

Town of Pomfret Selectboard
Special Meeting Minutes
March 26, 2026

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

Public: Frank Rogers, Ellen DesMeules

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – None.
3. **Public Comment** – None.
4. **Items for Discussion or Vote**
 - a. **Town Highway Structures Grant Application** – The Selectboard reviewed an application for a VTrans Highway Structures grant to replace a culvert on Pomfret Road. Frank presented the application, which was based on the prior year's submission with updated dates, contact information, and a revised cost estimate. Based on updated pricing, the Selectboard agreed to reduce the requested amount to \$225,000. The Selectboard also discussed detour routing during construction, including potential use of Dana Road and Johnson Road. Emily moved and Marge seconded approval. Unanimous roll-call vote.
 - b. **Town Highway Class 2 Roadway Grant Application** – The Selectboard reviewed an application for a VTrans Class 2 Roadway grant for paving on Pomfret Road. The Selectboard discussed the applicable road segment, noting that the precise location will depend on the results of the ongoing engineering study. The application was amended to include a note that the location may shift pending results of the engineering study, expected to be complete in summer 2026. Emily moved and Marge seconded approval of the application as amended. Unanimous roll-call vote.
 - c. **SFY27 Municipal Road Grant-in-Aid Letter of Intent** – The Selectboard reviewed a letter of intent for state fiscal year 2027 Municipal Road Grant-in-Aid funding to support continued roadside ditching. Frank confirmed the letter was ready to submit. Emily moved and Marge seconded approval. Ben will sign and submit the letter of intent to VTrans on behalf of the Selectboard. Unanimous roll-call vote.
 - d. **Certification of Compliance Update (Codes and Standards)** – The Selectboard took up the VTrans Certification of Compliance with Codes and Standards again. Ben explained that after the Selectboard's prior submission – which had checked "no" for optional standards, consistent with the town's 2019 practice – VTrans called to advise that doing so could reduce FEMA disaster relief eligibility in the event of a declared disaster. VTrans recommended that the town check "yes" for all standards, given that Frank confirmed Pomfret already abides by them. The Selectboard reviewed Section 6 of the updated form and, with Frank's input, revised the sub-base specifications: for gravel roads, from 15 inches with a 3-inch top course to 18 inches with a 6-inch top course; and for paved roads, to an 18-inch sub-base. The Selectboard also left blank a field calling for the date of adoption of town-specific standards, as Pomfret has not adopted separate local standards. Marge moved and Emily seconded approval. Unanimous roll-call vote.
 - e. **Town Administrator Job Description** – Ben presented a revised draft job description incorporating changes discussed at the prior meeting. The Selectboard discussed the scope of the position at length. Topics included: the expectation that

the position will be full-time and the associated budget implications, given that the FY2027 budget line was set at \$59,500 against a proposed salary range of \$65,000–\$80,000; whether highway payroll could appropriately be used to offset a portion of the cost given the administrative duties the position would perform for the highway department; the appropriate balance between supporting the Selectboard, assisting the Town Treasurer, and assisting the Town Clerk; and the hiring process. With respect to the hiring committee, the Selectboard agreed to remove the provision for two members of the public on the first-round interview committee, on the grounds that the position is an internal support role requiring specialized understanding of municipal operations. The Selectboard agreed that the description should be pared down and made more concise, and that support for the Town Clerk and Town Treasurer should be elevated to a more prominent position in the description, with language underscoring that such support will be substantial. Discussion to continue at the April 1 meeting.

- f. **Liquor License Renewal (Woodstock Resort Corporation)** – The Selectboard reviewed three liquor license renewal applications for the Woodstock Resort Corporation at Saskadena Six, covering beer and wine for on-premises consumption, liquor for on-premises consumption, and liquor for outside consumption on the deck. Emily moved and Marge seconded approval of all three renewals. Unanimous roll-call vote.

5. **Meeting Wrap Up**

- a. **Correspondence** – Emily forwarded an opioid settlement distribution. An email was received from Keri Bristow, a Woodstock resident organizing 250th anniversary events planned for July 3–5, 2026, requesting volunteers and financial contributions. Ben forwarded the email to Pomfret's 250th Anniversary Committee, which is already in contact with the Woodstock organizing committee. The Selectboard agreed that the 250th Anniversary Committee is the appropriate channel for coordination on this matter. Hartford circulated a draft Local Hazard Mitigation Plan (LHMP) to adjacent towns for review and comment, with feedback requested by the end of April. Kevin Rice, Pomfret's Emergency Management Director, is coordinating the review with assistance from a neighbor with relevant expertise. Marge will follow up with Kevin. Ben will coordinate with Preston Bristow, zoning administrator, on a potential driveway access permit.
- b. **Review of Assignments** – Ben will submit the VTrans grant applications, notify Becky of the liquor license renewals, and follow up with Preston regarding the access permit matter. Marge will follow up with Kevin regarding the Hartford LHMP review and send input on the Town Administrator job description ahead of the next meeting.
- c. **Agenda for Next Meeting** – Town Administrator job description; appointment of officers; LHMP/LEMP; dust control and winter liquids.

6. **Executive Session**

- a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous roll-call vote. The Selectboard entered executive session at 8:21 pm.
- b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous roll-call vote. The Selectboard exited executive session at 8:46 pm.

- 7. **Personnel Matter** – Ben moved and Marge seconded that the Town of Pomfret terminate the employment of the road crew member discussed in executive session, effective

March 27, 2026, and that the chair be authorized to notify the employee of the same in writing on behalf of the Selectboard. Unanimous roll-call vote.

8. **Adjournment** – Emily moved and Marge seconded that the meeting be adjourned. Unanimous roll-call vote. The meeting was adjourned at 8:47 pm.