

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
December 18, 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 Report	7:05 pm
5. Items for Discussion or Vote <ul style="list-style-type: none"> a. Highway Access Permit (Cherry Hill Road) b. Review Annual Report Deliverables c. FY 2026 Budget Discussion d. Municipal Ethics Code Updates e. Local Impact Grant Appropriation f. Final ARPA Accounting g. Appointment of Public Officials h. Warrants i. Approval of December 4 and December 11, 2024 Minutes 	7:30 pm
6. Meeting Wrap Up <ul style="list-style-type: none"> a. Correspondence b. Review of Assignments c. Agenda for Next Meeting 	9:00 pm
7. 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 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: Gretchen Smith Phone: [REDACTED] Email: [REDACTED]

Applicant Mailing Address: Box 316 No. Po. State: VT Zip: 05053

(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 372 Cherry Hill (cardinal direction) of _____ (town highway name)

at approximately _____ (feet) from the intersection of _____ (nearest town highway intersection).

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

Driveway after Residence on Rt side
new barn foundation in place

(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 Standards[†]

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
Applicant Printed Name
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.]

[†] 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

V# 3216

Application fee of \$100 received on 9 DEC, 2024 by R. J. F.

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

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

Multiple horizontal lines for handwritten notes or conditions.

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.



LEGEND

- Parcels (standardized)
- Roads**
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Town Boundary

1: 1,147

August 15, 2024



NOTES

Map created using ANR's Natural Resources Atlas

58.0 0 29.00 58.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 96 Ft. 1cm = 11 Meters
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

TOWN ASSETS
(per the Pomfret Selectboard)

Buildings with Land

- Town Hall
- Town Offices, Brick Building, and Carriage Shed
- Town Garage
- Abbott Memorial Library

Cemeteries

- Bunker Hill Cemetery
- Burns Cemetery
- Hewittville Cemetery

Land Only

- 100 acres (more or less) off Joe Ranger Road
- 35 acres (more or less) off Joe Ranger Road
- 2 acres off Handy Road (formerly Salmon – tax sale purchase)
- North Pomfret picnic area (across from firehouse)
- <1 acre above Kenyon Hill Bridge

Artifacts

- Abida Smith Tavern sign
- Thomas Ware portraits (7), currently on loan to Woodstock Historical Society
- Benjamin Franklin Mason paintings (5)

Highway Equipment

- 2024 John Deere 524P Loader (replaces 2010 loader)
- 2023 Truck, Ford 550 4WD with plow, wing & sander
- 2021 John Deere Grader, model 672G
- 2008 Komatsu PC78US-6 Excavator
- 2021 International 2WD with plow, sander & wing
- 2020 Int'l Truck tandem w/ plow, sander & wing
- 2016 John Deere 6110M 4WD with side mower
- 2022 Int'l tandem with plow, wing & sander
- 2022 Truck, Ford 550 4WD with plow, wing & sander
- 1987 Truck, Ford 350 Mini-Pumper
- 2008 Tag Trailer
- 2008 Compactor
- Jumping Jack Compactor
- Hotbox
- 2000 Bandit Chipper
- Austin-Western V Snowplow
- Pressure Washer (purchased new one in 2018)
- 2001 Rock Rake
- Air Compressor
- Snow Fence and Posts, 3,000 feet
- Chainsaws
- Welder, Lincoln Wire Feed
- Small Tools
- Hydroseeder
- Leaf Blower
- Steam Cleaner

FISCAL YEAR 2026 BUDGET NARRATIVE

The combined Fiscal Year 2026 Town and Highway budget of \$[] (including voted appropriations) is []% [higher] than Fiscal Year 2025's total budget of \$1,877,779. The Fiscal Year 2026 budget represents [an increase] compared to Fiscal Year 2025 (for the reasons explained below), and is []% [above] the average combined budget for the last five years (Fiscal Years 2022 through 2026). 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 2026 will be []% [higher] than in Fiscal Year 2025 (\$[] versus \$1,186,262).

The General Fund finished Fiscal Year 2024 with an unassigned fund balance (sometimes referred to as a "surplus") of \$149,307 and the Highway Fund finished Fiscal Year 2024 with an unassigned fund balance of minus \$4,067. The unassigned fund balance in the General Fund was budgeted to end Fiscal Year 2024 at \$79,144. The significantly larger than budgeted balance arose from \$62,948 in greater than budgeted revenues and \$7,216 in lower than budgeted expenditures. The unassigned fund balance in the Highway Fund (a negative amount) arose from \$29,084 in greater than budgeted revenues (excluding a \$3,305 transfer from the Highway Rainy Day Reserve Fund), which were offset by \$33,151 in greater than budgeted expenditures. [As required by the Rainy Day Reserve Funds Policy, \$4,067 was transferred from the Highway Rainy Day Reserve Fund to the Highway Fund at the beginning of Fiscal Year 2025 to zero the negative balance.]¹

The primary drivers of the greater than budgeted General Fund revenue were collections of delinquent taxes, interest income and state grant payments. Collection of delinquent taxes is 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 lower than budgeted General Fund expenses. The primary drivers of the greater than budgeted Highway Fund revenue were state grant and aid payments. The primary drivers of the greater than budgeted Highway Fund expenses were payroll, fuel costs and town highway repairs.

Including all voted appropriations, the proposed Fiscal Year 2026 General Fund budget is []% [higher] than the Fiscal Year 2025 budget (\$[] versus \$588,428) and []% [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 equipment, and law enforcement and professional fees]².

To offset these increased costs, the Selectboard proposes to apply \$[] of the Fiscal Year 2024 unassigned General Fund balance as revenue in Fiscal Year 2026. [This is only a portion of the \$149,307 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

¹ **Note to Selectboard:** To decide whether to transfer an amount from the Highway Rainy Day Reserve Fund to the Highway Fund to address the negative Highway Fund balance that existed at the end of Fiscal Year 2024.

² **NTD:** To list FY 2026 budgeted General Fund expenditure items varying significantly from FY 2025.

reductions) will be necessary to replace this non-recurring revenue source in future years.]³

The proposed Fiscal Year 2026 Highway Fund budget is []% [higher] than the Fiscal Year 2025 budget (\$[] versus \$1,289,351) and []% [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, fuel costs, and equipment expenses]⁴.

* * * * *

[Macroeconomic conditions during the last four 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 2026 budget entails only a []% increase in spending, less than the inflation rate in 2024 (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.]⁵

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

³ **Note to Selectboard:** To decide whether to assign all (or a portion of) the General Fund balance to reduce current taxes to be raised. For the last two years, the Selectboard assigned 60% of the available General Fund balance. In prior years, the Selectboard assigned 100% of the amount available.

⁴ **NTD:** To list FY 2026 budgeted Highway Fund expenditure items varying significantly from FY 2025.

⁵ **Note to Selectboard:** To update these two paragraphs to reflect our subjective budget analysis.

**WARNING
TOWN OF POMFRET
ANNUAL TOWN MEETING 2025**

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 4, 2025, 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 at the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 22, 2025 at 9:00 AM]¹. 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;
 - Treasurer, 1-year term;
 - Cemetery Commissioner, 3-year term;
 - Cemetery Commissioner, 2 years to finish a 3-year term;
 - Lister, 3-year term;
 - Auditor, 3-year term;
 - Auditor, 2 years to finish a 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 3-year term; and
 - Trustee of Public Funds, 3-year term.

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 2026 of \$[] for general purposes (\$[]) and for highway purposes (\$[]), of which \$[] will be raised by current year taxes and \$[] by other sources?

Note: The amounts in this Article 3 exclude the appropriations proposed in Articles 4 through [16] below.

4. Shall the voters appropriate \$42,500 to the Abbott Memorial Library?

¹ **NTD:** Selectboard to confirm.

5. Shall the voters appropriate \$[16,500] 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 \$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?
14. Shall the voters appropriate \$[50] to Green Up Vermont for Green Up Day supplies and services?²
15. [Shall the voters appropriate \$1,000 to Mt. Ascutney Hospital and Health Center to be allocated to the Community Health General Fund, which supports a variety of critical health and wellness programs for our communities?]³
16. Shall the voters re-appropriate \$[] of the unassigned General Fund balance to reduce Fiscal Year 2026 taxes to be raised?

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

² **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.

³ **NTD:** Pending receipt of valid petition. If successful, 2029 will be the last year in which Mt. Ascutney Hospital and Health Center will need to petition annually to request an appropriation.

17. 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 15]⁴, 2025, and that the balance be due at the same location on or before 2:30 PM on [February 6]⁵, 2026, and that overdue taxes bear interest at a rate 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.]

⁴ **NTD:** Ellen to confirm.

⁵ **NTD:** Ellen to confirm.

Dated this [redacted] day of January, 2025,
by the Selectboard of the Town of Pomfret:

Benjamin Brickner, Chair

John Peters Jr., Vice-Chair

Steve Chamberlin

Meg Emmons

Emily Grube

* * * * *

AUSTRALIAN BALLOT
INFORMATIONAL HEARING INSTRUCTIONS

An informational hearing to discuss the articles to be voted upon will occur at the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 22, 2025 at 9:00 AM]⁶. 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.

⁶ **NTD:** Selectboard to confirm.

Item 5C
FY 2026 Budget Discussion

available at

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

Municipal Ethics

Questions? Reach out to us at ethicscommission@vermont.gov.

Act 171 (H.875), an Act establishing a municipal ethics framework in Vermont, went into effect on June 10th, 2024.

The Act establishes a statewide municipal code of ethics and allows the State Ethics Commission to provide municipalities with free training and advisory services. It also requires municipalities to investigate and record ethics complaints, which can be filed either with the municipality or with the Ethics Commission (complaints filed with the Ethics Commission will be referred to the municipality for investigation); to appoint an Ethics Liaison (an existing employee or select board member) to receive complaints and serve as a point of contact for the Ethics Commission; and for municipal officers to complete a free basic ethics training, which will be available through the Ethics Commission's website by December 31, 2024 (the training requirement does not go into effect until September 30th, 2025).

The primary purpose of the bill is to set minimum statewide standards while allowing municipalities to adopt supplemental (or maintain existing) ethics policies that do not conflict with the statewide code, and develop individualized policies and procedures related to complaint investigation and tracking. Many municipalities may already have such policies or procedures in place. **The majority of the provisions of the bill related to municipal ethics, including the municipal code of ethics and the training requirement, do not go into effect until January 1, 2025 or later.**

The Ethics Commission is in the process of developing materials to help municipalities better understand the bill's requirements and how to comply with them. Please check back over the coming months for additional guidance and documents related to H.875. In the meantime, municipalities may find the below information helpful.

Act 171 Preparation Checklist for Municipalities

1. Appoint an Ethics Liaison to communicate with the State Ethics Commission and send an email with liaison's name and contact information to ethicscommission@vermont.gov. The Ethics Liaison

must be appointed within 30 days of January 1, 2025.

2. Post a copy of the [Municipal Code of Ethics](#) and any municipal-specific ethics policies on the municipality's website.
3. Post the municipality's ethics complaint investigation ordinance, rule, policy, or procedure on the municipality's website.
4. If the municipality does not already have a complaint investigation ordinance, rule, policy, or procedure in place, it must adopt one. Municipalities may want to survey their existing complaint policies, including those adopted in response to the requirements of §24 V.S.A. 1984, as a starting point. The Ethics Commission will publish a "best practices" informational guide for complaint investigations in the next few weeks.
5. Encourage all municipal officers to take the Ethics Commission's free online training. The training is required for members of legislative bodies, quasi-judicial bodies, chief administrative officers, mayors and town or city managers. However, the Ethics Commission recommends that all municipal officers subject to the statewide Municipal Code of Ethics take the training. The training will be posted on the Ethics Commission's website by early January 2025 and is approximately one hour long. Upon completion of the training, trainees will receive an email documenting that they have completed the training.
6. Make sure municipal officials know they can call or email the Ethics Commission for confidential ethics advice.

Municipal Ethics Resources

Understanding the Municipal Provisions of Act 171 (H.875)

- [Final version of Act 171 \(H.875\)](#), as passed by the House and Senate.
- [Quick summary of Act 171 \(H.875\)](#), drafted by the Ethics Commission.
- [An overview of how to approach conflicts of interest](#) and the recusal process.

Documents to be Posted on Municipal Websites

Act 171 (H.875) requires municipalities to post certain information on their websites, or make such information available upon request if the municipality has no website: (1) procedures adopted by the municipality for the investigation and enforcement of complaints, (2) any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality, and (3) a copy of the Municipal Code of Ethics. Below, you can find Word and PDF versions of the Municipal Code of Ethics that can be downloaded to help meet this requirement.

- [PDF version of the Municipal Code of Ethics](#)
- [Word version of the Municipal Code of Ethics](#)

Sample Administrative Documents

- [Sample Complaint Tracker](#). Municipalities can download, modify, and use the sample complaint tracker to record ethics complaints. Municipalities are not required to use the sample tracker, it is only meant to serve as an example document.
- [Sample Training Tracker](#). Municipalities can download, modify, and use the sample training tracker record completed ethics trainings. Municipalities are not required to use the sample tracker, it is only meant to serve as an example document.
- [Sample Municipal Complaint Form](#). Municipalities can download, modify, and use the sample complaint form. Municipalities are not required to use the sample form, it is only meant to serve as an example document.

Report: A Proposed Municipal Ethics Framework for Vermont

In November and December 2023 the State Ethics Commission received public comments, recommendations, and suggestions from all interested persons regarding municipal ethics in Vermont. This effort was to help inform the Commission's development of a proposed municipal ethics framework for Vermont pursuant to H.125 (Act 53). The report was submitted to the Legislature on January 15th, 2024.

Virtual Listening Sessions: Municipal Ethics in Vermont

The Vermont State Ethics Commission held virtual listening sessions via Zoom on November 7, 21 and 28, 2023 to receive public comments, recommendations, and suggestions from all interested persons regarding municipal ethics in Vermont. This effort was to help inform the Commission's development of a proposed municipal ethics framework pursuant to H.125 (Act 53), which required the Commission to submit recommendations on municipal ethics to the legislature on or before Jan. 15th, 2024.

To view the recordings of each of the listening sessions, click the link below:

[November 7, 2023](#) (for members of the public)

[November 21, 2023](#) (for municipal officials)

[November 28, 2023](#) (for people who were unable to attend either of the earlier listening sessions)

Municipal Ethics Listening Session Handout



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Municipal Ethics

[Act 171](#) (H.875) of 2024 established a statewide [municipal code of ethics](#) ([24 V.S.A., ch. 60](#)) and requires municipalities to investigate and record ethics complaints. The Act also set minimum statewide ethics standards while allowing municipalities to adopt supplemental (or maintain existing) ethics policies that do not conflict with the statewide code. Municipalities are also required to develop individualized policies and procedures related to complaint investigation and tracking. For more information, see this [Quick Summary of Act 171](#) prepared by the [State Ethics Commission](#).

Open Meeting Law

Vermont's Open Meeting Law ([1 V.S.A. § 310 et seq.](#)) provides that all meetings of public bodies be open to the public at all times, with limited exceptions. Every municipal board, council, commission and committees (legally defined as “public bodies”) of a municipality is required to comply with the Open Meeting Law when a quorum is present and discussing a subject over which the body has authority or responsibility.

Public Records Act

Vermont's Public Records Act ([1 V.S.A. § 315 et seq.](#)) provides for open examination of state and municipal government records. The Act requires public agencies to make public records available for inspection and copying upon request, unless a specific statute exempts a record, or part of a record, from disclosure. The law sets forth the timeframe and procedures for complying with a public records request, and it authorizes any aggrieved person to challenge the denial of a records request in court. For more information, click [here](#) for resources prepared by the Secretary of State.

Town of Pomfret Selectboard
DRAFT Meeting Minutes
December 4, 2024

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

Public: Frank Rogers, Cynthia Hewitt, John Moore, Ellen DesMeules

1. Ben called the meeting to order at 6:01 pm.
2. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) and (F) to discuss contracts and confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard and/or another involved at a substantial disadvantage, and pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees and the appointment of public officials. Unanimous. The Selectboard entered executive session at 6:02 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and Meg seconded adding the Land and Water Conservation Fund (LWCF) grant application to immediately before Item 6G (VLCT Cyber Security Grant). Unanimous.
4. Public Comment – None.
5. Road Foreman Report – Frank reported that he and AJ managed the Thanksgiving storm well. Brad Howe will start as a new road crew member on Monday. Frank is working on a truck bid which will go through the state bid process; he has yet to connect with John Deere re: new grader blade. Frank will work with Mike Bartlett on the price for a Modine unit on the boiler. The crew prefers to purchase their own clothing and get reimbursed instead of using a cleaning service; a washer and dryer are to be purchased for the shop. Steve will find a vendor for Town of Pomfret-branded work attire.
6. Items for Discussion or Vote
 - a. Employment of Public Employees – Brad Howe has accepted the town’s offer of employment as a full-time road crew member. Brad’s first day will be Monday, December 9.
 - b. Cintas Uniform Service – See Road Foreman report above.
 - c. Town Health Benefits Provider – after discussion, the town will continue with Blue Cross Blue Shield in 2025.
 - d. 2024 Annual Report Deliverables – The Selectboard reviewed the Selectboard Report that Emily drafted and Ben edited. Ben will follow-up with Becky to fill in the remaining blanks and the final report will be approved at a later meeting. It was agreed that estimated values of each highway equipment item were speculative at best. Only a highway equipment item list (no estimated values) will be included in the town report. Ben will revise the list and send to Frank for review.
 - e. VLCT Drug Testing Policy – After discussion, John moved and Meg seconded approval of the Drug & Alcohol Policy for CMV Operators with edits as discussed. Unanimous. Ben will post to the website and Ellen will include in Brad’s new employee packet.
 - f. VLCT Cyber Security Grant – Ellen and Becky attended a cyber security seminar with VLCT. They are consulting with Datamann on strategies and pricing to increase the

town's digital security and implement best practices. They will return to the Selectboard with that information when available. VLCT may have grant funding available to offset the cost of this effort.

- g. Town Hall Anonymous Donations – On advice from VLCT, all donations (whether or not restricted) will be accounted for in the general fund and then appropriated by the voters as part of the municipal budgeting process. This is to ensure proper accounting of all town funds while also honoring donors' wishes. The Selectboard expressed its appreciation to the anonymous donor for their sustained generosity and discussed ways to put these funds to good use as intended by the donor.
 - h. FY 2026 Budget Discussion – The Selectboard reviewed line items that are still open or awaiting confirmation. Discussion to be continued at the December 18 meeting.
 - i. Land and Water Conservation Fund (LWCF) Grant Application – Ben moved and Meg seconded that the town submit a pre-application for this grant, which if awarded will offset the cost of acquiring land for public use. Meg will prepare the pre-application with John Moore's assistance. The submission deadline is December 13.
 - j. Selectboard Meeting Scheduling – The Selectboard will hold a special meeting next Wednesday, December 11, at 6:00 pm in the Town Hall, for a Q&A session with Pomfret's state legislators. The January 1 regular Selectboard meeting is cancelled and a special meeting will be held on January 8 instead. Happy New Year!
 - k. Town Highway Access Permit (Dinsmoor Road) – Ben will speak with Beriah, the town's outside counsel, regarding next steps.
 - l. Appointment of Public Officials – None.
 - m. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

25048	\$ 6,894.19	Payroll
25051	12,101.21	AP

Unanimous.
 - n. Approval of November 20, 2024 Minutes – John moved and Emily seconded approval of the November 20, 2024, meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – John was called over the holiday weekend about issues with the garage boiler; Dan Gurney submitted plans for work in the Bartlett Brook Road right-of-way at Dinsmoor Road.
 - b. Assignments – Ben to post as-approved Alcohol & Drug Policy for CMV Operators, discuss Dinsmoor Road with Beriah; Steve to seek prices on road crew uniform apparel; Cynthia to post Meet the Legislators to VN calendar, remove road crew ad from state site; Meg to prepare LWCF Grant Pre-Application.
 - c. Agenda Items for Next meeting – 2024 Annual Report Deliverables, Appointment of Public Officials, FY 2026 Budget Discussion, new Municipal Ethics Code.
8. Adjournment – Meg moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:03 pm.

Town of Pomfret Selectboard
DRAFT Special Meeting Minutes
December 11, 2024

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

Public: Senator Alison Clarkson, Senator Becca White, Senator-elect Joe Major, Representative Heather Surprenant, Cynthia Hewitt, Lindsay Hyde, Campbell Baldwin, Greg Sanders, Caroline Robbins, Jan Salstrom, Chandler Evans, Michelle Bui, Walt Radicioni, Seth Westbrook, Doug Tuthill, Bruce Tuthill, Greg Tuthill, Cathy Emmons, Christian Randles, Heather Durkel, John Moore, Marge Wakefield, Diane Zonay, Cathy Peters, Meg Seely, Vern Clifford, Tim Reiter, Sam Musson, Neil Lamson, Annie Abbott, Annie Bower, Ellen DesMeules, “Flynn”, “Frank”, “iPad(2)”

1. Ben called the meeting to order at 6:03 pm and thanked Pomfret’s legislators for attending despite the poor weather.
2. Agenda Review – None.
3. Public Comment – None.
4. Pomfret State Legislators Q&A and Discussion – Pomfret’s state legislative delegation was present to answer questions and discuss state legislative priorities with Pomfret residents.

Legislators Present: Senators Alison Clarkson and Becca White, Senator-elect Joe Major, and Representative Heather Surprenant.

Topics Discussed: Tax equity, education funding, and land use regulation, among others. See <https://tinyurl.com/5n6k4run> for a time-indexed list of topics and speakers.

Meeting Recording: See <https://tinyurl.com/t4rjfw8> for the full meeting recording.

The discussion lasted about two hours after which Ben thanked the legislators and Pomfret residents for attending. The legislators invited follow-up questions and feedback after the session. Their contact information is copied at the end of these minutes.

The meeting was recessed at 8:00 pm to allow the public to speak one-on-one with the legislators before departing. Ben called the meeting back to order at 8:21 pm.

5. Other Business – None.
6. Adjournment – John moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:22 pm.

Pomfret Legislators Contact Information

Senator **Alison Clarkson** - <https://legislature.vermont.gov/people/single/2024/27152>

Senator **Becca White** - <https://legislature.vermont.gov/people/single/2024/37414>

Senator-elect **Joe Major** - jmajor@leg.state.vt.us (legislative web address TBA)

Representative **Heather Surprenant** - <https://legislature.vermont.gov/people/single/2024/34695>