

**Town of Pomfret  
 Selectboard Special Meeting Agenda  
 Town Offices  
 5218 Pomfret Road, North Pomfret, Vermont 05053  
 January 24, 2024, 7:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Public Comment	
4. Road Foreman's Report	7:05 pm
5. Items for Discussion or Vote a. Town Garage Boiler Replacement b. Highway Access Permit (Dinsmoor Road) c. 922 Barber Hill Road Town Highway Access d. Wild Apple Culverts Replacement RFP e. FY 2025 Budget Approval f. Annual Report Deliverables Approval g. Warrants h. Approval of January 17, 2024 Minutes	7:30 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:30 pm
7. Possible Executive Session ( <i>Confidential Attorney-Client Communications; Appointment of Public Officers and Employees</i> )	
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, followed by Meeting ID 953 9507 9923 and Password 306922

**TOWN OF POMFRET**  
APPLICATION FOR A DRIVEWAY OR APPROACH ROAD ACCESS PERMIT

Landowner Hunnewell Ogden Irrevocable Trust Phone \_\_\_\_\_  
Address 922 Barber Hill Road, Pomfret State VT Zip 05091

The undersigned requests an Access Permit to construct an access to serve the landowner's property; located on the Southern side of Barber Hill Road (E911 highway name) Town Highway No 5

The proposed access will be located approximately 1/2 mi. (ft./ mi.) from the intersection of this road with Cloudland Road (E911 highway name).

(DETAILED SKETCH MUST ACCOMPANY THIS APPLICATION.)

Driveways and approach roads entering a town highway shall meet the following standards:

1. Be constructed at a 90-degree angle to the town highway
2. Have a minimum site distance shall be 150 feet both ways when viewed 15 feet back from the edge of the travelled way.
3. Have a minimum width of 16 feet for the first 20 feet back from edge of town highway shoulder.
4. Be graded and ditched so that water does not run onto the town highway.

Both sides of proposed driveway shall have stakes with ribbons to indicate desired location at point of access to the town highway. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated at \_\_\_\_\_ this 2 day of March, 2021.

Nina Hunnewell  
Signature, Applicant or Applicant's Agent

Nina Hunnewell  
Applicant or Applicant's Agent's Name  
{printed or typed}

Application fee of \$50. Received Date 3/24/2021 by RJ JF

**Directions, restrictions and conditions:**

18-inch culvert required \_\_\_yes\_\_\_ ~~no~~

Other restrictions or conditions

Must remove culvert at original access to property once new access completed

This permit is issued in accordance with Title 19, V.S.A. relative to all highways within the jurisdiction of the Town of Pomfret. This permit may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake construction of the access within one year of the date of approval.

Permit to construct access is given this 26 day of April, 2021.

[Signature] Road Commissioner Emily Jule Chair, Selectboard

**Final Approval: The first 20 feet of a driveway or access road entering a Town highway shall be constructed by the applicant and approved by the Selectboard and Road Commissioner before any building construction may be started.**

This access has been installed in accordance with the above directions, restrictions and conditions and is acceptable under State and local regulations. This \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_ Road Commissioner \_\_\_\_\_ Chair, Selectboard

**Item 5E**  
**FY 2025 Budget Approval**

*See <https://pomfretvt.us/index.php/boar/sel/budget/>*

## FISCAL YEAR 2025 BUDGET NARRATIVE

The combined Fiscal Year 2025 Town and Highway budget of \$[REDACTED] 1,877,779 (including voted appropriations) is [REDACTED]% 2.2% higher than Fiscal Year 2024's total budget of \$1,837,273. The Fiscal Year 2025 budget represents an increase compared to Fiscal Year 2024 (for the reasons explained below), and is [REDACTED]% 9.3% above the average combined budget for the last five years (Fiscal Years 2021 through 2025). If the voters approve all voted appropriations and re-appropriate a portion of the prior year's unassigned fund General Fund balance to offset current year taxes to be raised, the amount to be raised in taxes for Fiscal Year 2025 will be [REDACTED]% 5.2% higher than in Fiscal Year 2024 (\$[REDACTED] 1,186,262 versus \$1,127,488).

The General Fund finished Fiscal Year 2023 with an unassigned fund balance (sometimes referred to as a "surplus") of \$197,862 and the Highway Fund finished Fiscal Year 2023 with an unassigned fund balance of minus \$20,050. The unassigned fund balance in the General Fund was budgeted to end Fiscal Year 2023 at \$96,916. The significantly larger than budgeted balance arose from \$92,576 in greater than budgeted revenues and \$8,370 in lower than budgeted expenditures. The unassigned fund balance in the Highway Fund (a negative amount) arose from \$6,742 in lower than budgeted revenues and \$16,613 in greater than budgeted expenditures. As required by the Rainy Day Reserve Funds Policy, \$3,305 was transferred from the Highway Rainy Day Reserve Fund to the Highway Fund at the end of Fiscal Year 2023 to offset a portion of the negative balance.

The primary drivers of the greater than budgeted General Fund revenue were collections of delinquent taxes and related interest and late payment penalties. These are not anticipated to be significant revenue sources going forward as recent collection efforts have substantially reduced the amount of delinquent taxes now outstanding. There were no significant drivers of the marginally greater than budgeted General Fund expenses. Likewise, there were no significant drivers of the marginally lower than budgeted Highway Fund revenues. The primary drivers of the greater than budgeted Highway Fund expenses were payroll and related mandatory expenditures (the Town's share of the Social Security and Medicare payroll tax, for example).

Including all voted appropriations, the proposed Fiscal Year 2025 General Fund budget is [REDACTED]% 1.4% higher than the Fiscal Year 2024 budget (\$[REDACTED] 588,428 versus \$580,200) and [REDACTED]% 9.3% above the average General Fund budget for the last five years. The primary drivers of this year-over-year increase are generally increasing costs in the current high inflation macroeconomic climate, and specifically cost of living adjustments to staff salaries, fire department protective equipment, and law enforcement fees and professional fees<sup>1</sup>.

To offset these increased costs, the Selectboard proposes to apply \$[REDACTED] 118,717 of the Fiscal Year 2023 unassigned General Fund balance as revenue in Fiscal Year 2025. This is only a portion of the \$197,862 General Fund balance available to reduce current taxes to be raised. Due to the unprecedented size of the current fund balance and the likelihood that future fund balances will be significantly lower, the Selectboard believes it is prudent to retain some of the available fund balance in order to reduce the likelihood that significant municipal tax increases (and/or expenditure reductions) will be necessary to replace this non-recurring revenue source in future years.<sup>2</sup>

<sup>1</sup> ~~NTD: To list FY 2025 budgeted General Fund expenditure items varying significantly from FY 2024.~~

<sup>2</sup> ~~Note to Selectboard: To decide whether to assign all (or a portion of) the General Fund balance to reduce current taxes to be raised. Last year the Selectboard assigned 60% of the available General Fund balance. In prior years, the Selectboard assigned 100% of the amount available.~~

The proposed Fiscal Year 2025 Highway Fund budget is [redacted] % [2.6% higher] than the Fiscal Year 2024 budget (\$[redacted] 1,289,351 versus \$1,257,073) and [redacted] % [9.3% above] the average Highway Fund budget for the last five years. The primary drivers of this year-over-year increase are generally increasing costs in the current high inflation macroeconomic climate, and specifically cost of living adjustments to Highway Team salaries, diesel costs, and increased funding of the highway vehicle reserve. These increases are offset in part by a reduction in the budget for salt purchases, fuel costs, and equipment expenses<sup>3</sup>.

\* \* \* \* \*

[Macroeconomic conditions during the last three years have been exceptionally difficult for everyone on a budget, including rural towns like Pomfret. Prices have risen at their fastest pace in forty years, particularly in nondiscretionary areas such as labor, fuel and equipment. Despite these challenges, the proposed Fiscal Year 2025 budget entails only a [redacted] 2.2% increase in spending, substantially less than the inflation rate in 2023 (as measured by changes in the CPI).

This did not happen by accident. We thank each department, officer, appointee and board that draws tax dollars for carefully reviewing their needs and making difficult choices to create a responsible budget that serves the town and the taxpayers.]<sup>4</sup>

John Peters, Jr., Chair  
Benjamin Brickner, Vice-chair  
Steve Chamberlin  
Meg Emmons  
Emily Grube

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<sup>3</sup> ~~NTD: To list FY 2025 budgeted Highway Fund expenditure items varying significantly from FY 2024.~~

<sup>4</sup> ~~Note to Selectboard: To update these two paragraphs to reflect our subjective budget analysis.~~

**WARNING  
TOWN OF POMFRET  
ANNUAL TOWN MEETING 2024**

The legal voters of the Town of Pomfret, Vermont are hereby warned and notified to meet at the Pomfret Town Offices, 5218 Pomfret Road, on Tuesday, March 5, 2024, between 8:00 AM and 7:00 PM, to vote by Australian ballot upon the articles of business listed herein.

An informational hearing to discuss the articles to be voted upon will occur in the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on Saturday, February 24, 2024 at 9:00 AM. Instructions for joining the informational hearing appear at the end of this Warning.

The legal voters of the Town of Pomfret, Vermont are further notified that voter qualification, registration and absentee voting relative to said voting by Australian ballot shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. For more information, please visit <https://sos.vermont.gov/elections/voters/early-absentee-voting/> or call the Pomfret Town Offices at (802) 457-3861 during normal business hours (Monday, Wednesday and Friday, 8:30 AM to 2:30 PM).

1. To elect the following Town officers:
  - Town Moderator, 1-year term;
  - Town Clerk, 1-year term;
  - Selectboard Member, 3-year term;
  - Selectboard Member, 2-year term (*see Note below*);
  - Treasurer, 1-year term;
  - Cemetery Commissioner, 3-year term;
  - Lister, 3-year term;
  - Auditor, 3-year term;
  - Library Trustee, 3-year term;
  - Library Trustee, 3-year term; [and](#)
  - Trustee of Public Funds, 3-year term.

Note: Term length of the two additional Selectboard members was changed from 1 year to 2 years by approval of Article 2 at the 2022 Town Meeting.

2. Shall the voters authorize the Treasurer to collect current taxes, pursuant to 32 V.S.A. 4791?
3. Shall the voters approve the combined budget for Fiscal Year 2025 of \$~~[REDACTED]~~ 1,805,950 for general purposes (\$~~[REDACTED]~~ 516,599) and for highway purposes (\$~~[REDACTED]~~ 1,289,351), of which \$~~[REDACTED]~~ 1,114,433 will be raised by current year taxes and \$~~[REDACTED]~~ 691,517 by other sources?

Note: The amounts in this Article 3 exclude the appropriations proposed in Articles 4 through ~~[15]~~ 14 below.

4. Shall the voters appropriate \$42,500 to the Abbott Memorial Library?
5. Shall the voters appropriate \$12,500 to the Pomfret Cemetery Commission?

6. Shall the voters appropriate \$3,950 to the Visiting Nurse and Hospice for VT and NH in support of care provided in patients' homes?
7. Shall the voters appropriate ~~\$3,800~~ 4,800 to the Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) to be used for operational expenses to provide meals on wheels, transportation, wellness and social activities, medical equipment, and other Aging at Home support services to benefit Town residents?
8. Shall the voters appropriate \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County?
9. Shall the voters appropriate \$2,500 to the Empower Up - Windsor Central Mentoring Program (formerly known as the Ottauquechee Community Partnership) to support their Mentor and Buddy Program?
10. Shall the voters appropriate \$750 to the Spectrum Teen Center for support of activities at the center?
11. Shall the voters appropriate \$900 to Pentangle Arts for providing artistic endeavors in the community?
12. Shall the voters appropriate \$2,500 to the Ottauquechee Health Foundation (OHF) for funding and support for individuals with limited financial means to help meet critical health and wellness needs such as medical and dental care, eyeglasses, hearing aids, dentures, prescription co-payments and short-term caregiver services?
13. Shall the voters appropriate \$400 to the Women's Information Service (WISE) of the Upper Valley for support of activities at the service?<sup>1</sup>
14. Shall the voters appropriate \$50 to Green Up Vermont for Green Up Day supplies and services?<sup>2</sup>
15. [Shall the voters exempt the real properties of Pomfret-Teago Volunteer Fire Department, Inc. from taxation for a period of five years, pursuant to 32 V.S.A. 3840?](#)
16. ~~15.~~ Shall the voters re-appropriate \$[] 118,717 of the unassigned General Fund balance to reduce Fiscal Year 2025 taxes to be raised?

Note: Approval of this article would leave \$[] 79,145 in the General Fund balance, which amount would remain subject to re-appropriation by the voters at a later date.

17. ~~16.~~ Shall the voters require that taxes be paid in U.S. funds in two installments, pursuant to 32 V.S.A. 4773, and that the first installment of such taxes be due and accepted at the Treasurer's office on or before 2:30 PM on August 16, 2024, and that the balance be due at the same location on or before 2:30 PM on February 7, 2025, and that overdue taxes bear interest at a rate

<sup>1</sup> ~~NTD: Pending receipt of valid petition. If successful, 2024 will be the last year in which WISE will need to petition annually to request an appropriation.~~

<sup>2</sup> ~~NTD: Pending receipt of valid petition. If successful, 2026 will be the last year in which Green Up Vermont will need to petition annually to request an appropriation.~~

of 1.0% per month or fraction thereof from the due date of each installment pursuant to 32 V.S.A. 4873, and that all delinquent taxes be subject to an 8.0% penalty pursuant to 32 V.S.A. 1674?

*[Remainder of page intentionally blank. Signature page follows.]*



Dated this [redacted] 24th day of January, 2024,  
by the Selectboard of the Town of Pomfret:

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John Peters Jr., Chair

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Benjamin Brickner, Vice-Chair

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Steve Chamberlin

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Meg Emmons

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Emily Grube

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**AUSTRALIAN BALLOT**  
**INFORMATIONAL HEARING INSTRUCTIONS**

An informational hearing to discuss the articles to be voted upon will occur in the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on Saturday, February 24, 2024 at 9:00 AM. You may join this informational hearing by telephone, computer or smartphone as follows:

***Computer or Smartphone***

<https://zoom.us/j/95395079923?pwd=ZjBEEd3ZuZWgvWmx2M0tpOE8zbjg2dz09>

***Landline or Mobile Phone***

Dial (301) 715-8592. When prompted, enter Meeting ID 953 9507 9923 and Passcode 306922.

Town of Pomfret Selectboard  
Draft Meeting Minutes  
January 17, 2024

Present: Benjamin Brickner, Meg Emmons, Emily Grube

Public: Ben Ford, Sherri Sousa, Jim Fenn, Marlena McNamee, Bob Crean, Keri Bristow, Patty Kuzmickas, Terry Antal, Kyle Hansen, Greg Greene, Kevin Geiger, Hillary White, Alan Graham, Kris Graham, Andy Mann, Betsy Rhodes, Caroline Shepard, Cory Smith, Erik Liscinsky, Gerry Fields, Jeff White, Kate Walker, Katie Brickner, Kelly Barger, Leigh Sherwood, Lydia Locke, Lynne Davenport, Nancy Matthews, Neil Lamson, Norine Hopewell, Paige Hiller, Richard Martin, Deb Martin, Thomas Digiacomio, Vern Clifford, John Moore, Cynthia Hewitt (Selectboard Assistant)

1. Ben called the meeting to order at 7:01 pm.
2. Mountain Views School District Presentation – Representatives of the Mountain Views School District made a presentation and took question about educational taxes and the upcoming school bond vote. Additional information is available at <https://mntnviews.org/breaking-new-ground>.
3. Agenda Review – Ben moved and Meg seconded that Items 5, 6A, 6D and 6E be deleted, that item 6I be moved to before item 6G, and that delinquent tax matters be added before item 6J. Unanimous (John and Steve absent).
4. Town Highway Mileage Certificate – Emily moved and Ben seconded approval of the certificate as presented (the figures are unchanged since last year). Unanimous (John and Steve absent).
5. Highway Access Permit (Dinsmoor Road) – Comments were heard from the parties and counsel to Hillary White and Phil Dechert. This matter will be included on the January 24 agenda after Jim Potter has been consulted.
6. FY 2025 Budget – The budget is complete and can be approved once the social services petition deadline passes in the next few days. This matter will be included on the January 24 agenda for approval.
7. Continuation of Selectboard Committees – The Energy Committee and the Emergency Service Committee having completed their work, Emily moved and Meg seconded that these committees be dissolved. Unanimous (John and Steve absent).
8. Annual Report Deliverables
  - a. Selectboard Report – Meg moved and Emily seconded approval of the Selectboard report as presented. Unanimous (John and Steve absent).
  - b. Town Highway Equipment List – Meg moved and Emily seconded approval of the town highway equipment list as presented. Unanimous (John and Steve absent).
  - c. Town Officer List – Ben moved and Meg seconded approval of the town officer list with the two dissolved committees deleted. Unanimous (John and Steve absent).
  - d. Budget Narrative – To be finalized and approved at the January 24 meeting.
  - e. Town Meeting Warning – To be finalized and approved at the January 24 meeting.
9. Delinquent Tax Matters – Ben will ask Karen Osnoe to contact several delinquent tax payers about their delinquent balances and payment plans before the FY 2024 tax payment deadline on February 2.

10. Warrants – Ben moved and Emily seconded approval for payment of the following warrants:

24060	\$ 10,465.02	Payroll
204XX <sup>[*]</sup>	36,858.58	A/P

Unanimous (John and Steve absent).

11. Approval of January 3, 2024 Minutes – Emily moved and Meg seconded approval January 3, 2024 meeting minutes as presented. Unanimous (John and Steve absent).

12. Meeting Wrap Up

a. Correspondence – Peace Field Farm hearing; Meg has corrected ARPA fund balance and will circulate.

b. Review of Assignments – Ben to contact Jim re: Dinsmoor Road and Karen re: delinquent taxes.

c. Agenda for Next Meeting – Town Garage boiler replacement, Barber Hill Road culvert removal, Wild Apple culvert RFP, approve FY 2025 budget and remaining FY 2023 town report deliverables.

13. Adjournment – Emily moved and Meg seconded that the meeting be adjourned. Unanimous (John and Steve absent). The meeting was adjourned at 9:42 pm.

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\* **Editor’s Note:** Due to a NEMRC outage, a warrant for accounts payable could not be printed before the Selectboard’s meeting. The Selectboard instead approved an itemized list of expenses to be paid prepared by the Treasurer. The related warrant will be ratified by the Selectboard at its January 24 meeting.