

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
February 5, 2025, 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 a. Highway Paving Request for Proposals b. New Highway Truck Purchase Agreement c. Better Roads Planning Services Agreement (Two Rivers) d. Event on Public Highway Permit Application (The Prouty) e. Event on Public Highway Permit Application (CBHM) f. Highway Access Permit Application (Cherry Hill Road) g. Town Meeting Informational Hearing Agenda h. Code of Ethics Investigation and Enforcement Ordinance i. Public Records Inspection, Copying, and Transmission Policy j. Mascoma Certificate of Deposit Renewal k. Warrants l. Approval of January 22, 2025 Minutes	7:15 pm
6. Meeting Wrap Up 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



AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

and the

TOWN OF POMFRET, VERMONT

For

2025 BETTER ROADS PLANNING SERVICES

VTrans Grant: BR1225

TRORC Project #10-691-9 Pomfret

January 27, 2025

I. AGREEMENT FOR SERVICES

- A. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Pomfret (hereinafter called the Town) that the Regional Commission shall assist the Town in providing Better Roads Planning Services for the Town in accordance with the steps outlined in Section III. D.
- B. This Agreement consists of the body and the following scope which is incorporated herein:
- Inventory **612** connected segments x **\$20/segment** = **\$12,240.00**.
(as noted in VTrans Cat A Grant Eligibility Guidance).

II. GENERAL TERMS AND CONDITIONS

- A. Whenever feasible, local labor can be used to assist professionals in the gathering and compilation of data, thus minimizing expenses.
- B. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$12,240.00**, unless amended.
- C. The period of performance under this Agreement shall commence on **March 1, 2025** and run through **October 31, 2027**, unless amended.
- D. Ownership of all data and materials collected under this Agreement shall remain with the Town, the State and the Regional Commission.
- E. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- F. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.
- G. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.

SFY2025 Pomfret Better Roads Contract

- H. Reasonable extensions of time for completing the work may be granted in writing by the Town, if the Regional Commission can demonstrate that it was unavoidably delayed by circumstances beyond its control.
- I. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the effective date of such termination. All costs and fees earned prior to the date of termination shall be reimbursed to the Regional Commission by the Town.
- J. The fees charged for services to the Town will be a lump sum contract as defined in Section I.B. No additional fees will be charged.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

- A. Regional Commission staff will work with, and be responsible to, the Selectboard and Road Foreman in providing the services listed in Section I.B.
- B. The Regional Commission shall maintain all documents, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- C. The Regional Commission shall invoice the Town for costs incurred on this project.
- D. The Regional Commission shall provide the following products to the Town, for submission to VTrans for reimbursement:
 - Road Erosion Inventory and maps
 - Priority List of locations with recommended Best Management Practices
 - Permit Report for MRGP coverage
 - Documentation of TRORC staff hours
- E. The Regional Commission shall provide to the Town copies of all documents generated under this project including hardcopies of maps of the locations, and the erosion locations capital plan.

IV. OBLIGATIONS OF THE TOWN

- A. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.
- B. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- C. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- D. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.
- E. The Town is responsible for contributing and documenting local match.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, 2025 at Pomfret, Vermont.



TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

TOWN OF POMFRET
Benjamin Brickner, Selectboard Chair

TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION: Friend of Dartmouth Cancer Center

PHONE: [REDACTED]

ADDRESS: 35 Centerra Parkway, 3rd Floor, Lebanon, NH 03766

CONTACT PERSON: Christopher McCown

PHONE: [REDACTED]

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT: Hanover, NH

ROUTE ON PUBLIC HIGHWAYS (attach map showing route):

TRAFFIC CONTROL (if any): Caution Bike Event Signage at corner of Pomfret and Stage Rds. and Pomfret and Howe Hill Rds.

EVENT DATE(S): Friday July 11, 2025 HOUR (start): 6am in Hanover (end): Approx: 4pm in Hanover

ESTIMATED NUMBER OF PARTICIPANTS: 125

Authorized Representative

Date

Christopher McCown

1-27-25

CONDITIONS:

Approved

Denied

Town Representative

Date

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Phone: (802) 457-3861
Fax: (802) 457-8180

LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality

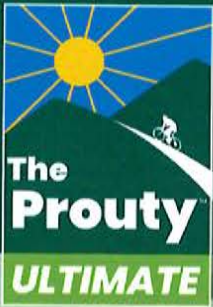
In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Friends of Dartmouth Cancer Center(organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: 01-21-25

Print Name: Christopher McCown

Sign Name: Christopher McCown

Witness: _____



Ultimate 100-Mile and Metric Century Bike Ride

Friday, July 12, 2024

Difficulty Level: ■ ■ ■ ■ ■

Elevation: 6,121 feet (100) 3,980 (75)

Map Legend

- Prouty Start/Finish
- 100-Mile Bike Route
- Metric Century Route
- Caution Area
- SAG Aid Station
- Single File Area
- Emergency Shelter
- Dirt Road

Planning Ahead

- SAG Services...
- Turn-by-turn directions (*reverse*)
- Route sign markers
- For help on event day:
Non emergencies: 603-646-1593
For emergencies call 911

View the interactive 100 mile map



View the interactive 75 mile map

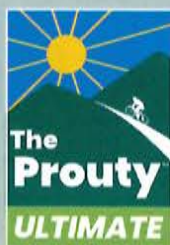


Dartmouth COLLEGE SCHOOL OF MEDICINE
New Friday Finish Line
Dartmouth Campus Hanover, NH

Start Dartmouth Green Hanover, NH

Late Day Redirect Checkpoint

All riders are expected to return to the venue by 4pm. **If a rider has not reached checkpoint #1 Lake Morey, VT by 1:00pm** they will be redirected to the 75-mile route.



Prouty Ultimate SAG Schedule

Location	MM	Open	Closed
Woodstock, VT – Billing’s Farm	17.9(100)	7:00AM	8:30AM
South Royalton, VT – Town Green	34(100)–22(75)	7:30AM	9:30AM
Vershire, VT – Ward’s Garage	54.5(100)–42.4(75)	9:00AM	12:30PM
Fairlee, VT – Fairlee Fire Department	70(100)	10:00AM	1:30PM
Lyme, NH – River Road	92(100) – 66.4(75)	10:30AM	3:00PM
Finish Line – Hanover, NH	101.4(100) – 75.4(75)	11:00AM	4:00PM

100-Mile Turn-By-Turn Directions

- ↪ Turn left onto North Main Street 0.0 mi
- ↪ Turn right onto West Wheelock Street, NH 10A 0.1 mi
- ↪ Turn left onto U.S. Route 5 South, US 5, VT 10A 1.2 mi
- ↪ Turn right onto Christian Street 2.9 mi
- ↪ Turn right onto Maple Street, VT 14 5.1 mi
- ↪ Turn left onto V.A. Cutoff Road 5.2 mi
- ↪ Turn right onto Old River Road 5.4 mi
- ↑ Continue straight onto Costello Road 7.9 mi
- ↪ Turn right onto Old Quechee Road 8.4 mi
- ↪ Turn right onto Quechee Main Street 10.6 mi
- ↘ Keep left onto Quechee Main Street 11.6 mi
- ↗ Keep right onto Upper River Road 14.9 mi
- ↗ Turn slight right onto River Road 15.1 mi
- ↪ Turn right onto Elm Street, VT 12 18.0 mi
- ↗ Keep right onto Pomfret Road, TH 1 18.6 mi
- ↗ Keep right onto Pomfret Road 20.6 mi
- ↪ Turn left onto Howe Hill Road 25.3 mi
- ↪ Turn left onto River Road 29.8 mi
- ↪ Turn left onto Park Street 33.9 mi
- ↪ Turn right onto Railroad Street 33.9 mi
- ↪ Turn right onto Chelsea Street 34.0 mi
- ↑ Continue onto Vermont Route 110, VT 110 34.3 mi
- ↪ Turn right onto School Street 47.4 mi
- ↪ Turn left to stay on school street 47.5 mi
- ↪ Turn right onto Vermont Route 113, VT 113 47.5 mi
- ↪ Turn left onto West Fairlee Road 61.5 mi
- ↪ Turn left onto Vermont Route 244, VT 244 62.8 mi
- ↪ Turn sharp left onto U.S. Route 5, US 5 67.4 mi
- ↪ Turn left onto Lake Morey Road 69.7 mi
- ↪ Turn left onto Maurice Roberts Memorial Highway 73.0 mi
- ↪ Turn right onto Lake Morey Road 75.8 mi
- ↪ Turn left onto Lower Plain, US 5 76.2 mi
- ↪ Turn sharp right onto Waits River Road, VT 25 76.5 mi
- ↪ Turn right onto Route 10, NH 10 78.8 mi
- ↪ Turn right onto River Road 86.7 mi
- ↗ Keep right onto Old River Road 92.0 mi
- ↑ Continue onto River Road 92.3 mi
- ↪ Turn right onto Lyme Road, NH 10 97.1 mi
- ↑ At roundabout, take exit 1 onto Lyme Road, NH 10 99.8 mi
- ↑ At roundabout, take exit 1 onto Lyme Road, NH 10 100.5 mi
- ↑ Continue onto College Street 101.4 mi
- ↪ Turn right 101.4 mi

Metric Century Turn-By-Turn Directions

- ↪ Turn left onto North Main Street 0.0 mi
- ↪ Turn right onto West Wheelock Street, NH 10A 0.1 mi
- ↪ Turn left onto U.S. Route 5 South, US 5, VT 10A 1.3 mi
- ↪ Turn right onto Christian Street 3.0 mi
- ↪ Turn right onto Maple Street, VT 14 5.2 mi
- ↪ Turn left onto River Road 17.3 mi
- ↪ Turn left onto Park Street 21.9 mi
- ↪ Turn right onto Railroad Street 22.0 mi
- ↪ Turn right onto Chelsea Street 22.1 mi
- ↑ Continue onto Vermont Route 110, VT 110 22.4 mi
- ↪ Turn right onto School Street 35.5 mi
- ↪ Turn left to stay on School Street 35.6 mi
- ↪ Turn right onto Vermont Route 113, VT 113 35.6 mi
- ↪ Turn left onto West Fairlee Road 49.5 mi
- ↪ Turn left onto Vermont Route 244, VT 244 50.9 mi
- ↪ Turn sharp left onto U.S. Route 5, US 5 55.4 mi
- ↪ Turn right onto Bridge Street, VT 25A 58.3 mi
- ↪ Turn right onto Route 10, NH 10, NH 25A 58.7 mi
- ↪ Turn right onto River Road 60.7 mi
- ↗ Keep right onto Old River Road 66.0 mi
- ↑ Continue onto River Road 66.3 mi
- ↪ Turn right onto Lyme Road, NH 10 71.1 mi
- ↑ At roundabout, take exit 1 onto Lyme Road, NH 10 73.8 mi
- ↑ At roundabout, take exit 1 onto Lyme Road, NH 10 74.5 mi
- ↑ Continue onto College Street 75.4 mi



TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION CBHM, Inc.

PHONE [REDACTED]

ADDRESS PO Box 722, Woodstock VT 05091

CONTACT PERSON Nancy Nutile-McMenemy PHONE [REDACTED]

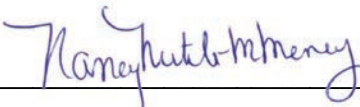
LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Saskadena Six Ski Area, Pomfret VT

ROUTE ON PUBLIC HIGHWAYS (attach map showing route) See attached map. Stage Rd, Pomfret Road to Route 12 closed 7:30-8:45 AM on Sunday, June 1, 2025

TRAFFIC CONTROL (if any) Windsor County Sheriffs, volunteers and Woodstock Police

EVENT DATE(S) June 1, 2025 HOUR (start) 5 AM (end) 8:30 AM

ESTIMATED NUMBER OF PARTICIPANTS 2000

 1/23/2025
Authorized Representative Date

CONDITIONS:

Approved Denied Town Representative Date

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

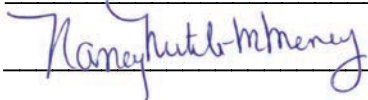
Phone: (802) 457-3861
Fax: (802) 457-8180

**LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality**

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, CBHM, Inc. (organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

Date: 1/23/2025

Print Name: Nancy Nutile-McMenemy

Sign Name: 

Witness: _____

CERTIFICATE OF INSURANCE

PRINT DATE: 1/23/2025

CERTIFICATE NUMBER: 202501231097417

AGENCY:

Edgewood Partners Insurance Center
5909 Peachtree Dunwoody Road, Suite 800
Atlanta, GA 30328
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. CBHM, Inc.
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Clear Blue Insurance Company NAIC #28860

EVENT INFORMATION:

Covered Bridges Half Marathon (6/1/2025 - 6/1/2025)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	CZ26INGL0001-02	11/1/2024 12:01 AM	11/1/2025 12:01 AM	GENERAL AGGREGATE (Per Event) \$4,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	CZ27IN3X0001-02	11/1/2024 12:01 AM	11/1/2025 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (CB 03 03)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

Town of Pomfret Vermont
5218 Pomfret Rd
North Pomfret VT 05053

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:





COVERED BRIDGES HALF MARATHON

POMFRET • WOODSTOCK • QUECHEE

The best 13.1 miles in New England



Race Start: Saskaena Six Ski Area, Pomfret VT 8:15 AM, Stage Rd to Rte 12 to Woodstock

Woodstock Village-Spectator Parking on street and municipal parking

River Rd to Taftsville Bridge, Taftsville Bridge Closed 9-10:30AM

Quechee Main Street to Quechee Covered Bridge-East bound runners in left, vehicles in right lane.

Quechee Covered Bridge to Marshland Farm-East bound runners swith to right lanetowards the polo field, vehicle in the left lane towards the Bridge

Marshland Farm to Dewey Mills at Strong House Spa-Road closed to traffic 9AM-noon

Dewey Mills Rd one way traffic from US Rte 4 to Strong House Spa 5-7:30 AM, 10:30-noon one way Polo field to US Rte 4

US Rte 4 Remains OPEN, the race will request permission to control the construction lights on the bridge over the Quechee Gorge

US Rte 4 at Quechee Main (Fat Hat Factory) closed to «Local Traffic Only» 5AM-noon

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.

Gretchen Smith dotloop verified
01/23/25 3:06 PM MST
XOV8-9ZJU-FGLO-BBTD

[Handwritten Signature]

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

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):

Existing driveway/pull-off access to be abandoned prior to commencing use of the access approved herein.

PERMIT APPROVED this day of , 20 .

N/A

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.



Natural Resources Atlas

Vermont Agency of Natural Resources

vermont.gov



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 of Pomfret
Annual Town Meeting Informational Hearing Agenda
Town Hall
5233 Pomfret Road, North Pomfret
February 22, 2025, 9:00 am**

Zoom instructions below

Business Items	
1. Call to Order	9:00 am
2. Agenda Review	
3. Discussion of Annual Town Meeting Articles Article 1 – Election of Town Officers Article 2 – Collection of Current Taxes Article 3 – Approval of FY 2026 Town and Highway Budget Article 4 – Appropriation to Abbott Memorial Library Article 5 – Appropriation to Pomfret Cemetery Commission Article 6 – Appropriation to Visiting Nurse and Hospice for VT and NH Article 7 – Appropriation to Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) Article 8 – Appropriation to Health Care and Rehabilitation Services Article 9 – Appropriation to Empower Up - Windsor Central Mentoring Program Article 10 – Appropriation to Spectrum Teen Center Article 11 – Appropriation to Pentangle Arts Article 12 – Appropriation to Ottauquechee Health Foundation Article 13 – Appropriation to Women’s Information Service (WISE) of the Upper Valley Article 14 – Appropriation to Green Up Vermont Article 15 – Re-Appropriation of Unassigned General Fund Balance Article 16 – Designation of Tax Payment Due Dates, Late Payment Interest and Penalty	9:05 am
4. Other Proper and Necessary Business	10:30 am
5. Adjournment	11:00 am
<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

~~[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.

~~SECTION 1.~~

~~Model Public Records Inspection, Copying, and Transmission Policy~~

~~Town of _____, Vermont
Public Record Inspection, Copying and Transmission Policy~~

PUBLIC RECORDS INSPECTION, COPYING, AND TRANSMISSION POLICY
TOWN OF POMFRET, VERMONT

Approved [____], 2025

SECTION 1. PURPOSE-

The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a town's public records for inspection and copying unless the records are exempt by law from public access. The Town is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without [unreasonable interruption of operations and to protect the integrity of the Town's public records](#).

~~unreasonable interruption of operations and to protect the integrity of the Town's public records:~~

SECTION 2. APPLICABILITY-

A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of ~~the Custodian of the office of [insert title of office of independently-elected official]~~. Other public records may be in the custody of ~~other officers or employees~~ [a municipal officer](#) of the Town [of Pomfret](#).

~~**DEFINITIONS.** For purposes of this policy, the following words and/or phrases shall apply:~~

SECTION 3. DEFINITIONS

- A. “Agency” means an agency, board, committee, department, branch, instrumentality, commission, or authority of any town.
- B. “Business Day” means a day that the Custodian’s office is open to provide services.
- ~~B:C.~~ “Custodian” means the person that has charge or custody of a public record.
- ~~C:D.~~ “Promptly” means immediately, with little or no delay, and not more than three business days.

SECTION 4. PUBLIC ~~RECORD~~ RECORDS REQUEST FORMS~~-~~

Not every public record request will necessitate the use of a written request form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a Public Records Request Form designated by the Custodian. If the requestor declines to complete the Public Records Request Form, the Custodian may complete such form. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed Request Form. The Custodian shall retain the original copy of all requests and written responses (if applicable).

SECTION 5. INSPECTION OF PUBLIC RECORDS-

In responding to a request to inspect or copy a record, the Custodian will consult with the requestor if necessary in order to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection except that:

- D.A.** The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian.
- E.B.** If the Custodian withholds the record as exempt from public access, the Custodian will promptly certify this fact in writing to the requestor. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, a brief statement of the reasons and supporting facts for denial, and provide the names and titles or positions of each person responsible for denial of the request. The Custodian will also inform the requestor of the right to appeal this determination to ~~the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable]~~. It is the policy of the Town that all exempt records will be withheld from disclosure.
- F.C.** If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will promptly certify this fact in writing to the requestor and set a date and hour within one calendar week of the request when the record will be available for inspection.

~~For the purpose of this policy, a "business day" means a day that the Custodian's office is open to provide services:~~

The time limits described above may be extended in writing up to ten business days from receipt of the records request based on:

1. The need to search for and collect requested records from field facilities or other establishments that are separate from the Town Office; or
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

3. The need for consultation with the Town attorney or other Town officers or departments having a substantial interest in the determination of the request.



If the time limits described above are extended, the Custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request.

The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

SECTION 6. PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION

In order that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the Town Office designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The Custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the Town unless approved by the Custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the Town or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

SECTION 7. COPIES OF PUBLIC RECORDS

Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

G.A. Charges. Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:

1. The actual cost charge for a copy of a public record as determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges; and
2. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as that cost is determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

H.B. Standard formats. The Custodian will make a copy of a public record in the following standard format:

1. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record;
2. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is “non-standard.” The Custodian [*insert “will” or “will not”*] may, in the Custodian’s discretion, provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format). [**Guidance: Only include the following if** the Custodian **decides that it will be the policy of his or her office** determines to provide copies of public records in non-standard format: ~~The,~~ the requestor will be charged the time involved in producing the record in a non-standard format when the time exceeds 30 minutes as such costs are determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.]

SECTION 8. CREATION OF PUBLIC RECORDS-

The Custodian [*insert “will” or “will not”*] may, in the Custodian’s discretion, create a public record that does not exist. [**Guidance: Only include the following if** the Custodian **decides that it will be the policy of his/her office** determines to create a public record that does not exist: ~~The Custodian will charge,~~ the requestor will be charged for the cost associated with creating the record. Requests for creating a record must be made in writing and all charges must be paid in full prior to delivery of the record. Upon request, the Custodian will provide an estimate of the cost of creating a public record prior to complying with the request.]

SECTION 9. TRANSMISSION OF PUBLIC RECORDS-

The Custodian [*insert “will” or “will not”*] may, in the Custodian’s discretion, transmit a public record. [**Guidance: Only include the following if** the Custodian **decides that it will be the policy of his/her office** determines to transmit public records: ~~Custodian will charge,~~ the requestor will be charged for the ~~costs~~ cost associated with doing so. Requests for transmission of a record must be made in

writing and all charges must be paid [in full](#) prior to delivery of the record. Upon request, the Custodian will provide an estimate of the cost of transmitting a public record prior to complying with the request.]

SECTION 10. DENIAL OF A PUBLIC RECORD REQUEST

If the Custodian denies a public record request in whole or in part, the denial may be appealed to [the](#)
[insert "Town Manager," "Town



~~Administrator," or "Selectboard Chair" as applicable].~~ In accordance with 1 V.S.A. § 318(c)(1), ~~the~~ ~~insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable~~ will make a written determination on the appeal within five business days after receipt of the appeal. A decision of ~~the~~ ~~insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable~~ may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

~~The foregoing Policy is hereby adopted~~ *[Remainder of page intentionally blank. Signature page follows.]*



APPROVED by the ~~[insert title of office of independently-elected official]~~ of the Town of _____ Vermont, **Selectboard** this _____ [redacted] day of _____ ~~[for town officials other than the selectboard, add the following: "as the Head of that Agency [redacted], 2025, and in delegation of all appeal authority to the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable] otherwise conferred upon my office."]~~

~~This Policy is~~ effective ~~as of this date~~ until amended or repealed.

Office of ~~[insert title of office]~~
Town of _____, Vermont

Date signed _____.

~~MODEL~~

Benjamin Brickner, Chair

John Peters Jr., Vice-Chair

Meg Emmons

Steve Chamberlin

Emily Grube

[Remainder of page intentionally blank. Model Forms Follow.]



REQUEST FOR INSPECTION OR COPYING _____ OF PUBLIC RECORD(S)
Town of Pomfret, Vermont

~~Town of _____, Vermont
Request for Inspection or Copying of Public Record(s)~~

Date: _____

Dear Custodian:

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request to inspect the following public record(s):

- a. _____
- b. _____
- c. _____

~~(if applicable)~~ A. _____

B. _____

C. _____

I hereby request a copy of the above record(s) in the following format: (if applicable):

I agree to pay reasonable and customary costs for these copies.



(Complete this section if you have a disability requiring an accommodation): I request the following accommodation(s) in order to access the public record(s) I seek: (complete this section if you have a disability requiring an accommodation):

If you have questions about this request, please call me at _____ :

or email me at _____. Thank you for your help.

Signature

Printed Name

The Custodian **for the Office of [insert title of office]** shall retain the original of this form for record keeping purposes and provide the requestor with its copy.



SECTION 2.

MODEL CERTIFICATION OF DENIAL OF ACCESS

Town of _____, Vermont
Certification of Denial of Access TO PUBLIC
RECORDS
pursuant to Public Record(s)
1 V.S.A. § 318(b)(2)
Town of Pomfret, Vermont

On _____, the Custodian for the Office of *[insert title of office]* _____ (date),
 _____ (name), _____ (title),

of the Town of _____, Vermont Pomfret, received a request from _____ for _____ for access to public record(s). Certain records determined to be subject to the request have been withheld in whole or in part as exempt from disclosure under 1 V.S.A. § 317. Such withheld records are as follows:

Title or Other Description of Public Record Withheld	All or Partial	Reasons for Withholding and Supporting Facts	Statutory Exemption(s)	Name and Title of Person Responsible for Denial

--	--	--	--	--

You may appeal any or all of the withholding of these public records to the Town of _____
~~{insert "Town Manager," "Town Administrator," or "Pomfret [Selectboard Chair" as~~
~~applicable}.~~ In accordance with 1 V.S.A. § 318(c)(1), [the ~~{insert "Town Manager," "Town~~
~~Administrator," or~~
~~"Selectboard Chair" as applicable}~~] will make a written determination on the appeal within five
business days after receipt of the appeal. A decision of [the ~~{insert "Town Manager," "Town~~



Administrator," or "Selectboard Chair" as applicable] may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

(Custodian *for the Office of [office] Town of _____, Vermont*.)

Name:

Title:

Date signed _____

The Custodian *for the Office of [insert title of office]* shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

SECTION 3.
MODEL RESPONSES RESPONSE TO REQUEST FOR PUBLIC RECORDS

Town of _____, Vermont
Response
pursuant to Request for Public
Record(s)

1 V.S.A. § 318(b)(2)
Town of Pomfret, Vermont

On _____, the Custodian for the Office of [~~insert~~ _____] (date),
_____ (name), _____ (title ~~of office~~).

of the Town of
_____, Vermont Pomfret, received a request from _____ for
_____ for access to public record(s).

In response to this request (check all that apply):

- The Custodian is not producing some or all of the record(s) requested for inspection because:
 - the record(s) do not exist under the name given by the requestor or by any other name known to the Custodian. 1 V.S.A. § 318(a)(4);
 - the Town is not required to provide copies of public records in their non-standard format. 1 V.S.A. § 316(i);
 - the record(s) does not already exist and the Town is not required to create a public record(s). 1 V.S.A. § 316(i);
 - the Town is not required to convert paper public record(s) to electronic format. 1 V.S.A. § 316(i).

~~§ 316(i)~~

Record(s) requested: _____



You may appeal any or all of the withholding of these public records to the Town of Pomfret [Selectboard]. In accordance with 1 V.S.A. § 318(c)(1), [the Selectboard] will make a written determination on the appeal within five business days after receipt of the appeal. A decision of [the Selectboard] may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

- The record(s) requested below are in active use or in storage and therefore not available for use at the time of this request. The record(s) requested will be available for examination within one calendar week of the request on _____ (date) at _____ (hour) _____ (time). 1 V.S.A. § 318(b)(1).

Record(s) requested: _____

- The following “unusual circumstances,” as that term is defined by 1 V.S.A. § 318(b)(5), exist with respect to the record(s) requested below:
 - the need to search for and collect the requested record(s) from field facilities or other establishments that are separate from the office processing the request;
 - the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct record(s) which are demanded in a single request;
 - the need for consultation with the Town’s attorney or with other Town officers or departments having a substantial interest in the determination of the request.

Record(s) requested: _____

The non-exempt record(s) requested will be available for examination not more than ten business days from receipt of this request on _____ (date). 1 V.S.A. § 318(b)(5).

- The record(s) requested below are subject to one or more of the following staff time charges:
- charges for the time directly involved in complying with the request that exceeds 30 minutes;
 - charges incurred because the Town agreed to create a public record(s) that did not already exist;
 - charges incurred because the Town agreed to provide the public record(s) in a non-standard format and the time directly involved in complying with the request exceeds 30 minutes.

Record(s) requested: _____

Because this request is subject to staff time charges, the Custodian hereby requires that the request be made in writing and that all charges be paid ~~in whole/in part~~ full prior to delivery of the copies. Upon request, the Town will provide an estimate of the charge.

~~This denial of access, whether temporary or permanent, may be appealed to the Town of~~

~~_____~~
~~_____~~
~~[insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable~~

~~(.) In accordance with 1 V.S.A. § 318(c)(1), the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable] will make written determination on the appeal within five business days after receipt of the appeal. A decision of the (Town Manager/Town Administrator/Selectboard Chair) may be reviewable by Vermont Superior Court under 1 V.S.A. §~~

~~310~~

Custodian ~~for the Office of [office] Town of, Vermont.~~

Name:

Title:

Date ~~signed~~ _____.

The Custodian ~~for the Office of [insert title of office]~~ shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

Town of Pomfret Selectboard
DRAFT Special Meeting Minutes
January 22, 2025

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

Public: Frank Rogers, Betsy Siebeck, Eric Chase, Bob Crean, Neil Lamson, Jim Potter

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – John moved and Steve that an executive session to discuss contracts be added immediately before adjournment. Unanimous.
3. Public Comment – Neil praised the road crew for keeping meticulous time sheet records, which has enabled the town promptly to receive FEMA reimbursement following disaster repair work. Neil urged that this practice continue as well as taking many photos of damage and following the town’s purchasing policy. Neil also thanked the Selectboard for keeping public records, specifically the meeting minutes, accessible to all. Jim Potter questioned why the road crew receives a paid holiday for Town Meeting Day, even though Pomfret no longer has in-person town meeting. Town Meeting Day remains a state holiday; Pomfret’s personnel policy would need to be revised to remove it as a paid holiday. Jim asked how the town could return to in-person town meeting. A petition is required. The petition deadline has already passed for this year’s annual meeting, but one can be submitted for the next town meeting. Jim also feels that out of fairness the Sheriff’s Department should spend more time patrolling back roads and focus less on the town’s paved roads. Ben will contact Sheriff Palmer in this regard. Ben also will follow up with Senator Alison Clarkson about lowering the default speed limit on back roads. This topic came up at the legislator Q&A session last month.
4. Road Foreman Report – Frank is happy to have had some better weather and thus has been working on equipment repair, etc.
5. Items for Discussion or Vote
 - a. Highway Truck Bids – After discussion Meg moved and Steve seconded ordering the Freightliner 114SD Plus 10-wheel/tandem truck with standard transmission and a blade, at the expected cash purchase price of \$292,458. Unanimous. Frank will request a purchase agreement from the vendor for the Selectboard to review and approve at the February 5 meeting.
 - b. FY 2026 Budget Discussion and Approval – All remaining tentative figures were review and confirmed. Betsy Siebeck, who walks Pomfret Road regularly, feels that traffic remains dangerous and that the Sheriff’s patrol has not been effective. Betsy also feels that an aggregate reserve fund balance of \$2 million is too high relative to an annual budget of about the same amount. The Selectboard discussed ways that the reserve funds could earn a better return, which would reduce taxes to be raised in future years. Emily suggested the town could engage an investment advisor for this purpose. John moved and Meg seconded approval of the FY 2026 town and highway budget as revised. Unanimous.
 - c. FY 2026 Budget Narrative Discussion and Approval – Ben will update the numbers to reflect the approved FY 2026 budget. Emily moved and Meg seconded approval of the FY 2026 Budget Narrative with those changes. Unanimous.
 - d. 2025 Annual Meeting Warning Discussion and Approval – Ben noted that VLCT recently updated its model warning articles resource. Among the changes was addition of a new

model article that would allow (but not require) that certain elected and appointed position be filled by Vermont residents who do not necessarily live in Pomfret. The Selectboard discussed but ultimately decided not to include this article on the 2025 annual meeting warning. Ben will update the numbers to reflect the approved FY 2026 budget. Meg moved and John seconded approval of the 2025 Annual Meeting Warning with those changes. Unanimous.

- e. Request-to-Cater Permit Approval Delegation – Ben moved and Emily seconded that the Town Clerk or (in her absence) the Assistant Town Clerk be authorized to approve request-to-cater permit applications for recurring events (same applicant and venue; similar start time, end time and expected attendance) where no complaints have been received for prior iterations of the proposed event. Unanimous. New requests will still need to come before the Selectboard. This is a renewal of a delegation that was originally made by the Selectboard on July 6, 2022.
- f. Appointment of Public Officials – The Selectboard and Planning Commission received and accepted Karen Hewitt Osnoe's letter of resignation as Zoning Administrator. The Planning Commission interviewed several candidates and nominated two for the Selectboard's consideration. Ben moved and Emily seconded that Preston Bristow of Woodstock be appointed Zoning Administrator for the Town of Pomfret, to complete the three-year term expiring in March 2027. Unanimous (Steve recused).

- g. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

25068	\$ 15,235.15	Payroll
25069	\$33,713.86	AP

Unanimous.

- h. Approval of January 15, 2025 Minutes – Emily moved and John seconded approval of the January 15, 2025, meeting minutes as presented. Unanimous (Meg not voting).

6. Meeting Wrap Up

- a. Correspondence – Re: the Cherry Hill Road highway access permit, Ben reviewed Karen's notes and spoke with the property owner regarding the intended use of the access. After discussion, the Selectboard will ask the property owner to submit a new application for an agricultural access.
- b. Assignments – Emily to prepare paving RFP with input from Frank; Meg to speak with Ellen and finalize the ARPA accounting; Ben to speak with the Sheriff, notify Mr. Bristow of his appointment, and revert to the Cherry Hill Road property owner regarding a new highway access application.
- c. Agenda for Next Meeting – Paving RFP, Municipal Ethics Code Update, Town Meeting Info Hearing Agenda, New Highway Truck purchase agreement, Mascoma CD renewal, Cherry Hill Road Highway Access Permit.

7. Executive Session

- a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss contracts, 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 10:18 pm.
- b. The Selectboard exited executive session at 10:56 pm, with no decisions having been made therein.

- 8. Adjournment – John moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:56 pm.