and 27. Runners will wear bibs that course marshals have the corresponding numbers so we can identify each runner in case of emergency. There will also be a "roving" sweeper that will loop the course.

- **Medical** – The Town of Pomfret Fast Squad and Barnard Fire Department are located on course and within a few miles of the start finish and they will be notified of the event date, sent a map of the course and turn by turn directions.

Dartmouth Hitchcock Medical Center and Mt Ascutney Hospital are located 30 minuets from the start / Finish and will be provided the date of event and a course map.. The Start/Finish and (2) aid stations will be provided full first aid kits along with bib numbers.

Here is a link to the course map. And I have attached turn by turn directions

[\[Link to course map\]](#)

- Our facebook page.
- Roving APRN / EMT will handle “on-course” logistics and sweeping and will carry first aid kit

Runamuck 50k turn by turn directions

Left on Stage Rd
Rt on Lime pond
Left on Sayer Rd
Rt on Royalton Turnpike
Rt on East Barnard rd
Rt on Broad brook Rd Aid Station #1
Left on Webster Hill
Left on Skyline dr
Rt on Allen Hill
Left on Pomfret Rd
Rt on Dana Rd
Rt on Old Kings Hwy
Left on Cloudland, Aid Station #2 (out and Back 1 mi.)
Left on Galaxy Hill Rd
Rt on Pomfret Rd
Left on Webster Hill
Left on Sayer
Left on Lime Pond
Left on Stage Rd
Rt Finish Saskadens Six 31.2 mi / 3724' vertical feet



Application ID: DLL - Application - 71183
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Management Type if LLC:
Phone: [REDACTED]
Email: info@abracadabracoffeeco.com

People Information

- **Person:** Sarah Yetter

Business Role: Business Principal
Email: info@abracadabracoffeeco.com
Business Address: 35 Wayside Rd.,
Woodstock, Vermont, 05091
US Citizen?
Political Position
Phone: **Name:** Sarah Yetter
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Sarah Yetter

Business Role: **Email:**

Partner

info@abracadabracoffeeco.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Political Position

Phone:



Name: Sarah Yetter

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

Business Role:

Business Principal

Email:

abracadabracoffee@gmail.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

6149158944

Name: Clint Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Antoinette Hunt

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Business Address:

92 Lakota Road,
Woodstock, Vermont, 05091-8139

Name: Antoinette Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Abracadabra Coffee Co.

Location Address:

35 Wayside Road,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Pomfret

Do you lease this Premises:**Health License:**

Food:15863 Rest
Lodging:

Vermont Tax Department:

100990349

Education Details

Student Name:**Training Completion Date:****Mode of Training:****Type of Training:**

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-040528

Licensee Name:

Abracadabra Coffee Co.

License Status:

License issued-renewed application

Licensee Address:

35 Wayside Road ,
Woodstock, Vermont 05091

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824

Payment and Acknowledgement

Signed by:

Sarah Yetter

Date of Submission:

2026-03-02 16:04:23

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

false





Application ID: DLL - Application - 71182
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Management Type if LLC:
Phone: [REDACTED]
Email: info@abracadabracoffeeco.com

People Information

- **Person:**
Sarah Yetter

Business Role: Business Principal
Email: info@abracadabracoffeeco.com
Business Address: 35 Wayside Rd.,
Woodstock, Vermont, 05091
US Citizen?
Political Position
Phone:
Name: Sarah Yetter
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Sarah Yetter

Business Role: **Email:**

Partner

info@abracadabracoffeeco.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Political Position

Phone:



Name: Sarah Yetter

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

Business Role:

Business Principal

Email:

abracadabracoffee@gmail.com

Business Address:

35 Wayside Rd.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

6149158944

Name: Clint Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Antoinette Hunt

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Business Address:

92 Lakota Road,
Woodstock, Vermont, 05091-8139

Name: Antoinette Hunt

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Abracadabra Coffee Co.

Location Address:

35 Wayside Road,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Pomfret

Do you lease this Premises:**Health License:**

Food:15863

Lodging:

Vermont Tax Department:

100990349

Education Details

Student Name:**Training Completion Date:****Mode of Training:****Type of Training:**

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-040692

Licensee Name:

Abracadabra Coffee Co.

License Status:

License Active - Renewal in Process

Licensee Address:

35 Wayside Road ,
Woodstock, Vermont 05091

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824

Payment and Acknowledgement

Signed by:

Sarah Yetter

Date of Submission:

2026-03-02 16:03:12

Local Application Fee:

0

State of Vermont / DLL Application Fee:

1095.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

false





Application ID: DLL - Application - 72166
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Abracadabra Coffee Co.
Business ID: 0355186
Business Address: 35 Wayside Rd.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: [REDACTED]
Management Type if LLC:
Email: info@abracadabracoffeeco.com

Foundational License (if applicable)

License Type: OCP
License Number: LP-040530
Licensee Name: Abracadabra Coffee Co.
License Status: License Active - Renewal in Process
Licensee Address: 35 Wayside Road ,
Woodstock, Vermont 05091
License Start Date: 2025-03-17
License End Date: 2026-03-17

Event Contact/s

Person:

Business Role: **Phone:**
Business Address: **Email:**
,
, ,

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Details

Start date of event:

End date of event:

Physical Location Street 1

35 Wayside Road

Physical Location Name:

Abracadabra Coffee Co.

Physical Location Street 2/Unit/Suite:

Physical Location State:

Vermont

Town Clerk/ Municipal Jurisdiction:

Pomfret

Outside Side Consumption End time:

Physical Location City/Town:

Woodstock

Landlord Name:

Landlord Email:

Do you Lease the Premises:

Business Location:

Lease Expiration Date:

Approximate Number of Persons Expected:

Outside Side Consumption Start time:

Outside Side Consumption Days Requested:

Outside Side Consumption Hours Requested:

Describe the type of event/ OCP Area:

1 acre of green space outside of the building. The designated

Physical Location Zip:

05091

Days or specific bingo date(s):

Location:

LN-026824

Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-25761	Federal Employee Identification #	LN-026824
D-25762	Meals & Rooms Tax Certificate	LN-026824

Payment and Acknowledgement

Signed by:

Date and time of Submission:

2026-03-11 16:34:49

Local Application Fee:

0

State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false





Application ID: DLL - Application - 70055
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: The Pomfret Road General Store, LLC
Business ID: 0335152
Business Address: 2035 Pomfret Road,
South Pomfret, Vermont 05067
Entity Type: Limited Liability Corporation
Phone: (802) 457-1626
Management Type if LLC: Member-managed

Email:

People Information

- **Person:**
Christine Cole

Business Role:
Business Principal

Email:

Business Address:
PO Box 158,
South Pomfret, Vermont, 05067

US Citizen?

Political Position

Phone:
8024571626

Name: Christine Cole

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Teago General Store

Location Address:

2035 Pomfret Road,
Pomfret, Vermont 05067

Local Jurisdiction/ Town Clerk:

Pomfret

Health License:

Food:11738

Lodging:

Vermont Tax Department:

MRT-10902537

Education Details

Student Name:

christine cole

Training Completion Date:

Sun Jun 01 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-020194

Licensee Name:

Teago General Store

License Status:

License issued-renewed application

Licensee Address:

2035 Pomfret Road ,
Pomfret, Vermont 05067

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-07139	Meals & Rooms Tax Certificate	The Pomfret Road General Store, LLC
D-07140	Health License	The Pomfret Road General Store, LLC
D-08687	Other	The Pomfret Road General Store, LLC
D-15930	Other	The Pomfret Road General Store, LLC

Payment and Acknowledgement

Signed by:

Robert Kimmerle

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2026-02-13 20:29:28

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 70057
Application for: Tobacco License
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: The Pomfret Road General Store, LLC
Business ID: 0335152
Business Address: 2035 Pomfret Road,
South Pomfret, Vermont 05067
Entity Type: Limited Liability Corporation
Phone: (802) 457-1626
Management Type if LLC: Member-managed
Email: [REDACTED]

People Information

• **Person:**

Christine Cole

Business Role:
Business Principal

Email: [REDACTED]

Business Address:
PO Box 158,
South Pomfret, Vermont, 05067

US Citizen?

Political Position

Phone:
8024571626

Name: Christine Cole

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Teago General Store

Location Address:

2035 Pomfret Road,
Pomfret, Vermont 05067

Local Jurisdiction/ Town Clerk:

Pomfret

Health License:

Food:11738

Lodging:

Vermont Tax Department:

MRT-10902537

Education Details

Student Name:

christine cole

Training Completion Date:

Sun Jun 01 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-020195

Licensee Name:

Teago General Store

License Status:

License issued-renewed application

Licensee Address:

2035 Pomfret Road ,
Pomfret, Vermont 05067

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-07139	Meals & Rooms Tax Certificate	The Pomfret Road General Store, LLC
D-07140	Health License	The Pomfret Road General Store, LLC
D-08687	Other	The Pomfret Road General Store, LLC
D-15930	Other	The Pomfret Road General Store, LLC

Payment and Acknowledgement

Signed by:

Date of Submission:

2026-02-13 21:00:29

State of Vermont / DLL Application Fee:

110.00

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false

Town of Pomfret Selectboard
DRAFT 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.