

Town of Pomfret Selectboard
Special Meeting Minutes
November 22, 2023

Present: John Peters, Benjamin Brickner, Meg Emmons, Emily Grube

Public: Cynthia Hewitt, Scott Barger, Scott Pearce, Jake Astbury, Greg Olmstead

1. John called the meeting to order at 6:03 pm.
2. Agenda Review – Ben moved and Meg seconded deleting warrants (there are none this week) and moving Structures Grant (Wild Apple Road Culvert Replacement) and Loader RFP to after Public Comment. Unanimous.
3. Public Comment – None.
4. Items for Discussion or Vote
 - a. Approval of Minutes – Ben moved and Meg seconded approval of the November 15, 2023, meeting minutes. Unanimous.
 - b. Structures Grant (Wild Apple Road) – Ben moved and Emily seconded ratification of the Structures Grant Agreement for the Wild Apple Road culvert replacement. Unanimous.
 - c. Loader RFP – Ben moved and Emily seconded approval of the Loader RFP with dates to be revised. Unanimous. Ben will post on the state bidding site and Town website.
5. FY 2025 Budget Discussion
 - a. Highway Department – The highway budget was examined line by line. Jim asked the Selectboard to consider cell phones for the crew. He also reminded the Selectboard that FEMA will reimburse the Town for some material and labor expenses incurred due to declared emergencies. Follow up questions include insurance costs, availability of ARPA funds for a new furnace at the garage, and capital plan updates.
 - b. Fire Department – Scott Barger explained the Fire Department has carefully examined their budget and spending priorities, striving to augment outside revenue by hiring a grant writer, holding more fundraising events, and soliciting state matching funds. The Fire Department's budget was reviewed line by line. Scott will research actual costs for workers' compensation and other insurance coverage. Jake Astbury presented quotes he had obtained for converting Teago Station from fuel oil to propane for heating.
6. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(B) and (F) to discuss employee agreements and confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 8:30 pm.
 - b. The Selectboard exited executive session at 9:42 pm, with no decisions having been made therein.
7. Items for Discussion or Vote
 - a. Settlement Agreement (23-ENV-00092) – Ben moved and Emily seconded the Selectboard accept a slightly revised version of a settlement agreement that had been

- previously approved by the Selectboard. The Settlement Agreement is with Michael Zube and Callie Brusegaard and has been prepared by the Town's outside counsel, Stitzel Page & Fletcher. The Selectboard also authorized John to sign the agreement on its behalf. Unanimous.
- b. FY 2025 Budget Discussion – The remainder of the FY 2025 budget was considered line by line. Questions to be answered include some insurance figures as well as the notion of not heating the town hall during the winter.
8. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – Meg to reach out to various persons and entities for input on specific FY 2025 Budget line items; Emily will check with John and Norm re: not heating the town hall, and she will ask the Capital Planning Committee to consider updating the 2020 capital plan; Ben will upload the Loader RFP to the state bidding site and Town website, circulate the revised budget spreadsheet, and send the executed Settlement Agreement to Stitzel Page. The Selectboard to decide when to schedule an informational meeting for voters to discuss the FY 2025 budget before the 2024 annual meeting warning is finalized.
 - c. Agenda for Next Meetings
 - i. November 29, 2023 Special Meeting – FY 2025 Budget Discussion; Dinsmoor Road deliberative session.
 - ii. December 6, 2023 Regular Meeting – Capital Program and Budget Policy and Procedure, Roles and Responsibilities, Policies and Procedures, Executive Session re: Personnel Matters Follow-up.
9. Adjournment – Ben moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:22 pm.