

**Town of Pomfret
 Selectboard Special Meeting Agenda
 Town Offices
 5218 Pomfret Road, North Pomfret
 January 8, 2025, 6:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:00 pm
2. Possible Executive Session – <i>Confidential Attorney-Client Communications; Employment of Public Employees; Appointment of Public Officers</i>	
3. Agenda Review	7:00 pm
4. Public Comment	
5. FY 2026 Budget Informational Meeting	7:05 pm
6. Road Foreman Report	7:45 pm
7. Items for Discussion or Vote a. Highway Access Permit (Cherry Hill Road) b. Modine Hot Water Heater Proposal c. Highway Truck Bids d. Highway Equipment Capital Plan e. Personnel Policy Discussion f. FY 2026 Budget Discussion g. Review Annual Report Deliverables h. Municipal Ethics Code Updates i. Planning Commission Updates j. Appointment of Public Officials k. Warrants l. Approval of December 18, 2024 Minutes	8:00 pm
8. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
9. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

Zoom Instructions

- Computer or Smartphone
<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Item 5
FY 2026 Budget Informational Meeting

available at

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

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

Gretchen Smith

Applicant Printed Name

12/9/24

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# 3116

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.



802-356-4809
 BartlettMichael999@gmail.com
 844 Johnson rd North Pomfret, Vt 05053

Bartlett & Son Propane

Estimate

For: Town Of Pomfret
 Pomret rd North Pomfret, Vt
 05053
 john.peters@pomfretvt.us

Number: EST0005
Date: Dec 9, 2024

Description	Quantity	Unit price	TAX	Amount
108,000 BTU hot water modine heater	1		8 %	
1" heat pex plastic tubing Price per foot	150		8 %	
3/4 by 1" pex fitting	2		8 %	
3/4 mips by 1" pex	2		8 %	
Pipe mounted aquastat	1		8 %	
Miscellaneous wiring	1		8 %	
Labor Labor to complete installation of the modine	6		0 %	
			Subtotal:	
			TAX:	
			Total:	
			Paid:	

Balance Due

Item 7D
Highway Equipment Capital Plan

available at

[https://pomfretvt.us/index.php/boar/sel/
committees/capital-planning-committee/](https://pomfretvt.us/index.php/boar/sel/committees/capital-planning-committee/)

Item 7E
Personnel Policy Discussion

available at

[https://pomfretvt.us/index.php/download_file/
view/611/225/](https://pomfretvt.us/index.php/download_file/view/611/225/)

Item 7F
FY 2026 Budget Discussion

available at

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

**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. 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;
- [Lister, 2 years to finish a 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?

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??]¹
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.

¹ **NTD**: Pending receipt of valid petition. If successful, 2028 will be the last year in which Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) will need to petition annually to request an appropriation.

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, 2025, and that the balance be due at the same location on or before 2:30 PM on February 6, 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.]

Dated this [] 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. 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 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~~2022 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~~2015 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

~~[INSERT NAME OF MUNICIPALITY]~~
CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE
TOWN OF POMFRET, VERMONT

~~SECTION 1.~~ Approved [REDACTED], 2025

SECTION 1. AUTHORITY.

This ordinance is adopted by the ~~[insert name of legislative body]~~ Selectboard (“Legislative Body”) of ~~[insert name the Town of municipality]~~ Pomfret (“Municipality”) under authority of 24 V.S.A. § 1997.

SECTION 2. ~~SECTION 2.~~ PURPOSE.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont’s Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. ~~SECTION 3.~~ DEFINITIONS.

A. “Designated Complaint Recipient” means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.

~~A.~~ “Municipal Code of Ethics” means the municipal ethics framework in Vermont established
B. by Act 171 (H.875) of 2024 and codified at 24 V.S.A. § 1991 et seq.

~~B.~~ “Municipal Ethics Complaint” means a complaint against a “Municipal Officer” or “Officer”
C. alleging a violation of the Municipal Code of Ethics.

D. “Municipal Officer” or “Officer” means:

1. any member of a legislative body of a municipality;
2. any member of a quasi-judicial body of a municipality; or
3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:

- a. advisory budget committee member;
- b. auditor;
- c. building inspector;
- d. cemetery commissioner;
- e. chief administrative officer;
- f. clerk;
- g. collector of delinquent taxes;
- h. department heads;
- i. first constable;
- j. lister or assessor;
- k. mayor;
- l. moderator;

- m. planning commission member;
- n. road commissioner;
- o. town or city manager;
- p. treasurer;
- q. village or town trustee;
- r. trustee of public funds; or
- s. water commissioner.

E. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. ~~SECTION 4. COMPLAINTS.~~

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to [*insert "Municipal Manager," "Municipal Administrator," or "Chair of the Legislative Body" as applicable* **the Selectboard chair**].
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

SECTION 5. ~~SECTION 5. ENFORCEMENT.~~

If the Designated Complaint Recipient, or [**the** *insert "Municipal Manager," "Municipal Administrator," or "Chair of the Legislative Body" as applicable* **Selectboard chair**] in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, the *insert "Municipal Manager," "Municipal Administrator,"* **Designated Complaint Recipient**, or *"Chair of the Legislative Body"* **Selectboard chair** (as applicable) will take immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

F.A. Enforcement Against Elected Officers. In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:

1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.

~~1.~~ The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. §

2. 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.
3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.

G.B. Enforcement Against Appointed Officers. In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.

H.C. Enforcement Against Employees. In cases in which the Municipal Officer is also an employee of the Municipality, the ~~[insert “Municipal Manager,” “Municipal Administrator,” or “Chair of the~~ Legislative Body ~~” as applicable]~~ may take any disciplinary action, up to and including termination, in accordance with the Municipality’s personnel policy.

~~SECTION 5.~~ **SECTION 6.** ~~SECTION 6.~~ **APPEALS.**

A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the ~~VT~~Vermont Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality’s personnel policy.

~~SECTION 6.~~ **SECTION 7.** ~~SECTION 7.~~ **OTHER LAWS.**

This ordinance is in addition to all other ordinances of the Municipality and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. ~~SECTION 8.~~ **SEVERABILITY.**

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

SECTION 9. ~~SECTION 9.~~ EFFECTIVE DATE.

This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

A. ~~Adopted this _day of _____, 20_____.~~

~~*[insert name of legislative body] for the [insert name of municipality].*~~

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

APPROVED by the Selectboard this [] day of [], 2025, and effective until amended or repealed.

Benjamin Brickner, Chair

John Peters Jr., Vice-Chair

Meg Emmons

Steve Chamberlin

Emily Grube

* * * * *

Adoption History

1. Agenda item at ~~regular~~ *[insert name of legislative body]* [], 2025 Selectboard meeting ~~held on~~ .
~~1-~~ Read and approved at ~~regular/special~~ *[insert name of legislative body]* [], 2025 Selectboard meeting ~~on~~
2. and entered in the minutes of that meeting, which were approved on [], 2025.
3. Posted in public places on [], 2025.
~~2-~~ Notice of adoption published in ~~the~~ *The Vermont Standard* newspaper

on _____ [_____, 2025], with a notice of the right to petition.

4. ~~Other actions [petitions, etc.].~~

For publication in the [REDACTED], 2025 edition of *The Vermont Standard*

TOWN OF POMFRET, VERMONT

**NOTICE OF ADOPTION OF
CODE OF ETHICS INVESTIGATION AND
ENFORCEMENT ORDINANCE**

On [REDACTED], 2025, the Selectboard of the Town of Pomfret, Vermont, adopted a Code of Ethics and Enforcement Ordinance. This notice is published pursuant to 24 V.S.A. § 1972 to inform the public of this ordinance and of qualified voters' right to petition for a vote to disapprove the same.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

The full text of the ordinance may be examined during regular office hours at the Pomfret town office at 5218 Pomfret Road and may be viewed online by visiting pomfretvt.us.

CITIZENS' RIGHT TO PETITION FOR VOTE

Twenty four V.S.A. § 1973 grants qualified voters the right to petition for a vote at a special or annual town meeting to disapprove ordinance amendments adopted by the Selectboard. To exercise this right, qualified voters must present to the Selectboard or the Town Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the town's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments. Unless a petition requesting a vote is filed pursuant to 24 V.S.A. § 1973, the amended Highway Ordinance shall become effective sixty (60) days from the date of said adoption.

PERSON TO CONTACT

Additional information pertaining to this ordinance may be obtained by contacting Rebecca Fielder, Town Clerk at 5218 Pomfret Road, or by calling 802-457-3861 during regular office hours, or by emailing clerk@pomfretvt.us.

~~[INSERT NAME OF MUNICIPALITY]~~ MUNICIPAL ETHICS COMPLAINT FORM
TOWN OF POMFRET, VERMONT

[Approved [REDACTED], 2025]

(Insert name Date)

Town of ~~municipality~~ [Insert date] Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

ATTN Attention: Designated Complaint Recipient

State law (24 V.S.A. § 1997) requires municipalities to enact procedures to 1) investigate complaints that allege a municipal officer has violated the Municipal Code of Ethics, and 2) to enforce against substantiated complaints, including developing methods of enforcement and available remedies.

Your Contact Information

Type or print clearly

Your name (complaints can be anonymous):

Address: _____

Municipality: _____

State: _____ **Zip:** _____ **E-mail:** _____

Telephone(s): _____

1. Who is this complaint against? Name, and job title or position. Please file a separate complaint for each individual you complain against.

2. Date(s) of the alleged violation(s):

3. How has this person violated the Municipal Code of Ethics? Describe fully. Be specific and provide as much detail as possible. Attach any documentation that supports your claim(s).

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

Signature: _____ Date: _____

Date: _____

Submit by email to: ~~(insert e-~~ clerk@pomfretvt.us or by mail ~~address~~ to Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053, Attention: Designated Ethics Complaint Recipient). ~~Enter.~~

~~“Complaint” in subject line OR by USPS mail to: (insert address of Town Office, Attn: Designated Complaint Recipient).~~ If the Town Clerk is the subject of your complaint, submit by email to selectboard@pomfretvt.us or by mail to Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053, Attention: Selectboard.

Town of Pomfret Selectboard
DRAFT Meeting Minutes
December 18, 2024

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

Public: Frank Rogers, Cynthia Hewitt, Sam Musson, Cathy Emmons

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – Meg moved and John seconded adding a possible executive session to discuss confidential attorney-client communications immediately before adjournment. Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank reports things continue going well for the new crew members; they are hitting their stride and have completed seasonal truck maintenance. Mike Bartlett submitted an estimate for a Modine hot water heater at the garage; this will be considered at the January 8, 2025 meeting. The new grader blade is ordered, John Deere will install when it arrives. The 550 has been sent to Ted Green Ford for warranty work. Frank will have specs for a new truck ready for consideration at the January 8, 2025 meeting. Frank thanked the Selectboard on behalf of the crew for the holiday gifts. Sam Musson has been hired by Galaxy Hill Road Trust to remove trees along Old King's Highway; the trees are marked with blue paint. Frank asked Sam to post signs in both directions to alert motorists. The work is expected to take place next week.
5. Items for Discussion or Vote
 - a. Highway Access Permit (Cherry Hill Road) – Frank will inspect the proposed access location and advise the Selectboard if he believes a site visit is necessary. If a site visit is necessary, one will be scheduled before the January 8, 2025 meeting.
 - b. Review Annual Report Deliverables – Minor corrections were made to the town highway equipment list; initial drafts of the FY 2026 budget narrative and 2025 annual meeting warning were reviewed. All will be finalized in January.
 - c. FY 2026 Budget Discussion – After review and minor edits, the increase in taxes to be raised sits at 11.2% but is likely to rise to about 11.5% once insurance premiums are updated next month. Selectboard members will review the draft budget between now and the January 8, 2025 meeting to identify any areas that might be trimmed. But overall, the Selectboard feels the current draft is a realistic, middle-of-the-road budget that reflects the reality of rapidly rising costs in such areas as paving, health benefits and liability insurance.
 - d. Municipal Ethics Code Update – Becky Fielder has graciously agreed to be appointed as the town's liaison to the Vermont Ethics Commission. John moved and Emily seconded that Becky be appointed to the same, for a term expiring in March 2025. Unanimous.
 - e. Local Impact Grant Appropriation – The Selectboard discussed having Cargill invoices 2910317139 et al. on Warrant 25056 be paid for by proceeds of the Local Impact Grant received by the town earlier this year, with any additional amount owed on these invoices to be paid from general funds. The expenses reflected in the foregoing invoices are not subject any public assistance program (per the grant conditions). This appropriation will be noted on the warrant and Ben will communicate the same to Ellen.

- f. Final ARPA Accounting – Meg will work with Ellen and Sarah Wraight at Two Rivers to ensure the town’s ARPA expenditures are appropriately documented. All ARPA funds received by the town have been obligated.
 - g. Appointment of Public Officials – See Item 5(d) above. The Planning Commission continues interviewing candidates for the position of Zoning Administrator. Per 24 V.S.A. 4448, the Selectboard can making an appointment after the Planning Commission makes a nomination.
 - h. Warrants – Emily moved and Meg seconded approval for payment of the following warrants:

25054	\$ 16,244.10	Payroll
25056	39,337.01	A/P (incl. November 2024 Debit Card Activity)
25057	101.31	Tax Refund

Unanimous.
 - i. Approval of December 4 and December 11, 2024 Minutes – Emily moved and John seconded approval of the December 4 and December 11, 2024, meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – Meg was informed that our pre-application was approved and the town has been invited to make a full application to the Land and Water Conservation Fund (LWCF). Meg will work on this but requested assistance in doing so; the grant application deadline is in March.
 - b. Assignments – Meg will discuss with Ellen re: final ARPA accounting; she also will prepare the LWCF grant application; Emily will meet with the listers to discuss their future needs.
 - c. Agenda for Next Meeting – Bartlett proposal for Modine hot water heater; FY 2026 Budget Informational Meeting and further discussion.
7. Executive Session
- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications, the premature general public knowledge of which would clearly place the Selectboard and/or another involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 8:41 pm.
 - b. The Selectboard exited executive session at 9:03 pm, with no decisions having been made therein.
8. Adjournment – Emily moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:04 pm.