

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
July 15, 2026, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Town Plan Public Hearing	7:05 pm
4. Public Comment	
5. Road Foreman Report	8:05 pm
6. Items for Discussion or Vote a. Residential Driveway Application (426 Sessions Meadow) b. Right-of-Way Crossing Permit Application (545 Starbuck) c. Replacement for Engine 1 (RFP) d. Truck #1 Replacement RFP e. Sealing Town Office Parking Lot f. Highway Operator Job Description g. WCSD Patrol Contract Renewal h. Selectboard Vacancy Update i. FY 2027 Tax Rates j. Warrants k. Approval of July 1, 2026 Minutes	8:15 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:30 pm
8. Proposed Executive Session – Employment of Public Employees	
9. 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

Item 3
Town Plan Update

available at

https://pomfretvt.us/index.php/download_file/2894/

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT (Application fee of \$100 payable to Town of Pomfret)

Access Road Type (check one): ☒ Private Drive* ☐ Agricultural ☐ Forestry

Applicant Name: Christopher Raynolds Trustee
Harold Raynolds Jr Trust Phone: [REDACTED] Email: [REDACTED]

Applicant Mailing Address: 426 Sessions Meadow, Woodstock (Pomfret) State: VT Zip: 05091

(Complete only if Applicant is not the Landowner)

Landowner Name: _____ Phone: _____ Email: _____

Landowner Mailing Address: _____ State: _____ Zip: _____

The undersigned Applicant requests permission to develop, construct, or change the grade of the access road type indicated above.

Access Road Location: on the west (cardinal direction) of Sessions Meadow (town highway name)
at approximately 500 (feet) from the intersection of south of 740 Sessions Mdw (nearest town highway intersection).

Please provide a brief description of the work to be done: _____

Location of driveway is 500 feet south of 740 Sessions Mdw driveway down hill, running west just under half way down the hill. The driveway entrance is 90 degrees to Sessions Meadow and is marked by 3 white flags on either side, and single white flags running into the woods.

Work to be done:

1. Remove trees at road edge to provide 155 ft line of sight both ways at driveway entrance
2. Install 18 inch culvert at road edge draining to already present under road culvert exit down hill
3. Install 24 inch culvert 20 feet from road edge to provide drainage from swales up hill
4. Level driveway entrance and use bank run gravel to build flared driveway entrance

Please see map on last page for sketch.

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, or grade changed access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A \$100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the Applicant or its agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

* Each residence is limited to one driveway access.

Design Standards¹

1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5 feet on the drive at a point 15 feet back from edge of the traveled way (when entering upon paved portions of town highways) or 10 feet back from edge of the traveled way (when entering upon any other portion of a town highway). The "posted speed" shall be deemed to be 45 mph (when entering upon an unposted Class 2 highway) or 25 mph (when entering upon any other unposted highway).

Minimum Sight Distance

<i>Posted Speed (mph)</i>	<i>Minimum Sight Distance (feet)</i>
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if deemed necessary by the Selectboard or its designee and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

The undersigned Applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or changing the grade of the access road within one year of the date of approval. If Applicant is not the Landowner, Applicant has provided the Landowner with a copy of this completed Application and obtained the Landowner's signature below.


Applicant Signature

Christopher Reynolds
Applicant Printed Name

6/10/2026
Date

(Complete only if Applicant is not the Landowner)

The undersigned Landowner acknowledges they have received a copy of this completed Application.

Landowner Signature

Landowner Printed Name

Date

[Remainder of page intentionally blank. Application form continues on next page.]

¹ Any of the standards listed herein may be waived or varied upon the Applicant's request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

OFFICIAL USE ONLY

Application fee of \$100 received on _____, 20____ by _____.

Culvert Required (*min. 18-inch diameter*)? ☐ Yes ☐ No

Additional conditions, standards and restrictions; waivers of design standards (if any):

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner

Selectboard Chair

FINAL APPROVAL. The work described in this permit has been constructed in accordance with the above conditions, standards and restrictions and is acceptable under State and local regulations.

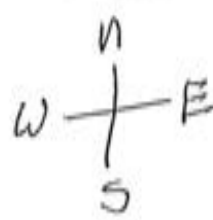
Road Commissioner

Selectboard Chair

Date

Form adopted by the Pomfret Selectboard June 21, 2023. Supersedes all prior dated forms.

74D Sessions Mdw.

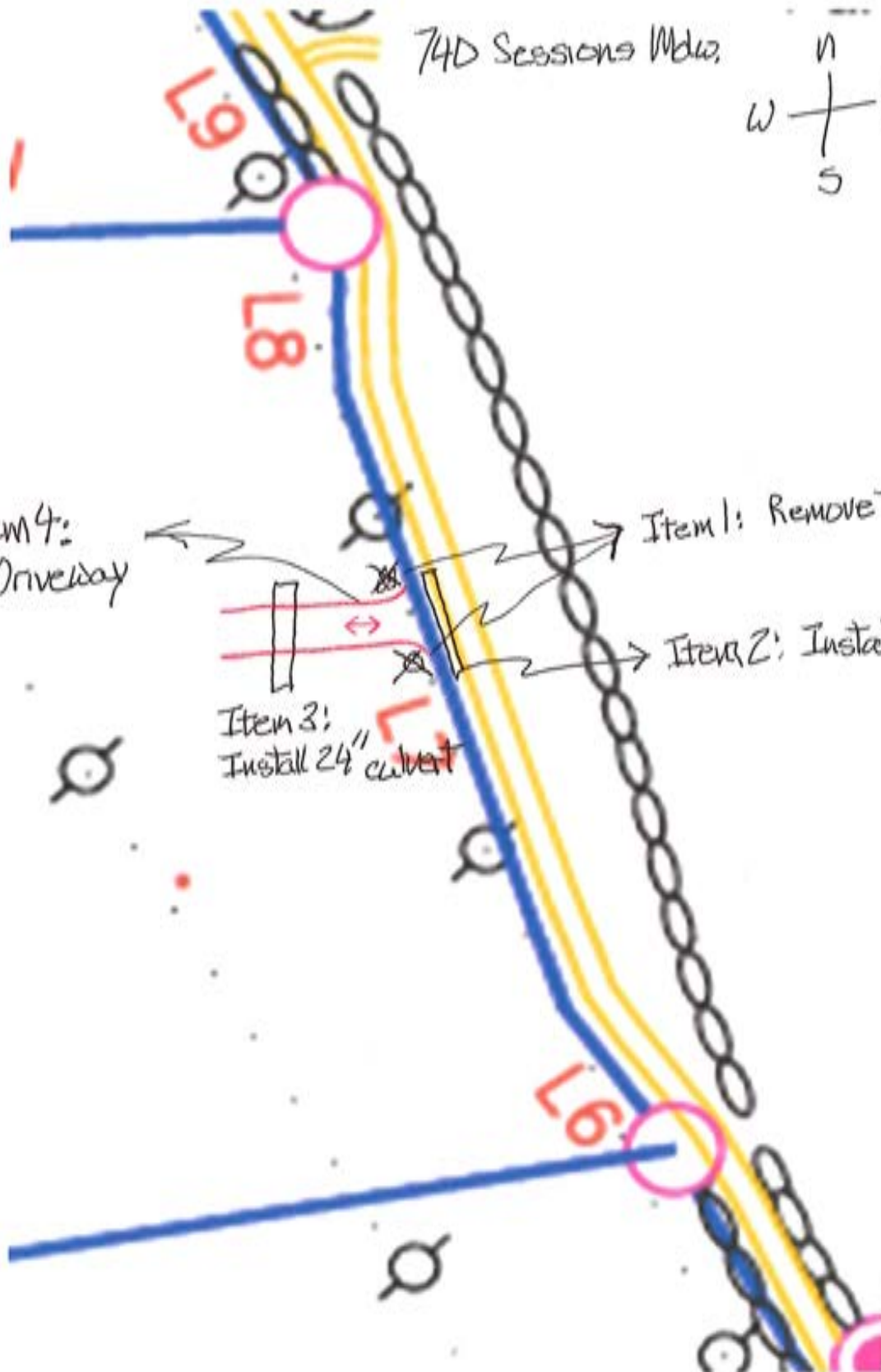


Item 4:
Driveway

Item 1: Remove trees

Item 2: Install 18" culvert

Item 3:
Install 24" culvert



APPLICATION FEE WILL BE PAID BY CREDIT CARD BY CALL IN FROM:

DANIEL OR KIMBERLY MICHAUD

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY RIGHT-OF-WAY CROSSING PERMIT

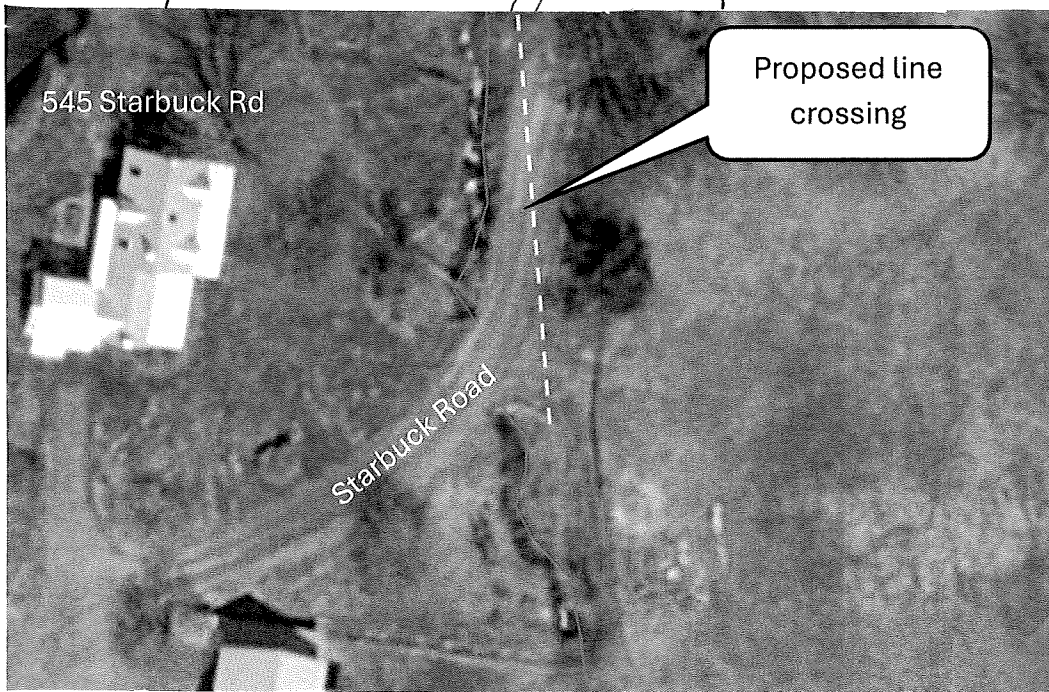
(Application fee of \$100 payable to Town of Pomfret)

Landowner Name: David + Tamela Dorrance Phone: [REDACTED] Email: [REDACTED]
Street Address: 545 Starbuck Road State: VT Zip: 05053

The undersigned requests permission to cross over / under (circle one) the right-of-way of _____ (road name)
at End of town maintained portion of Starbuck Road immediately downhill of the creek culvert crossing (describe precise location)
for the purpose of a PVC pipe to allow crossing of sap line (describe specific purpose).

The crossing will be approximately 2650 (feet) from the intersection of Pomfret Rd + Starbuck Rd (nearest intersection).

A 6" diameter PVC pipe would be buried across 60 to 70 feet of the Town Right-of-Way to allow crossing of a sap collection line.



The following standards, restrictions and conditions shall apply to all crossings of a town right-of-way unless waived in writing:

1. Applicant shall contact Dig Safe at 811 at least 48 hours before, but not more than 30 days before, starting excavation activities at any location.
2. All work in the right-of-way shall be performed during daylight hours and shall cease on weekends, holidays, during severe weather events, and between December 1 and April 15, maintenance and emergency repairs excepted.
3. Applicant shall be responsible for all damages to persons, public or private utilities and property resulting from any work done under this permit, even if the Applicant's contractor performs the work.
4. Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.
5. All excavation and backfilling shall be done under the supervision and to the specification of the town's designated agent.
6. Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.
7. Applicant shall do no work nor place any structures or obstacles in the right-of-way, except as authorized by this permit.
8. Applicant shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the right-of-way caused by the permitted work, for a minimum of eighteen (18) months after final inspection by the Town.

Additional standards, restrictions or conditions:

The applicant agrees to adhere to the standards, restrictions and conditions forming a part of this permit.

David Dorrance David Dorrance 6/30/26
Applicant Signature Applicant Printed Name Date

Application fee of \$100 received on July 1, 2026 by [Signature] J#154

This permit is issued in accordance with 19 V.S.A. 1111(c) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the right-of-way crossing within one year of the date of approval.

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner Selectboard Chair

FINAL INSPECTION. The work described in this permit has been constructed in accordance with the above standards, restrictions and conditions and is acceptable under State and local regulations.

Road Commissioner Selectboard Chair Date

info about tax rates, first AP warrant

Ellen DesMeules <Treasurer@pomfretvt.us>

Wed, Jul 1, 2026 at 3:06 PM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, "John Peters Jr." <john.peters@pomfretvt.us>, Emily Grube <Emily.Grube@pomfretvt.us>, Eric Chase <eric.chase@pomfretvt.us>, Cynthia Hewitt <cynthia.hewitt@pomfretvt.us>

Hi all, State sent out the education tax rates today. A page is attached showing Pomfret on that list. I also ran the tax calculator in NEMRC for town taxes, and have provided those pages.

My equation for the amount to raise is: 1,505,180, per item 4 of this years town meeting warrant, minus the use of fund balance to reduce taxes of 66,998 from item 17 of same warrant plus the appropriations from items 6 to 16 of the warrant (81,329) to arrive at the amount needed of \$1,519,511. I am hoping someone else will calculate amount needed, to double check me. This means the following total tax rates: residents: 2.1795 and non-res: 1.8618. (no change in local agreement rate) Last year's rates were: town rate .3973, resid ed 1.6511, non-res ed 1.3431, total tax rates of 2.0492 and 1.7412 respectively. I left copies with the red folder.

I have received the State download of education tax assistance payments, so I am ready to print tax bills as soon as the rates are finalized (and I pick up the paper to print them on...) which will be early next week.

Also, I added the truck purchase bill back into the bills, so I have 300,000 in the checking account and bills for 270,000. I will need to transfer more money to the operating account to cover all that if the truck payment gets mailed. I am planning to hold all this mail until Monday. Ellen

Have a nice 4th weekend.

Ellen DesMeules

Pomfret Treasurer

802-457-3861

treasurer@pomfretvt.us

M-W-F 8:30-2:30

Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).

edesmeules:Session#60:TOP2024-2:edesmeules

Tax Calculation

Calculation Properties

2 Payments
Exactly Even Method
One Grand List Unit Equals 100 Dollars

State Pmts Equally Applied

Due Dates

Payment 1 08/21/2026
Payment 2 02/05/2027

Education Tax Parameters

[Click Here to Find Your Ed Tax Rates On-Line](#)

Download Education Rates
Last Download: 07/01/2026

Manually Enter Rates

$Schl\ Cd\ 154\ CLA = 0.8154\ SA = 0.7033\ CLA + SA = 1.1594$
 $District\ Rate / (CLA + SA) = Homestead\ Ed\ Rate$
 $Schl\ Code\ 154\ 2.0113 / 1.1594 = 1.7348$
 $State\ Rate / (CLA + SA) = NonHmstd\ Ed\ Rate$
 $Schl\ Code\ 154\ 1.6430 / 1.1594 = 1.4171$

Waive Late Homestead Declaration Penalty? ☐

Low Education Penalty Rate (default 3.00) 3.00
High Education Penalty Rate (default 8.00) 8.00

Tax Rate Calculator

Rate Description	Rate
Rate 0 TOWN TAX	0.4439
Rate 1 LOCAL AGREEMENT	0.0008
Rate 2	0.0000
Rate 3	0.0000
Rate 4	0.0000
Rate 5	0.0000
Rate 6	0.0000
Rate 7	0.0000
Rate 8 HOMESTEAD ED.	1.7348
Rate 9 NONHOMESTEAD ED.	1.4171
Nonhomestead 1.8618	Homestead 2.1795

Calculate

Cancel

edesmeules:Session#60:TOP2024-2:edesmeules

Tax Calculation

Calculation Properties

Tax Rate Calculator

Main Grand List

	Rate Description	Local Agree	Muni Rate	Sch Const	Vill Fire	Rate		Grand List	Amount to be Raised	
Rate 0	TOWN TAX	☐	☐	☐	☐	0.4439	Calc	3,422,981	1,519,511	Calc
Rate 1	LOCAL AGREEMENT	☐	☐	☐	☐	0.0008	Calc	3,422,981	2,602	Calc
Rate 2		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc
Rate 3		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc
Rate 4		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc
Rate 5		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc
Rate 6		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc
Rate 7		☐	☐	☐	☐	0.0000	Calc	3,422,981	0	Calc

Total Rate

0.4447

Total amt to be raised

1,522,113

Calculate all amounts to be raised based on rates

Calc all rates based on amt. to be raised

Local Agreement Report

Set Rates

Cancel

My Help

Low Education Penalty Rate (default 8.00)

8.00

Calculate

Cancel

World Cup cov...
RIFA World Cup...

Windows taskbar icon

Search

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email chloe wexler

School Code	Town	2026			District Homestead	State Nonl
		CLA	SA	CLA + SA Reappraisal		
153	Plymouth	45.44%	70.33%	0.6461	2.0113 3.1130	1.643 2.54
154	Pomfret	81.54%	70.33%	1.1594	~~2.0113~~ 1.7348	1.643 1.4171
155	Poultney	61.14%	70.33%	0.8693	1.2228 1.4066	1.643 1.89
156	Pownal	67.14%	70.33%	0.9546	1.3957 1.4621	1.643 1.72
157	Proctor	100.00%	70.33%	1.4219	Yes 1.2228 0.8600	1.643 1.15
158	Putney	94.33%	70.33%	1.3412	1.7158 1.2793	1.643 1.22
159	Randolph	94.93%	70.33%	1.3498	1.6529 1.2246	1.643 1.21
160	Reading	92.25%	70.33%	1.3117	2.0113 1.5334	1.643 1.25
161	Readsboro	68.40%	70.33%	0.9726	1.6178 1.6634	1.643 1.68
162	Richford	90.41%	70.33%	1.2855	1.2159 0.9459	1.643 1.27
163	Richmond	85.30%	70.33%	1.2129	1.5671 1.2920	1.643 1.35
164	Ripton	100.92%	70.33%	1.4349	1.5524 1.0819	1.643 1.14
165	Rochester	52.05%	70.33%	0.7401	1.3963 1.8866	1.643 2.22
166	Rockingham	98.47%	70.33%	1.4001	1.3416 0.9582	1.643 1.17
167	Roxbury	66.67%	70.33%	0.9480	1.5143 1.5974	1.643 1.73
168	Royalton	100.00%	70.33%	1.4219	Yes 1.3642 0.9594	1.643 1.15
169	Rupert	59.05%	70.33%	0.8396	1.3746 1.6372	1.643 1.95
170	Rutland City	57.70%	70.33%	0.8204	1.3473 1.6422	1.643 2.00
171	Rutland Town	60.64%	70.33%	0.8622	1.3501 1.5659	1.643 1.90
172	Ryegate	65.06%	70.33%	0.9251	1.6882 1.8249	1.643 1.77
177	Salisbury	89.46%	70.33%	1.2720	1.5524 1.2204	1.643 1.29
178	Sandgate	70.93%	70.33%	1.0085	1.0307 1.0220	1.643 1.62
179	Searsburg	92.27%	70.33%	1.3120	1.4305 1.0903	1.643 1.25
180	Shaftsbury	100.00%	70.33%	1.4219	Yes 1.3864 0.9750	1.643 1.15
254	Shaftsbury ID	100.00%	70.33%	1.4219	Yes 1.2126 0.8528	1.643 1.15
181	Sharon	62.03%	70.33%	0.8820	1.4487 1.6425	1.643 1.86

Town of Pomfret Selectboard
DRAFT Meeting Minutes
July 1, 2026

Present: Benjamin Brickner, John Peters, Eric Chase, Emily Grube

Public: Frank Rogers, Cynthia Hewitt, John Moore, AJ Stevens, Art Lewin, Doug Tuthill, Mike Doten, Greg Olmstead, Neil Lamson, Michael Miller, Jack Peters, Kevin Rice

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and John seconded removing the following items from the agenda: 5H (Residential Driveway Application), 5J (Town Line Sign Restoration), and 5K (Town Hall Railing Installation Estimate). Unanimous.
3. **Public Comment** – John Moore shared a letter from Neil Ryan commenting on the regional plan. John urged landowners to attend the Planning Commission meeting on July 28, 2026. The Planning Commission will provide recommendations to the Selectboard ahead of its July 15, 2026, meeting. Ben thanked Steve Chamberlin for his seven years of service to the Selectboard and welcomed Eric Chase to the Selectboard. A listserv announcement has been posted asking prospective candidates for the remaining vacancy to share their interest by July 13 and attend the July 15 meeting.
4. **Road Foreman Report** – Frank reported that he expects to finish grading next week and that gravel road-side mowing is progressing. The road crew will soon begin work on shoulder repairs. Frank requested permission to hire flaggers for the upcoming Howe Hill shoulder work; the Selectboard approved this request.
5. **Items for Discussion or Vote**
 - a. **Fire Department Truck Purchase** – Greg Olmstead proposed an upgrade for communications equipment and necessary repairs to the repeater to protect it against weather. John moved and Eric seconded approval of work by Beltronics in the amount of \$5,102.00, to be paid from the Communications Reserve. Unanimous. The Fire Department also expressed interest in paving the Teago driveway. The Selectboard suggested they issue a Request for Proposals (RFP) to obtain a second quote, as required by the town purchasing policy.
 - b. **Pomfret Road Reclamation Engineering Contract** – VHB submitted a contract for additional scope beyond the base contract. John moved and Emily seconded approval of the base contract for \$67,467. Eric moved and John seconded approval of the additional scope for \$10,000. Unanimous.
 - c. **Purchase of New Highway Truck** – Frank received a trade-in figure of \$45,000 for the existing Truck #3 (a six-wheeler), which is only six years old. Emily suggested the town consider keeping the vehicle as a spare since it remains in good working condition. Frank will begin work on an RFP to replace Truck #1, an International 10-wheeler.
 - d. **Structures Grant (Pomfret Road Culvert #59)** – An RFP using the existing engineering plan will be submitted in the fall for work scheduled in the summer of 2027.
 - e. **Highway Maintenance Contracting** – Eric suggested that Frank develop a list of pre-approved contractors and operators for urgent needs. This will help the town collect data to compare prices for in-house versus contracted services, particularly

given frequent vacancies on the road crew. Eric will assist Frank in developing this list.

- f. **Road Crew Member Hiring** – Frank will create a job description for an Operator to advertise the vacancy at the next meeting on July 15, 2026.
 - g. **Fall Foliage Traffic Management** – Mike Doten reported that Cloudland Road residents will reimburse the town for any missing road signs. Mike will attend the Woodstock Selectboard meeting to seek their approval and will report back to Pomfret at the August 5 meeting. Frank will proceed with ordering the necessary road signs.
 - h. **FY 2027 Cost of Living Adjustment** – Ben reported that the Consumer Price Index (CPI) Northeast Region cost of living adjustment (COLA) calculation is 3.3%. John moved and Emily seconded that all hourly employees receive a 3.3% COLA effective July 1, 2026. Unanimous.
 - i. **250th Anniversary Committee Expenditures** – The Selectboard approved expenditures of \$320 for cookbooks and \$550 for hats to be sold for the 250th birthday celebrations. All proceeds will benefit the restoration of the Town Hall and the erection of a Veterans' Memorial. John moved and Emily seconded approval. Unanimous roll-call vote.
 - j. **Warrants** – Emily moved and John seconded approval of the following warrants for payment, noting the removal of a Blacktop payment from warrant 26124:

26120	\$ 18,352.86	Payroll
26123	404.04	Payroll
26124	59,776.12	A/P
27001	268,055.46	A/P

Unanimous.
 - k. **Approval of June 17, 2026 Minutes** – Emily moved and John seconded approval of the minutes of the June 17, 2026 special meeting as presented. Unanimous.
6. **Meeting Wrap Up**
- a. **Correspondence** – Personnel met with Green Mountain Power (GMP) at Wild Apple Road regarding a new driveway permit. An abutter has requested that additional connections be moved underground; the final determination is pending.
 - b. **Review of Assignments** – Ben to submit VHB contracts and sign the Datamann contract; Frank to develop an operator job description and work with Eric to prepare a list of approved contractors; Cynthia will inform Ellen of the Beltronics contract approval, the removal of the Blacktop payment, and the 3.3% COLA increase.
 - c. **Agenda for Next Meeting:** Town Plan Hearing, approval of Planning Commission letter, Truck #1 RFP, and Operator job description.
7. **Executive Session**
- a. Ben moved and John 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 8:45 pm.
 - b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous roll-call vote. The Selectboard exited executive session at 8:56 pm.
8. **Adjournment** – Emily moved and John seconded that the meeting be adjourned. Unanimous roll-call vote. The meeting was adjourned at 8:57 pm.