

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
September 2, 2026, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Proposed Executive Session – Pending Civil Litigation	7:05 pm
4. Public Comment	
5. Road Foreman Report	
6. Items for Discussion or Vote a. Town Garage Land Acquisition b. Truck #1 Replacement RFP c. Disposition of Truck #3 d. New Dana Road Highway Access e. Large Event and Roadway Event Permit Application (ArtFest) f. Replacement for Fire Engine 1 (RFP) g. Building Communities Grant h. Small Scale Local Highway Safety Grant i. Municipal Response to Reappraisal Order j. Nomination for VT Community Leadership Summit k. 250th Anniversary Committee Update l. Town Administrator Selectboard Priorities m. Fuel Contracts n. Warrants o. Approval of August 19, 2026 Minutes	7:45 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:15 pm
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

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: Artistree c/o Michelle Bui Phone: 802.457.3500 Email: events@artistreevt.org
Mailing Address: P.O. Box 158, Pomfret Rd, S. Pomfret State: VT Zip: 05067

* * * * *

Event Name: ArtFest & Celebrate Pomfret 250 x Artistree

Event Date(s): Saturday, October 3, 2026

Event Hours: 11:00 a.m. - 4:00 p.m. Anticipated Attendees: 350+

Event Contact Name: Michelle Bui Phone: 802.457.3500,x112 Email: events@artistreevt.org

Has the event been held in Pomfret before? ☒ Yes ☐ No If yes, when? 9/21/2025

Please provide a brief description of your event and its location: _____

~~Annual thank you to the community featuring free live music, bounce house, art activations for people of all ages, & food by local organizations & businesses. This year's event will also celebrate Pomfret's 250 anniversary with the participation of Abbott Library, Pomfret Town Hall, Teago General Store, Mt. Tom Farmers' Market, a film screening with filmmaker Jay Craven. The event is intended to bring the community together while highlighting Pomfret's rich agricultural and artistic history.~~

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

Michelle Bui

Applicant Printed Name

8/17/2026

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

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 Artistree Community Art Center c/o Michelle Bui

PHONE [REDACTED]

ADDRESS 2095 Pomfret Rd, S. Pomfret, VT 05067

CONTACT PERSON Michelle Bui PHONE 802.457.3500 x112

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Library St, S. Pomfret

ROUTE ON PUBLIC HIGHWAYS (attach map showing route) _____

TRAFFIC CONTROL (if any) (2) Artistree Traffic Controllers; Signs & barricades requested from Frank

EVENT DATE(S) Sat, 10/3/2026 HOUR (start) 11:00 a.m.* (end) 4:00 p.m.

ESTIMATED NUMBER OF PARTICIPANTS 350+

 _____
Michelle Bui
Authorized Representative
8/17/2026
Date

CONDITIONS:

Approved Denied Town Representative Date

***Kindly note that though the active event hours are from 11:00 a.m - 4:00 p.m, we request permission to close the road from 8:30 AM to 4:30 PM to allow for setup and striking of equipment. Thank you!**

**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, Artistree Community Art Center (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: 8/17/2026

Print Name: Michelle Bui

Sign Name: 

Witness: _____

Building Communities Grants - Now Open for 2026-2027 Due: September 30, 2026

1 message

Ari Lattanzi <alattanzi@trorc.org>

Tue, Aug 25, 2026 at 10:58 AM

Good morning Selectboard Chairs, Town Administrators and Town Managers,

Reaching out to make sure you are aware of this grant opportunity from the VT Building and General Services Department.

The Building Communities Grants are up to \$25,000 support construction and capital improvements to strengthen Vermont towns and regions. All grants require matching funds, and community-supported fundraising efforts are encouraged. This year's deadline is September 30, 2026, and grants will be awarded in November.

All the best,

Ari

Ari Lattanzi

(she/her | AH-ree Lah-TAHN-zee)

Regional Planner | Two Rivers-Ottauquechee Regional Commission

128 King Farm Road | Woodstock, Vermont 05091

O: 802-457-3188 x3012 | C: 802-377-3413



trorc.org | [TRORC Facebook](#) | [TRORC YouTube](#)

[Regional Plan Update](#) | [TRORC ArcGIS Online Portal](#)

This email is a public record. It is not intended as legal advice.

Greetings!

Applications are now open for the Building Communities' Grants Program, administered by the Vermont Department of Buildings and General Services (BGS). These grants of up to \$25,000 support construction and capital improvements to strengthen Vermont towns and regions.

This year's application deadline is September 30, 2026, and grants will be awarded in October or November. To find the application materials and for more information on these and other grant opportunities, please visit our website at the following address: <https://bgs.vermont.gov/commissioner/building-communities-grants>

Please feel free to share this information with organizations you believe would be good candidates for these awards.

***Please note** – I will be out of the office August 17 – 21, 2026. I will answer grant questions upon my return in the order that they were received.

Best,

Shaina Lyon | Executive Administrative Assistant

Commissioners Office

Vermont Department of Buildings and General Services

[133 State St](#), 5th Floor, Montpelier, VT, 05633-5801

802-828-3519 office

802-522-5704 cell

www.bgs.vermont.gov



BCG_Applications Announcement_08.15.2026.pdf

79K

For Immediate Release

August 15, 2026

Contact

Shaina Lyon, BGS Commissioner's Office
(802) 828-3519 | Shaina.Lyon@Vermont.gov

\$900,000 IN STATE GRANTS AVAILABLE TO VERMONT COMMUNITIES FOR FISCAL YEAR 2027
Program supports recreation, human services, and economic development projects

Montpelier, Vt. – Applications are now open for the Building Communities Grants program, administered by the Vermont Department of Buildings and General Services (BGS). These grants of up to \$25,000 support construction and capital improvements to strengthen Vermont towns and regions. All grants require matching funds, and community-supported fundraising efforts are encouraged. This year's deadline is September 30, 2026, and grants will be awarded in November.

"I am incredibly excited to announce the opening of applications for this year's Building Communities' Grants," said BGS Commissioner Wanda Minoli. "We have seen how much these grants mean to our communities throughout the many years of administering the grants. From improving the quality of life in human service and health care facilities, to helping businesses create and retain employment opportunities, these grants have a profound influence on the lives of Vermonters.

The grants are awarded to non-profit organizations, regional economic development organizations, and municipalities. The grant categories include human services, educational, recreational facilities, and regional economic development, and are for the costs associated with the construction and capital improvements to support and strengthen Vermont towns and regions.

The award of the grants is competitive; the application process has been designed to be simple and straightforward to reduce the administrative burden on communities. Details and applications are available on the Department of Buildings and General Services website:

<https://bgs.vermont.gov/commissioner/building-communities-grants>

###

PROJECT: STATEWIDE HSIP(17)

GRANTEE / MUNICIPALITY:

DATE:

This memo serves to verify that the Town/Municipality has reviewed their proposed scope of work contained within their application for a 2026 Small Scale Local Highway Safety Improvement Program (HSIP) grant, and certifies the following:

- No acquisitions of land or rights is necessary as all construction will be within the existing Town/Municipality controlled right-of- way.
- There are no known conflicts with existing aerial and/or subsurface utilities as a result of construction activities under this grant, and no utility adjustments and/or relocations are required.
- There are no known impacts to existing railroad infrastructure and/or operations as a result of construction activities under this grant.
- The signer of this document is authorized to represent the Town/Municipality.

Signature

Date

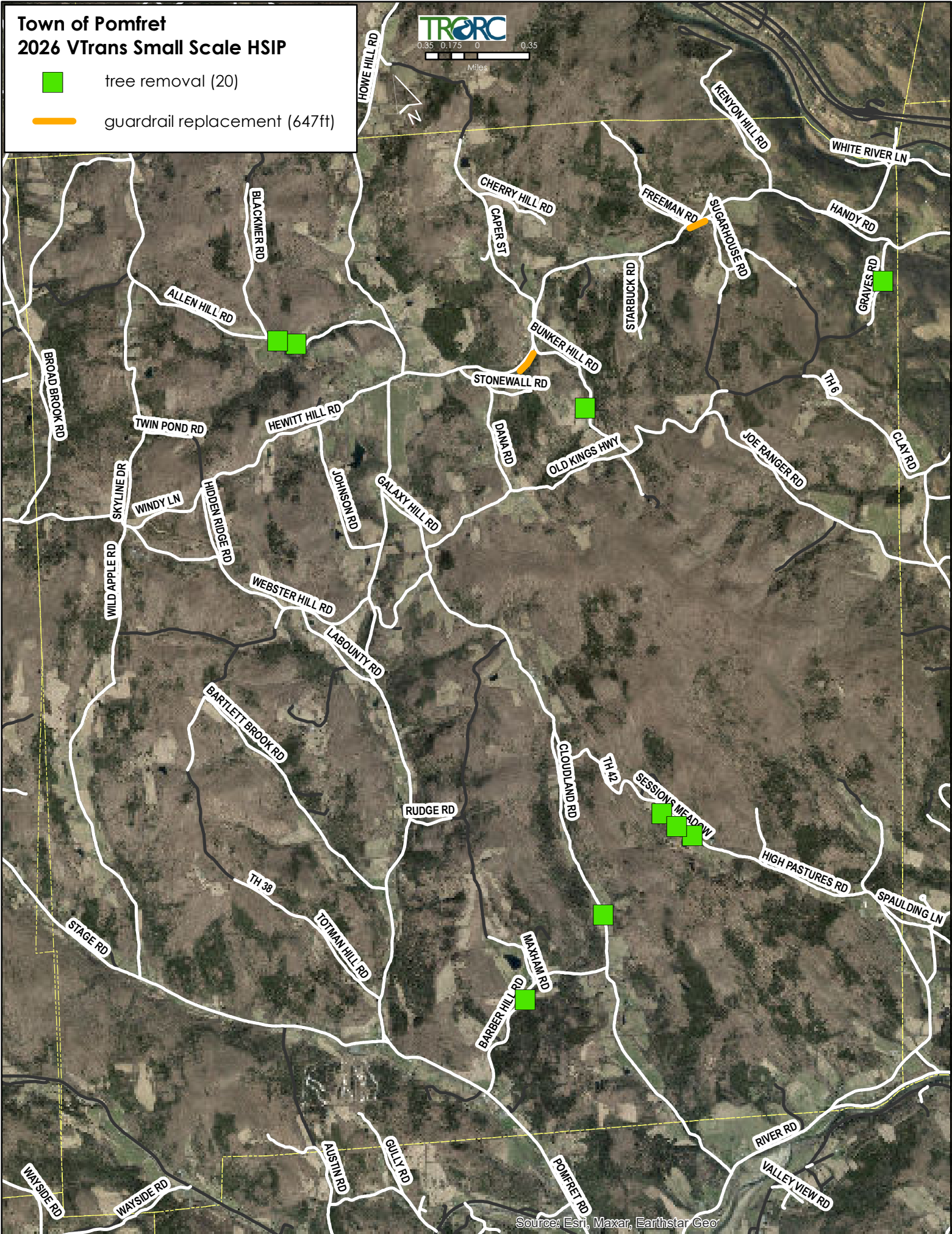
Printed Name

Title

Town of Pomfret
2026 VTrans Small Scale HSIP



-  tree removal (20)
-  guardrail replacement (647ft)



Source: Esri, Maxar, Earthstar Geo



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

June 29, 2026

Pomfret Municipal Officials
5218 Pomfret Rd North Pomfret, VT 05053

You are receiving this letter because the Vermont Department of Taxes is notifying towns required to reappraise Education Grand List properties. Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise. Additionally, Act 68 of 2023 requires Vermont towns to conduct a full reappraisal every 6 years starting January 1, 2025. Regardless of reappraisal order status towns should prepare to adhere to this 6-year schedule.

Based on the results of the 2025 Equalization Study, the COD in Pomfret was outside the acceptable parameters, and therefore, an order to reappraise is issued. The municipal CLA was 81.54% and COD was 22.27%. The last year of reappraisal in Pomfret was 2023.

What do you need to do?

1. **Please provide this information to your Board of Listers or Assessor.** Additional information about reappraisals, required forms, reappraisal rules, PVR guidance and helpful resources can be found on the Tax Department website at: <https://tax.vermont.gov/municipal-officials/listers-and-assessors/reappraisals>. Please reach out to PVR/your District Advisor with any additional questions.
2. **Within 30 days respond** to this order to indicate receipt of order and intention to develop a detailed compliance plan. A response form is attached. The response must be signed by the chair of the legislative body of the municipality or their designee. If contesting the order, a response in writing is required.
3. **Plan a reappraisal as soon as possible.** Work with PVR/your District Advisor and send a completed detailed compliance plan, Form RA-308, within 150 days of this order. Based on the date of this order the town response is due by Wednesday, November 26, 2026.

If your municipality has already voluntarily scheduled a reappraisal and submitted a detailed compliance plan (Form RA-308), a municipal response within 30 days is still required to indicate receipt and acknowledgement of the order. The municipality does not need to resubmit Form RA-308. The municipality should check in with their District Advisor (DA) about the status of the reappraisal. If any details or the timeline of the reappraisal has changed, please send updated information.

Send communications to: tax.pvr@vermont.gov and your DA (electronic submissions are preferred)
Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal, 133 State Street FL 1,
Montpelier, VT 05633

Sincerely,

Jill Remick, Director, Property Valuation and Review
cc: Selectboard, Board of Listers/Assessor



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Pomfret Municipal Response to Reappraisal Order

Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise.

Based on the results of the 2025 Equalization Study the COD in your municipality was outside the acceptable parameters, and therefore, an order to reappraise was issued.

This response acknowledges the municipalities receipt of the reappraisal order. The municipality will work towards submitting a reappraisal compliance plan (Form RA-308) within 150 days of the date of order.

The response must be signed by the chair of the legislative body of the municipality or their designee.

Signature

Date

Please return response to:

tax.pvr@vermont.gov and your District Advisor (electronic submission preferred)

Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal,
133 State Street FL 1, Montpelier, VT 05633

Reminder for Town Nominee for VT Community Leadership Summit - for FREE

Nick Parker - VCRD <nick@vtrural.org>

Tue, Aug 18, 2026 at 5:53 PM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, Clerk <clerk@pomfretvt.us>

Dear Benjamin and Rebecca,

Just sending this courtesy reminder since we haven't heard from you. If you are planning to nominate a local leader from the **Town of Pomfret** to attend the VT Community Leadership Summit for no charge, please reply with the name and email address of your nominee. The final nominee deadline is September 28th. If you have any questions, please feel free to ask!

Thank you,

Nick

Nick Parker (he/him)

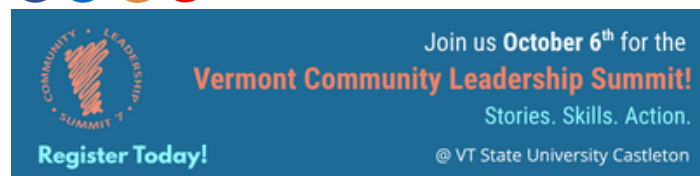
Vermont Council on Rural Development

Community Programs Associate

Phone: 802-227-4059

Web: vtrural.org

Email: nick@vtrural.org





TOWN OF POMFRET, VERMONT

SELECTBOARD

Draft – August 26, 2026

To:	Mariel Luna, Town Administrator
From:	Benjamin Brickner, Chair, Pomfret Selectboard
Date:	August 26, 2026
Subject:	Orientation Briefing and Priorities for the First 90 Days

This memo is intended to give you a working picture of the Town of Pomfret, the matters currently before the Selectboard, and what I think should have your attention between now and the end of November. It is written with an appreciation that you bring substantial municipal experience but are new to Vermont, so it spends more time than it otherwise would on how Vermont town government differs from local government elsewhere. Nothing here is a substitute for asking questions, and you should feel free to ask any of them of me or any other Selectboard member directly.

1. Introduction

Pomfret is a town of about 916 residents governed by a five-member Selectboard. The Selectboard is the town's legislative and executive body. It sets policy, adopts the budget it presents to the voters, approves all payments, maintains the town highways, and acts on permits and applications assigned to it by ordinance. It meets on the first and third Wednesday of each month at 7:00 pm, with special meetings warned as needed.

Perhaps the most important structural difference from the municipal government you have worked in is that Pomfret's principal financial and records officers are not employees of the Selectboard. The Town Clerk and the Town Treasurer are elected directly by the voters and answer to them. Becky Fielder serves as Town Clerk and Lister. Ellen DesMeules serves as Town Treasurer. Neither reports to the Selectboard, and neither reports to you. Your role as assistant to each of them, described in the job description, is exactly that – a support role in which you take direction from the officer you are assisting. Your role as chief administrative officer of the Selectboard is separate and carries different authority. Keeping those three capacities distinct will matter in practice, particularly in the first several months.

The current Selectboard is John Peters (Vice Chair), Emily Grube, Eric Chase, Kyle Hansen and me. Eric and Kyle were both appointed within the last several months to fill vacancies. Other town officers and staff you will work with regularly include Frank Rogers, Road Foreman; Preston Bristow, Zoning Administrator; Kevin Rice, Emergency Management Director; and Greg Hartford, president of the Pomfret-Teago Volunteer Fire Department. Cynthia Hewitt has served as Administrative Assistant to the Selectboard and will transition some of her responsibilities to you.

Neil Lamson currently handles the town's FEMA compliance and documentation, which covers disaster-related reimbursement and the recordkeeping that supports it. The Selectboard will discuss on September 2 whether that work should move to you, so it is worth understanding what it involves before then.

One point on the Fire Department: it is a separate 501(c)(3) corporation, not a town department, even though the town substantially funds it and it is generally regarded as a town institution. That distinction becomes legally significant when the department purchases apparatus, as it is doing now.

2. Vermont Law and Institutions Worth Learning Early

Vermont's Open Meeting Law, at 1 V.S.A. §§ 310 through 314, governs how the Selectboard may meet and deliberate. In broad terms, an agenda must be posted at least 48 hours before a regular meeting and 24 hours before a special meeting; meetings must be held in public with limited exceptions; minutes must be available for public inspection within five calendar days of the meeting; and executive session may be entered only on specifically enumerated grounds, after a motion stating the grounds. Because you will prepare agendas and minutes, and will attend executive sessions, this statute will shape your daily work more than any other.

A related point that catches many people new to Vermont: a majority of the Selectboard exchanging views by email outside a warned meeting can itself constitute a meeting. When you circulate material to the Selectboard, send it as information rather than as an invitation to discuss, and be alert when a reply-all thread starts to turn into deliberation.

Vermont's Public Records Act, at 1 V.S.A. §§ 315 through 320, is broad. Assume that essentially everything you write in your town capacity – emails, notes, drafts – is a public record subject to disclosure unless a specific exemption applies. This is a good discipline generally and an essential one on contested matters.

Vermont classifies town highways in a way that has no close analogue elsewhere, and it drives a surprising amount of what comes before the Selectboard. Class 2 and Class 3 highways must be maintained to allow year-round travel (Pomfret has no Class 1 highways). Class 4 highways are town highways that the town has minimal obligations to maintain. Legal trails are public rights-of-way that the town has no duty to maintain, and in Pomfret vehicular travel on them is governed by our Ordinance Pertaining to Travel on Trails. Disputes over Class 4 roads and legal trails can be contentious, and we have a live issue over one now, described below. The governing statutes are in Title 19.

Three outside institutions will recur in your work. The Two Rivers-Ottawquechee Regional Commission, known as TRORC or Two Rivers, is our regional planning commission; it reviews and approves town plans, supports grant applications, and administers regional planning. Peter Gregory is its Executive Director. The Vermont League of Cities and Towns, or VLCT, provides municipal legal guidance, training, and insurance through its PACIF trust; the job description assigns coordination of town insurance to you, and VLCT should be your first call on most routine municipal law questions. The Vermont Agency of Transportation, or VTTrans, administers the highway grant programs the town depends on.

Finally, the annual cycle turns on Town Meeting, held the first Tuesday in March. The budget the Selectboard develops this fall and winter is presented to the voters there for approval. Working backward from that date explains much of what the Selectboard does between now and then.

3. Priorities for the First 90 Days

Seven things should have your attention first. I will ask the Selectboard to confirm these priorities at its September 2 meeting, and they may be added to or revised then.

Agendas and minutes. Under the job description you prepare the agenda for each Selectboard meeting and draft the minutes for the Selectboard's review and approval. Cynthia has been doing this and should walk you through the current practice. A few conventions worth adopting from the start: the body is always referred to as the "Selectboard," never the "Board" or "Select Board," because Pomfret has several other boards; agenda item titles carry through into the minutes as section headers; individuals are referred to by first name after the attendance list; and votes are recorded as "unanimous" or "unanimous roll-call vote" rather than tallied, unless the vote is divided. Minutes should be concise narrative prose that records what was decided and the substance of what was said, not a transcript. You may also be asked to confirm that the meeting recording equipment is working before each meeting.

Equipment operator recruitment and a winter contracting fallback. The town has an open equipment operator position and we are heading into winter without it filled. Please repost the position across all available platforms and recruit actively rather than waiting for applications. In parallel, please prepare a request for proposals for contracted winter maintenance so the town has an alternative if the position remains vacant. Norwich and Stockbridge each have an RFP out for this kind of assistance and are worth reviewing as models. Frank should be closely involved in scoping both.

The Town Plan. The Selectboard adopted the Town Plan on August 5. It has not yet been submitted to Two Rivers for regional approval, and getting it there is a near-term task. Start by obtaining the final assembled draft from the Planning Commission. Bill Emmons chairs the Planning Commission and is also Pomfret's representative to the Two Rivers board and its board president, and he is the right person to walk you through the approval process. One thing to know going in: Pomfret did not adopt all of Two Rivers' comments on the draft, so approval is not a foregone conclusion. It is optional, but it matters for grant eligibility and is worth pursuing.

Highway grants and projects. The town holds a state fiscal year 2027 Municipal Road Grant-in-Aid agreement, GA1332, providing \$23,000 in state funds against a \$5,750 in-kind match. The town has also been awarded a Town Highway Structures grant to replace Culvert #59 on Pomfret Road. An RFP using the existing engineering plan needs to go out this fall for work scheduled in summer 2027.

Underneath all of this sits the Pomfret Road reclamation project, a multi-year undertaking. The Selectboard awarded the road reclamation engineering contract to VHB this spring. VHB has walked the roughly six-mile corridor and is completing core sampling and boring; its study will determine which segments are treated and how. Allyn Ricker serves as Clerk of the Works on the town's behalf. Grant administration and RFP preparation fall to you under the job description, so this is a good place to start learning how VTrans programs work.

The personnel policy. Pomfret's personnel policy was adopted in 2014 and last revised in 2017. A consultant prepared a revision in 2022 that was never adopted. At the August 19 meeting the Selectboard concluded that the current policy is being followed correctly but that it is due for a comprehensive review, and agreed that this should be an early priority for you. The immediate question that surfaced it concerns overtime: the policy follows the Fair Labor Standards Act and pays time and a half only after 40 hours actually worked in a week, with holidays counting toward the 40 but vacation, sick and compensatory time not counting. A road crew member who takes leave and is then called out overnight during a storm therefore receives no premium.

Neil Lamson raised the Town of Strafford's policy, which he described as paying time and a half for all hours worked outside normal working hours. Frank Rogers noted that overtime practice affects recruitment and retention. The Selectboard's view is that any change should come as part of a full review rather than in isolation. Cynthia prepared a summary of the current overtime provisions, which I can forward to you.

The FY2028 budget and the local option tax. Budget preparation begins this fall. Pomfret enacted a one percent local option tax on meals, alcohol and lodging, with collections beginning July 1 of this year. The tax is administered by the State, and the town expects its first payment in November. That payment will be our first real data point on how much revenue the tax generates and, correspondingly, how much less the property tax will need to raise. It will land in the middle of budget season and should be treated as a significant input rather than a footnote. Ellen will lead on the numbers; your role is to coordinate department head input and assemble the package.

Records and office systems. The job description asks you to help modernize town recordkeeping, including moving to digital records where appropriate. This is a longer project than 90 days, but the transition from Cynthia is the natural moment to take inventory of what exists, where it lives, and what is at risk. Please do not let the handoff be compressed. Cynthia carries a great deal of institutional memory that is not written down anywhere.

4. The Calendar Through November

The September 2 Selectboard meeting carries a heavy agenda: the town garage land acquisition, which was postponed from August 19 at the seller's request; the replacement of Engine 1, together with the purchase agreement and a threshold question about the town's purchasing policy; fuel and heating oil contracts, on which Emily Grube is obtaining quotes; the disposition of Truck 3; the replacement of Truck 1; and possible amendment of the purchasing policy itself. Frank will also bring cost estimates for Truck 5, a 2015 vehicle that required roughly \$26,000 in repairs over the past year and whose continued use is now an open question.

Two road closures overlap this fall. The Town of Royalton has awarded its Broad Brook Road slope stabilization project and will close Broad Brook Road at the landslide from September 9 until no later than November 30. Broad Brook is a connector between several towns, and Royalton's recommended detour runs over Allen Hill Road and Howe Hill Road, with signage at the Barnard town line. Both are Pomfret town highways, so the detour puts nearly three months of displaced traffic on our roads, overlapping the Cloudland Road closure described below. Royalton has asked for our help notifying Pomfret residents and has no plan of its own

to reach neighboring towns. Please coordinate the public notice with Frank, and work with him on what condition those roads are in and whether any signage or speed measures are warranted. Royalton cannot post signage on a Pomfret highway without our authorization.

Separately, the Selectboard voted on August 5 to close Cloudland Road south of Barber Hill Road and to make all of Barber Hill Road one-way westbound from September 26 through October 13. This is the fourth consecutive year Pomfret has managed foliage traffic in this way, and it attracts national press attention every year. The Woodstock Selectboard approved the closure of its segment of Cloudland Road on July 27. The traffic management memo approved by the Selectboard sets out the exceptions, the signage responsibilities, and the notification plan. The memo is linked on the town website home page. Two things to watch. First, the notice plan relies in part on the regional community listservs, whose continued operation is uncertain; if they go dark we will need an alternative online channel, though the legally required notice does not depend on them. Second, all media inquiries on this subject should come to me. The framing has been consistent across four years and is worth keeping that way.

Budget season runs from October through January, with the warning and Town Report following in the new year.

5. Other Matters Before the Selectboard

These are live but not, for the most part, yours to drive in the first 90 days. They are listed so that nothing surprises you.

Wild Apple Road, Legal Trail 2 and Parcel 3312-L. This is a contentious matter and involves several sophisticated landowners. In August the Selectboard approved a Green Mountain Power line extension notification and a permit to operate a motor vehicle on Legal Trail 2, both subject to conditions, and declined to act on a highway access permit on the ground that a 2012 permit remains in effect. Several property owners have asked the Selectboard to hold a meeting this fall devoted to the potential development of and access to Parcel 3312-L; that request is under advisement. Correspondence on this matter should be logged carefully and routed to the Selectboard. Please do not respond substantively to any of it without checking first.

Engine 1 and the purchasing policy. The Fire Department has selected an E-ONE unit to replace a 33-year-old engine and proposes to purchase through Sourcewell, a cooperative purchasing organization created by the State of Minnesota. The threshold question is whether a Sourcewell solicitation satisfies Pomfret's purchasing policy or whether the town must run its own request

for proposals. Greg Hartford is preparing an analysis for the September 2 meeting. A delay past the 2027 emissions standards could add roughly \$85,000 to the cost.

Law enforcement coverage. The town's patrol agreement with the Windsor County Sheriff's Department lapsed on June 30 and has not been replaced. Coverage arrangements are unsettled and I will brief you separately.

Litigation. The town is a defendant in a pending civil matter with outside counsel engaged through VLCT. You should not receive or respond to anything on it directly; route all of it to me unopened.

Smaller items in progress include the Labounty Trust probate filings, which Ellen is completing; nine road signs stolen from locations around town, which Frank is addressing; and a list of pre-approved contractors and operators for urgent highway work, which Eric Chase and Frank are developing and which bears directly on the winter contracting question above.

6. How the Selectboard Works in Practice

A few practices that are not written down anywhere. Every meeting closes with a review of assignments, and those assignments are recorded in the minutes and treated as commitments; tracking them between meetings is a natural role for you. Warrants for payment are approved at each meeting and any irregularities are noted in the minutes for the Treasurer to resolve. Correspondence received by the Selectboard is logged in the minutes even when no action is taken.

On press and public inquiries, please route anything from a reporter to me before responding. That is not a matter of control; it is that written responses to reporters are quotable in full and become part of the permanent record of the town's position. For the same reason, and at least for the first few months, anything going out to the town generally on the Selectboard's behalf – notices, listserv posts, mailings – should be run by the Selectboard before it is sent. I expect that will loosen as we develop a shared sense of how the town's positions are framed.

Please come to me or any Selectboard member with questions rather than working around a problem. Nothing you ask in the first several months will be regarded as a sign of anything other than diligence, and the cost of a wrong assumption in municipal work is usually higher than the cost of an extra conversation.

Welcome to Pomfret. We are glad you are here.

Town of Pomfret Selectboard
DRAFT Meeting Minutes
August 19, 2026

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

Public: Mariel Luna, Frank Rogers, Kelly Hull, Greg Olmstead, Greg Hartford, Jake Astbury, AJ Stevens, Kyle Hansen, Becky Fielder, Ellen DesMeules, Michael Reese, Katherine Jones Wimmer, Tom Sander, Michael Miller, Alison Sander, Jim Potter, Jack Peters, Evan Giniger, Lauren Lavoro, Leslie Tarkington, Markus Tarkington, "Fred"

1. **Call to Order** – Ben called the meeting to order at 7:01 pm.
2. **Agenda Review** – Emily moved and Eric seconded that (1) Item 6A (Town Garage Land Acquisition) be postponed to the September 2 meeting at the request of Mr. Kellogg, who was traveling and unable to attend, and (2) an update to the legal trail permit form be added before Warrants. Unanimous.
3. **Executive Session**
 - a. Ben moved and Eric 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 7:04 pm.
 - b. Ben moved and Emily seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 7:36 pm.
4. **Public Comment** – Jim Potter raised concerns regarding John Peters' departure from the previous Selectboard meeting prior to adjournment. John Peters responded.*
5. **Road Foreman Report** – Frank reported that the town office parking lot will be closed over the weekend of August 22 and 23 for seal coating and asked that residents be notified to avoid parking in the area. Mowing has been completed throughout the town's road network, and pavement maintenance work is progressing on schedule. Frank reported that nine road signs have been stolen from locations around town, including signs on Wild Apple Road, Twin Pond Road and Bunker Hill Road; he will contact Bob Crean to discuss deterrence measures. Frank also reported that Truck 5, a 2015 vehicle, required approximately \$26,000 in repairs over the past year, and the Selectboard discussed whether continued investment in the vehicle remains cost-effective. Frank will provide a rough estimate of anticipated costs and necessary repairs before the September 2 meeting.
6. **Items for Discussion or Vote**
 - a. **Town Garage Land Acquisition** – Postponed during Agenda Review.
 - b. **Right-of-Way Crossing Permit Application (37 Maxham Road)** – It was moved and seconded that the right-of-way crossing permit application submitted by Sugar Brook Farm be approved. Unanimous.
 - c. **Road Salt Purchase** – The Selectboard reviewed two quotes from Cargill for the coming winter. It was moved and seconded that the purchase of 350 tons of white salt at \$106.00 per ton be approved. Unanimous. It was moved and seconded that the purchase of 800 tons of ClearLane salt at \$125.25 per ton be approved. Unanimous.

* **Editor's Note:** The meeting recording did not capture Items 4 through 6E, nor Item 6G; those items are minuted here from contemporaneous notes and records.

- d. **SFY27 Municipal Road Grant-in-Aid Grant Agreement** – The Selectboard reviewed the grant agreement (GA1332) for state fiscal year 2027 Municipal Road Grant-in-Aid funding, which provides \$23,000 in state funding and requires an in-kind match of \$5,750 from the town. It was moved and seconded that the agreement be approved, subject to final review of the match requirement and project scope. Unanimous.
- e. **Wild Apple Road/Legal Trail 2 Access** – The Selectboard took up the letter from Michael Reese, attorney-in-fact for Joan Reese, which had been received shortly before the August 5 meeting and deferred to this meeting. The letter asked the Selectboard to confirm the limits of the authorized overhead line work, the treatment of the Class 4 section of Wild Apple Road and Legal Trail 2, and the scope of permitted vehicular use of Legal Trail 2. The Selectboard noted that it had addressed certain of these matters on the record on August 5, as reflected in the minutes of that meeting. The letter also asked the Selectboard to authorize, without a further application, work within the town highway right-of-way to connect Joan Reese's property to the new underground line. The Selectboard suggested that Mr. Reese submit an application for a right-of-way crossing permit so that the request could be reviewed in the normal course.

The Selectboard also received a letter from Katherine Jones Wimmer, written on behalf of the owners of 2395 Wild Apple Road and the extended Jones family, and a letter from Dan and Julie Kenary of 1415 Wild Apple Road, each asking that the Selectboard hold a meeting this fall devoted to the potential development of, and access to, Parcel 3312-L Wild Apple Road.

Tom Sander, who stated that he is a co-owner of 2395 Wild Apple Road, addressed the Selectboard and said he was speaking on behalf of several property owners, including his own family. He described the long-standing use of Legal Trail 2 and the Class 4 section of Wild Apple Road for hiking, horseback riding, sleigh riding, snowshoeing and cross-country skiing, asked how the property owners' plans would affect traffic on those ways, and supported the request for a meeting devoted to the subject in September or October.

Evan Giniger and Lauren Lavoro stated that they plan to construct a single-family home, that they intend to minimize construction impacts, and that they remain in the early stages of planning and are not yet prepared to file applications with the town.

The Selectboard noted that no application concerning Parcel 3312-L was then pending before it, and no action was taken. The Selectboard further noted that an application to develop the property would be subject to review under the Zoning Ordinance, that a request to improve or otherwise alter the Class 4 section of Wild Apple Road or Legal Trail 2 would be considered under the Highway Ordinance, and that the operation of motor vehicles on Legal Trail 2 is governed by the Ordinance Pertaining to Travel on Trails. The request for a meeting devoted to this subject was taken under advisement.

- f. **Replacement for Engine 1 (RFP)** – Greg Hartford explained that the Fire Department had received four proposals from three manufacturers for a basic

replacement truck and had selected the E-ONE unit, which is the least expensive of the proposals and matches apparatus the department already operates. The current Engine 1 is 33 years old. Greg explained that the department proposes to purchase through Sourcewell, a unit of government created by the State of Minnesota that conducts competitive solicitations on behalf of participating municipalities, which yields a discount of approximately \$30,000 on this vehicle. He noted that 24 V.S.A. § 4901 permits municipalities to enter into such agreements, that the same terms and specifications are available to other Vermont municipalities, and that the quoted price is less than the amount forecast in the town's capital plan.

The Selectboard discussed whether the Sourcewell process satisfies the town's purchasing policy, and identified the threshold question as whether the Sourcewell solicitation is a suitable substitute for a request for proposals originated by the town. Greg Hartford will compare the Sourcewell process against the requirements of the purchasing policy and email his analysis to the Selectboard before the September 2 meeting, and will also prepare a purchase agreement so that both matters may be considered at that meeting. It was noted that a delay past the 2027 emissions standards could increase the cost by approximately \$85,000, and that with other inflationary increases the total increase could approach twenty percent. Any action on this item was deferred to the September 2 meeting.

- g. **Labounty Trust Probate Documents** – It was moved and seconded that the Summary of Account and Motion to Allow Account be approved for filing in the Probate Division. Unanimous. Ellen will complete and file the documents.
- h. **Employee Overtime Policy** – Ben reported that the town's personnel policy, adopted in 2017, follows the Fair Labor Standards Act and requires time and a half after 40 hours actually worked in a week; holidays count toward the 40 hours, but vacation, sick and compensatory time do not. He noted that the consultant-prepared revision drafted in 2022 (but never adopted) would have carried the same standard forward. Neil Lamson offered the example of an employee who takes a week of leave and is then called in overnight during a storm, and who receives no overtime because he has not worked 40 hours. Neil described the Town of Strafford's policy, which he said compensates all hours worked outside normal work hours by non-exempt employees at time and a half, and stated that such a policy does not violate federal law. Frank noted that overtime practice bears on recruitment and retention and encouraged a holistic review of the personnel policy. The Selectboard agreed that the town is following its current personnel policy, that any change should be made as part of a comprehensive review rather than in isolation, and that review of the personnel policy should be an early priority for the new Town Administrator. Cynthia prepared a summary of overtime provisions, which Ben will forward to the Selectboard.
- i. **Selectboard Vacancy** – The Selectboard received four indications of interest, from Christie Crowe, Kyle Hansen, Doug Tuthill and Frank Perron. Kyle Hansen, who attended, introduced himself. He stated that he studied political science with a focus on state and local government, holds a master's degree, has worked in planning and zoning, and serves on the Pomfret Zoning Board of Adjustment. He stated that he is a candidate for state representative but that the legislature sits only four or five months a year and that he would remain a Pomfret resident, and

that he understands the appointment runs only through the next town meeting. The Selectboard deferred deliberation to the executive session later in the meeting.

- j. **Town Administrator Position** – This matter was deferred to the executive session later in the meeting.
 - k. **Legal Trail Permit Form** – Ben explained that the existing permit form is old and does not conform to the Ordinance Pertaining to Travel on Trails, and that he had revised the form to follow the ordinance, including the requirement that each permit be signed by all members of the Selectboard. The permit approved on August 5 will be issued on the revised form. John moved and Eric seconded approval of the revised form. Unanimous.
 - l. **Warrants** – Emily moved and John seconded approval of the following warrants for payment:

27015	\$ 9,396.21	Payroll
27016	56,603.84	A/P

Unanimous.
 - m. **Approval of August 5, 2026 Minutes** – John moved and Eric seconded approval of the minutes as amended, with the further amendment that the number of loads be struck from the description of the aggregate hauling proposal, the Selectboard having approved a price per load rather than a number of loads. Unanimous.
7. **Meeting Wrap Up**
- a. **Correspondence** – The Selectboard received letters from Katherine Jones Wimmer and from Dan and Julie Kenary regarding the Wild Apple Road/Legal Trail 2 matter. The Selectboard also received the letter from Michael Reese, taken up under Item 6E above.
 - b. **Review of Assignments** – Greg Hartford will compare the Sourcewell process with the town’s purchasing policy and email the Selectboard before the September 2 meeting, and will prepare a purchase agreement for the replacement engine. Ben will finalize and sign the right-of-way crossing permit, the salt purchase and the grant-in-aid agreement, issue the previously approved trail permit on the revised form, and will forward the summary of overtime provisions to the Selectboard. Ellen will complete the Labounty probate documents, notify Mariel Luna of her start date and paperwork, and process AJ’s bonus with the next regular payroll. Frank will provide cost estimates for Truck 5, contact Bob Crean regarding the sign thefts, and prepare schematics and options for Truck 1. Emily will obtain prices for fuel oil, heating oil, diesel and propane and solicit 24-hour quotes the morning of the September 2 meeting.
 - c. **Agenda for Next Meeting** – Town garage land acquisition, Engine 1 replacement and purchase agreement, fuel contracts, disposition of Truck 3, replacement of Truck 1, and possible amendment of the purchasing policy.
8. **Executive Session**
- a. Ben moved and Eric seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officers. Unanimous. The Selectboard entered executive session at 9:32 pm.
 - b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 10:21 pm.
9. **Employee Bonus** – Ben moved and Eric seconded that AJ Stevens receive a one-time bonus of \$1,000, to be paid with the next regular payroll. Unanimous.

10. **Town Administrator Appointment** – The Selectboard announced that the offer of employment extended following the August 5 meeting had been accepted by Mariel Luna of South Strafford, who will begin as Town Administrator on Monday, August 24, 2026.
11. **Selectboard Vacancy Appointment** – Ben moved and John seconded that Kyle Hansen be appointed to fill the vacancy on the Selectboard, to serve until the next town meeting. Unanimous. Kyle will meet with Becky to take the oath of office.
12. **Adjournment** – John moved and Emily seconded adjournment. Unanimous. The meeting was adjourned at 10:24 pm.