

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret  
February 19, 2025, 6:00 pm**

*Zoom instructions below*

Business Items	
1. Call to Order	6:00 pm
2. Possible Executive Session – <i>Attorney-Client Communications</i>	
3. Agenda Review	7:00 pm
4. Public Comment	
5. Road Foreman Report	7:05 pm
6. Items for Discussion or Vote <ul style="list-style-type: none"> <li>a. Winter Road Maintenance Policy</li> <li>b. Town Highway Structures Grant Application</li> <li>c. Town Highway Class 2 Roadway Grant Application</li> <li>d. Highway Paving Request for Proposals</li> <li>e. Municipal Equipment Loan Fund</li> <li>f. Limited Event Permit Application (Teago General Store)</li> <li>g. Large Event Permit Application (CBHM Pre-Race Supper)</li> <li>h. Public Records Inspection, Copying, and Transmission Policy</li> <li>i. Mascoma Certificate of Deposit Renewal</li> <li>j. Liquor License Applications (Abracadabra Coffee Co.)</li> <li>k. Delinquent Tax Accounts</li> <li>l. Warrants</li> <li>m. Approval of February 5, 2025 Minutes</li> </ul>	7:15 pm
7. Meeting Wrap Up <ul style="list-style-type: none"> <li>a. Correspondence</li> <li>b. Review of Assignments</li> <li>c. Agenda for Next Meeting</li> </ul>	9:00 pm
8. Adjournment	
<i><b>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</b></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

Dear Pomfret Citizens:

Enclosed you will find information regarding the way the Town maintains winter and summer roads.

We also include some information about the need for us to work with landowners regarding the borders of the Town roads within the area of the highway "right-of-way".

We will continue to try to provide good, safe roads for all of us to use. We are beginning some long range planning which we expect will help us to assign priorities better for the work load of our highway department.

The Selectmen.

2/12/92

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Board of Selectmen  
Town of Pomfret  
c/o Town Clerk  
North Pomfret  
Vermont 05053

Bulk Rate  
U. S. Postage  
Paid  
No. Pomfret, VT  
05053  
Permit No. 2

# TOWN OF POMFRET

POMFRET, VERMONT

## SUMMER ROAD MAINTENANCE

### SOME INFORMATION FROM STATE LAWS

1. By statute, the Selectmen are responsible for keeping the roads passable and safe and of reasonable quality and at reasonable cost. (19 VSA 304).
2. Property owners adjoining town roads may have ownership rights in the land underlying the road but their surface rights within the Right of Way (ROW) are limited by the obligation of the Town to maintain the road for the benefit of the entire Town.
3. The ROW is by statute 3 rods (3 x 16.5=49.5 ft) wide unless town records or historic monuments such as stone walls and tree lines indicate otherwise. (19 VSA 32 and 19 VSA 702). In the case of older roads the travelled way is very often not centered on the historic ROW which was laid out as a series of straight lines without curves. Our Town records contain surveys of roads of 2, 2-1/2, 3 and 4 rod widths.
4. Landowners should keep in mind that they do not acquire an interest within the ROW by constructing structures, erecting fences, planting shrubs and trees and lawns between the road and the edge of the ROW. (19 VSA 1102). Any such construction or planting which is deemed to interfere with visibility, drainage and other safety or maintenance considerations is subject to removal or regrading by the Town.
5. Driveway cuts or connections to town roads must be made and maintained to prevent rain and snow melt water from draining onto the town road travelled way. (19 VSA 1111).

### FOR YOUR INFORMATION

6. Most damage to paved and gravel roads comes from (a) high traffic volumes, (b) water and water erosion damage, and (c) the freeze-thaw cycle.
7. To prevent freeze-thaw damage to pavements the town tries (a) to maintain the pavements so water drains quickly from the surface to the ditches, (b) to keep the surface free of cracks so water cannot get beneath the pavement, (c) to keep the ditches clear and deep enough to prevent storm water getting under the pavement, and (d) to keep the shoulders between the pavement and the ditch graded so storm water will reach the ditch without running along the pavement edge.

Town of Pomfret, Vermont

SUMMER ROAD MAINTENANCE (Continued)

TOWN POLICY

8. The Town expects to maintain paved road surfaces on those roads carrying the heaviest and high volume traffic.

9. To prevent water damage to gravel roads the town tries (a) to crown the road so water will get off the road to the ditch quickly and not seep into the gravel surface, (b) to maintain roadside ditches to keep the road base dry, (c) to minimize the presence of double ditches which cause storm water to flow along the road and wash away the gravel surface material, and (d) to divert the surface and ditch water to the adjacent streams and slopes at least every 200 to 300 feet. (19 VSA 950, 951, and 952).

10. When the Town plans to place material to widen shoulders, or to excavate or regrade ditches, an effort will be made to consult and cooperate with landowners regarding those plans.

11. The Town must interfere with normal traffic flow from time-to-time to accomplish the investigation, planning and execution of routine maintenance activities. Vehicle mounted flashing lights, signs and/or flagmen will be used to warn of abnormal conditions which create a potential hazard. Failure of the public to exercise caution under these conditions, or to obey the signals of a flagman, can result in accident or injury.

By the Selectmen of the Town  
Miller G. Hewitt  
James M. Havill  
J. Peter Gratiot

# TOWN OF POMFRET

POMFRET, VERMONT

## WINTER ROAD MAINTENANCE

### TOWN POLICY

1. Roads will be plowed as soon as possible following a snow storm and the main paved road school bus route will, when possible, be plowed first.
2. Roads will be sanded when needed. Sanding may not be performed sooner than the day after plowing is finished.
3. When reported weather of snow and freezing rain is such that the roads cannot be fully plowed and/or sanded within a 12 hour work period, the department will use its best judgement on how to proceed and how to complete its task.
4. Individuals plowing driveways must not leave snow in the plowed portion of the road to interfere with town plowing.
5. Vehicles left in the travelled portion of a road, thus interfering with plowing or sanding operations, may be towed at the owner's risk and expense.
6. All decisions made by the Road Commissioner regarding maintenance, plowing and sanding of our town roads are final. The Road Commissioner is fully empowered to vary from these policies for circumstances he deems compelling.

### WE ASK THE FOLLOWING OF THE TRAVELLING PUBLIC:

Persons using Pomfret roads in winter must be aware that there is great variability in grade, curvature, and surface condition which will be encountered during and after storms. Winter tires in good condition are essential. Under icy conditions, until the roads are sanded, even 4-wheel drive and chains may not meet the needs.

Before travelling, give serious consideration to weather data available over the radio, television, and on the telephone. If the driving is going to be bad, adjust your plans to fit.

Time is required for the plow or sander to get to you and when road conditions are bad or there is an equipment breakdown it takes longer. There will be times on back roads when one should consider staying home.

By the Selectmen of the Town  
Miller G. Hewitt  
James M. Havill  
J. Peter Gratiot

5 February 1992



**State of Vermont**  
**District Maintenance and Fleet Division**  
**Maintenance District 4**  
 223 Beswick Drive  
 White River Junction, VT 05001  
**www.vtrans.vermont.gov**

*Agency of Transportation*

[phone] (802) 295-8880  
 [fax] (802) 295-8882  
 [ttd] (800) 253-0191

February 1, 2025

RE: FY 2026 Town Highway Grants / Bridge Inspections / Annual Town Financial Plan and Meeting / Town Road and Bridge Standards Certification of Compliance / Class 2 Centerline Line Pavement Marking Letter

**Please note that the information in this packet is time sensitive!**

Dear Town Official(s):

#### ***Town Highway Grant Programs***

It is anticipated that the Town Highway grant program will resume this year, so applications are now being accepted. Attached is the FY 2026 Municipal Highway Grant Application. This form is to be used to apply for **both** the Town Highway Structures Grant program and the Town Highway Class 2 Roadway Grant program; a separate application needs to be submitted for each project. **Town highway grants applications are due back to District 4 no later than April 15, 2025.** They may be mailed or sent via e-mail to [chris.bump@vermont.gov](mailto:chris.bump@vermont.gov). Grant awards will be made based on several factors, including, but not limited to, whether the town has received recent grants, the completeness of the submittal, and the overall condition of the existing structure(s) or roadway that the town is requesting the grant for. Other factors being equal, applications submitted by the April 15 due date will receive higher priority.

#### ***Town Bridge Inspections***

**REMINDER....** the town's bridge inspection reports can be found using the VTransparency website. The link is as follows: <https://vtransparency.vermont.gov/>. There will then be two selections for accessing bridge inspections – one where a search can be done by town and the other through a map.

#### ***TA 60 Annual Town Financial Plan***

In accordance with Title 19 VSA Section 306(j), municipalities must complete a TA 60 Annual Financial Plan (a blank one is enclosed). The town is reminded that to qualify for any of the Agency's grant-related programs, a copy of the town's **current** Annual Financial Plan must be on file at the District 4 office. Districts will meet with **town officials** of each municipality within **60 days** of Town Meeting; this meeting can be held in person, virtually or over the phone. Typically, meetings are used to review the Annual Town Financial Plan, get status reports on any grant program projects previously approved or recently submitted, and review the town's plan for the maintenance and construction of town highways for the ensuing year. The town can either elect to fill the TA 60 out and submit with any town highway grant applications or wait for our annual meeting to review and complete together. **To set up a time for the annual meeting, please call Chris Bump at (802) 356-7678.**



***Town Road and Bridge Standards – Certification of Compliance for Town Road and Bridge Standards***

The 2019 State-approved town road and bridge standards template was rolled out in June of 2019. The adoption of this template enables towns to be eligible for higher ERAF share and the 10% “incentive” for the Town Highway Structures and Class 2 Roadway grant programs – most towns within District 4 did adopt the 2019 standards; if a town has questions about this, please feel free to reach out.

Each year towns must certify that they have road and bridge standards and that they follow them. This is an annual requirement regardless of which standards a town has adopted. Included is the annual Certification of Compliance. This needs to be signed and submitted back to the district.

***Class 1 and Class 2 Centerline Pavement Marking Letter***

As in previous years, VTrans will be painting centerline on Class 1 and Class 2 highways. Towns should utilize the email on the attached letter with their schedule for repairing and retreatment of these town highways.

***Town Contact Information***

Lastly, please fill out the Town Contact Information Sheet so that we can keep our information current. It can be emailed to [chris.bump@vermont.gov](mailto:chris.bump@vermont.gov) or sent via USPS.

If you have questions regarding any of the above information, please do not hesitate to call Chris Bump at (802) 356-7678. Thank you!

Sincerely,

Signed by:  
  
F121EB7B0F524D4...  
Chris Bump

District Project Manager

Enclosures:

FY 2026 Municipal Highway Grant Application

TA60 Annual Town Financial Plan

Certification of Compliance for Town Road and Bridge Standards/Network Inventory

Class 2 Centerline Pavement Marking Letter

Town Contact Information Sheet



# VERMONT

## AGENCY OF TRANSPORTATION

### FY Municipal Highway Grant Application

APPLYING FOR:  Structures  Class 2 Roadway  Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

SAMS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

#### SCOPE OF WORK TO BE PERFORMED BY GRANTEE

**Location of Work.** The work described below involves the following town highway / structure:

TH# \_\_\_\_, (Name)\_\_\_\_\_ which is a class \_\_\_\_ town highway.

Bridge #\_\_\_\_\_, which crosses \_\_\_\_\_

Culvert # \_\_\_\_, for which the original size was \_\_\_\_\_ and the replacement size is \_\_\_\_\_

Causeway: \_\_\_\_\_

Retaining Wall: \_\_\_\_\_

Latitude: Longitude: MM (If Available):

#### Problem:

#### Reason For Problem:

#### Proposed Scope of Work:

#### Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:



Municipality has adopted Codes & Standards that meet or exceed the State approved template? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Municipality has a current Network Inventory? YES NO	
Municipality <u>MUST</u> complete the following environmental resource checklist:	
EXISTING STRUCTURES: (check all that apply)	
<input type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	Masonry Structure
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work
Other:	
PROJECT DESCRIPTION: (check all that apply)	
<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road or shoulder
<input type="checkbox"/> The structure is being replaced on existing location / alignment	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Below this line to be filled in by VTrans staff:**

Recommended Award Amount:

District Staff Approval: (name) \_\_\_\_\_ Date: \_\_\_\_\_

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

**VERMONT MUNICIPAL EQUIPMENT LOAN FUND**

**Office of the State Treasurer  
109 State Street, 4<sup>th</sup> Floor  
MONTPELIER, VERMONT 05609-6200  
Telephone: 828-2301  
MUNICIPAL LOAN APPLICATION  
29 V.S.A. §§1601-1603**

PLEASE TYPE OR PRINT

1. Municipality: \_\_\_\_\_ County: \_\_\_\_\_

2. Type of Equipment: \_\_\_\_\_ Price: \_\_\_\_\_ New or Used: \_\_\_\_\_

Name from Whom Equipment Purchased: \_\_\_\_\_

Address of Seller: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

3. Amount of Loan Requested: \_\_\_\_\_ Amount of Loan Approved: \_\_\_\_\_

(Maximum amount available is the lesser of \$150,000 or 75% of Purchase Price) \_\_\_\_\_

Financial Statistics -- Long-Term Debt Only:

4. Town or Village Debt: \_\_\_\_\_ School Debt: \_\_\_\_\_

(List Details on next page) (List Details on back next page)

5. Share of Union School Debt: \_\_\_\_\_ Name of Union School District: \_\_\_\_\_

6. Other Debt (explain): \_\_\_\_\_

7. Debt for Sewer: \_\_\_\_\_ Water: \_\_\_\_\_ Electric: \_\_\_\_\_

Solid Waste District Debt: \_\_\_\_\_ Amount of Debt Paid by Fees: \_\_\_\_\_

Reference may be made to any Municipal Bond Bank Applications presently on file with the Bank.

8. Population: \_\_\_\_\_

9. Total Taxes Billed for Latest Year: \_\_\_\_\_

Taxes Delinquent for Latest Year: \_\_\_\_\_

ANNUAL REPORT **must** be submitted with application. If a separate annual report is prepared for the town or village schools, please provide it also. Additional information may be requested at the committee's discretion.

10. \_\_\_\_\_

PRINT NAME of APPLICANT      SIGNATURE      POSITION      DATE

11. \_\_\_\_\_

. Town Clerk/Treasurer      Phone Number      Hours

\*The individual signing this application must have the authority to do so, and will be subject to answer questions relating to information contained in this document.

12. Town or Village Long Term Debt:

School Debt

Owed to:

Amount:

Owed to:

Amount:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTALS \_\_\_\_\_

13. Other Debt

Owed to:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Totals \_\_\_\_\_

## **RULES REGARDING MUNICIPAL EQUIPMENT LOAN FUND**

### **I. DEFINITIONS**

For the purposes of these rules:

A. "Committee" shall mean the State Treasurer and the Traffic Committee as established by 23 V.S.A. §1003;

B. "Heavy Equipment" shall have the same meaning as motorized highway building equipment, road making appliances and motor trucks as set forth in 23 V.S.A. §4 Fire, Emergency.

### **II. TERMS**

A. No more than \$1,500,000 in new loans shall be made in any fiscal year.

B. The maximum annual amount that shall be loaned to any municipality shall be \$110,000.

C. Any equipment purchased under this program shall:

1. have a useful life of at least five years and may be either new or used;

2. have a purchase price of at least \$20,000.00; and,

3. if applicable, be registered for highway use with the Department of Motor Vehicles with the Treasurer, State of Vermont as at least the second lienholder on the Certificate of Title.

D. The amount loaned shall be no more than 75% of the purchase price of the equipment and shall be repaid in no more than five years.

E. The annual interest rate on loans from the fund shall be:

1. for loans to a single municipality, two percent

2. for loans to two or more municipalities jointly purchasing equipment, there shall be no interest assessed.

F. Application deadlines are April 15 for the spring meeting and October 15 for the fall meeting.

### **III. APPLICATIONS/AWARDS**

A. Preference shall be given to joint applications.

B. Applications shall be held on file for a period of one year. At the end of such period, an application which has not resulted in a loan being made will be deemed to have been denied.

C. Awards shall be made by the Committee twice each fiscal year.

D. Application forms shall be furnished by the Committee on request.

E. The criteria for making loans shall be:

1. equitable geographical distribution

2. financial need

3. ability to repay

F. When a municipality suffers the destruction of more than one piece of equipment at or near the same time or suffers some unanticipated hardship relating to equipment and the Committee finds that replacement of such equipment would place an undue financial hardship on the municipality, the Committee may waive any or all of the following:

1. The \$110,000.00 annual limitation on each municipality established in II. B., above; or

2. The 75% of the purchase price established in II. D., above.



**Application ID:** DLL - Application - 51469  
**Application for:** Limited Event  
**Category of Business:** One Time Occasion

### Business/ Entity Information

**Business/ Entity Name:** The Pomfret Road General Store, LLC  
**Business ID:** 0335152  
**Business Address:** ,  
,  
**Entity Type:**  
**Management Type if LLC:** Member-managed  
**Phone:**  
**Email:** kd@artistreevt.org

### Foundational License (if applicable)

**License Type:** ,  
**Licensee Name:** ,  
**Licensee Address:** ,  
,  
**License Number:** ,  
**License Status:** ,  
**License Start Date:** ,  
**License End Date:** ,

### Event Contact/s

**Person:** Christine Cole

**Business Role:** Business Principal

**Phone:** 8024571626

**Business Address:** PO Box 158,  
South Pomfret, Vermont, 05067

**Email:** christeago@gmail.com

### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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**Event Premises Details**

**Location Name:**  
Artistree Grange Theatre

**Location Address:**  
2095 Pomfret Road,  
Pomfret, Vermont 05067

**Local Jurisdiction/ Town Clerk:**  
Pomfret

**Start date and time of event**  
January  
31  
2025  
19:00

**End date and time of event**  
February  
1  
2025  
21:30

**Approximate Number of Persons Expected**

**Describe the type of event/ OCP Area:**  
Proposed service in concession area (lobby) of theatre space.

**Documents Attached**

Name	Document Type	Associated With
D-07139	Meals & Rooms Tax Certificate	The Pomfret Road General Store, LLC
D-07140	Health License	The Pomfret Road General Store, LLC
D-08687	Other	The Pomfret Road General Store, LLC
D-15930	Other	The Pomfret Road General Store, LLC

**Payment and Acknowledgement**

**Signed by:**  
Robert Kimmerle

**Date and time of Submission:**  
2025-01-27 21:32:46

**Local Application Fee:**  
0

**State of Vermont / DLL Application Fee:**  
250.00

**State of Vermont / DLL Payment Status:**

**Local Control Payment Status:**  
false

**TOWN OF POMFRET**  
APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Beth Finlayson Phone: 802-457-3535 Email: woodstockvt.com  
 Mailing Address: Po Box 406 Woodstock State: VT Zip: 05091  
Woodstock Area Chambers of Commerce

Event Name: CBHM Pasta Suppers  
 Event Date(s): May 31, 2025  
 Event Hours: Noon Anticipated Attendees: 400

Event Contact Name: Beth Finlayson Phone: 802-457-3535 Email: bfinlayson@woodstockvt.com  
 Has the event been held in Pomfret before?  Yes  No If yes, when? every year

Please provide a brief description of your event and its location:  
Pasta Suppers in 3 seatings for the community and CBHM Runners.

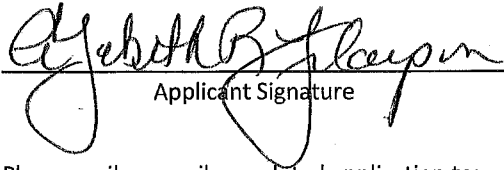
**Will your event involve any of the following?**

- Use of a Town Highway or Right of Way  Yes  No If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us.
- Use of other Town Property  Yes  No If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us.
- Catering of Alcoholic Beverages  Yes  No If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov.

**Additional Requirements**

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at karen.hewitt@pomfretvt.us.
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.

  
Applicant Signature

Elizabeth Finleyson  
Applicant Printed Name

2-6-25  
Date

Please mail or email completed application to: Town of Pomfret  
5218 Pomfret Road  
North Pomfret, Vermont 05053  
Attention: Town Clerk, clerk@pomfretvt.us

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Permit Required?  Yes  No  Unknown If yes or unknown, referred to Zoning Administrator on: \_\_\_\_\_

Condition(s) of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERMIT APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Selectboard Chair

*Copies of approved permits to:*

Chief, Pomfret-Teago Volunteer Fire Department

Head of Service, Pomfret FAST Squad



~~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.]*

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**APPROVED** by the ~~[insert title of office of independently-elected official]~~ of the Town of \_\_\_\_\_ Vermont, **Selectboard** this \_\_\_\_\_ [ ] day of \_\_\_\_\_ ~~[for town officials other than the selectboard, add the following: "as the Head of that Agency [ ], 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~~

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Benjamin Brickner, Chair

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John Peters Jr., Vice-Chair

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Meg Emmons

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Steve Chamberlin

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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):

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

or email me at \_\_\_\_\_. Thank you for your help.

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\_\_\_\_\_ 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

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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: \_\_\_\_\_

Certification of Denial of Access to Public Records

Town of Pomfret, Vermont



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. §~~

~~319~~

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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.



**Application ID:** DLL - Application - 51259  
**Application for:** First Class Restaurant/Bar License  
**Category of Business:** First Class

### Business/ Entity Information

**Business/ Entity Name:** Abracadabra Coffee Co.  
**Business ID:** 0355186  
**Business Address:** 35 Wayside Rd.,  
Woodstock, Vermont 05091  
**Entity Type:**  
**Management Type if LLC:**  
**Phone:** [REDACTED]  
**Email:** info@abracadabracoffeeco.com

### People Information

• **Person:**  
Sarah Yetter

**Business Role:** Business Principal  
**Business Address:** 35 Wayside Rd.,  
Woodstock, Vermont, 05091  
**Phone:**  
**Email:** info@abracadabracoffeeco.com  
**US Citizen?**  
**Political Position**  
**Name:** Sarah Yetter  
**Office:**  
**Jurisdiction:**

#### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

• **Person:**  
Sarah Yetter

**Business Role:** **Email:**

Partner

info@abracadabracoffeeco.com

**Business Address:**

35 Wayside Rd.,  
Woodstock, Vermont, 05091

**US Citizen?**

**Political Position**

**Phone:**

[REDACTED]

**Name:** Sarah Yetter

**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

**Business Role:**

Business Principal

**Email:**

abracadabracoffee@gmail.com

**Business Address:**

35 Wayside Rd.,  
Woodstock, Vermont, 05091

**US Citizen?**

Yes

**Political Position**

**Phone:**

6149158944

**Name:** Clint Hunt

**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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**Location/ Premises Detail**

**Location Name:**

Abacadabra Coffee Co.

**Do you lease this Premises:**

**Health License:**

Food:15863

Lodging:

**Location Address:**

35 Wayside Road,  
Woodstock, Vermont 05091

**Vermont Tax Department:**

100990349

**Local Jurisdiction/ Town Clerk:**

Pomfret

**Education Details**

**Student Name:**

**Training Completion Date:**

**Mode of Training:**

**Type of Training:**

**Foundational License (if applicable)**

**License Type:**

**License Number:**

**Licensee Name:**

**License Status:**

**Licensee Address:**

**License Start Date:**

**License End Date:**

**Documents Attached**

<b>Name</b>	<b>Document Type</b>	<b>Assosicated With</b>
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824

**Payment and Acknowledgement**

**Signed by:**

Sarah Yetter

**State of Vermont / DLL Application Fee:**

115.00

**Date of Submission:**

2025-01-22 15:11:31

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**

115

**Local Control Payment Status:**

false



**Application ID:** DLL - Application - 51261  
**Application for:** Third Class Restaurant/Bar License  
**Category of Business:** Third Class

### Business/ Entity Information

**Business/ Entity Name:** Abracadabra Coffee Co.  
**Business ID:** 0355186  
**Business Address:** 35 Wayside Rd.,  
Woodstock, Vermont 05091  
**Entity Type:**  
**Management Type if LLC:**  
**Phone:** [REDACTED]  
**Email:** info@abracadabracoffeeco.com

### People Information

• **Person:**  
Sarah Yetter

**Business Role:** Business Principal  
**Business Address:** 35 Wayside Rd.,  
Woodstock, Vermont, 05091  
**Phone:**  
**Email:** info@abracadabracoffeeco.com  
**US Citizen?**  
**Political Position**  
**Name:** Sarah Yetter  
**Office:**  
**Jurisdiction:**

#### Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

• **Person:**  
Sarah Yetter

**Business Role:** **Email:**

Partner

info@abracadabracoffeeco.com

**Business Address:**

35 Wayside Rd.,  
Woodstock, Vermont, 05091

**US Citizen?**

**Political Position**

**Phone:**

[REDACTED]

**Name:** Sarah Yetter

**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Clint Hunt

**Business Role:**

Business Principal

**Email:**

abracadabracoffee@gmail.com

**Business Address:**

35 Wayside Rd.,  
Woodstock, Vermont, 05091

**US Citizen?**

Yes

**Political Position**

**Phone:**

6149158944

**Name:** Clint Hunt

**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

**Location/ Premises Detail**

**Location Name:**

Abacadabra Coffee Co.

**Do you lease this Premises:**

**Health License:**

Food:15863

Lodging:

**Location Address:**

35 Wayside Road,  
Woodstock, Vermont 05091

**Vermont Tax Department:**

100990349

**Local Jurisdiction/ Town Clerk:**

Pomfret

**Education Details**

**Student Name:**

**Training Completion Date:**



**Mode of Training:**

**Type of Training:**

**Foundational License (if applicable)**

**License Type:**

**License Number:**

**Licensee Name:**

**License Status:**

**Licensee Address:**

**License Start Date:**

**License End Date:**

**Documents Attached**

<b>Name</b>	<b>Document Type</b>	<b>Assosicated With</b>
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824

**Payment and Acknowledgement**

**Signed by:**

Sarah Yetter

**State of Vermont / DLL Application Fee:**

1095.00

**Date of Submission:**

2025-01-22 15:26:59

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**

0

**Local Control Payment Status:**

false



**Application ID:** DLL - Application - 51264  
**Application for:** Outside Consumption Permit  
**Category of Business:** OCP

### Business/ Entity Information

**Business/ Entity Name:** Abracadabra Coffee Co.  
**Business Address:** 35 Wayside Rd.,  
Woodstock, Vermont 05091  
**Phone:** [REDACTED]  
**Email:** info@abracadabracoffeeco.com

**Business ID:** 0355186  
**Entity Type:**  
**Management Type if LLC:**

### Foundational License (if applicable)

**License Type:**  
**Licensee Name:**  
**Licensee Address:**  
,  
,

**License Number:**  
**License Status:**  
**License Start Date:**  
**License End Date:**

### Event Contact/s

**Person:**

**Business Role:**  
**Business Address:**  
,  
, ,

**Phone:**  
**Email:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

### Event Premises Details

**Location Name:**  
Abracadabra Coffee Co.

**Start date and time of event**

**End date and time of event**

**Location Address:**  
35 Wayside Road,  
Woodstock, Vermont 05091

**Approximate Number of Persons Expected**

**Local Jurisdiction/ Town Clerk:**  
Pomfret

**Describe the type of event/ OCP Area:**  
1 acre of green space outside of the building. The designated area will be cordoned off with signage and separated from the parking lot and abutting properties

### Documents Attached

Name	Document Type	Assosicated With
D-06820	Articles of Organization	Abracadabra Coffee Co.
D-06825	Federal Employee Identification #	Abracadabra Coffee Co.
D-06826	Operating Agreement	Abracadabra Coffee Co.
D-06828	Proof of Worker Compensation Insurance	Abracadabra Coffee Co.
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824
D-09326	Health License	LN-026824
D-22232	Health License	LN-026824

### Payment and Acknowledgement

**Signed by:**

**State of Vermont / DLL Application Fee:**  
20.00

**Date and time of Submission:**  
2025-01-22 15:36:04

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**  
0

**Local Control Payment Status:**  
false

STATE OF VERMONT  
WINDSOR COUNTY

WARRANT FOR COLLECTION  
OF DELINQUENT TAXES

DATED: FEBRUARY 14, 2025


TO: Karen Hewitt Osnoe, Delinquent Tax Collector  
Town of Pomfret, County of Windsor, State of Vermont

GREETINGS:

By the authority of the State of Vermont, for tax year 2024-25 and prior tax years, you are hereby commanded to levy and collect of the several persons named in the list herewith committed to you, the sum of money annexed to the name of each person respectively, together with interest, penalties and fees and costs permitted under 32 VSA 5258(a), and pay the same to the Treasurer of the Town of Pomfret, on or before 60 days from the date hereof; and if any person neglects or refuses to pay such sums with interest and penalties, you are hereby commanded to distrain the goods and chattels of such delinquent person, and the same dispose of according to law, for the satisfying of such sum, and such fees and costs; and for want thereof, you are hereby commanded to extend this warrant, for the collection of such sum and such fees and costs, so assessed against such delinquent person, upon any land in this State belonging to such delinquent person, according to law.

DATED as Pomfret, in the County of Windsor, and State of Vermont, this 14<sup>th</sup> day of February, 2025

The attached list includes taxes due on 68 parcels, for a total of taxes, late charges and penalties amounting to \$252,938.06.



---

Ellen DesMeules

Treasurer and Collector of Current Taxes

TOWN OF POMFRET Tax Administration  
Delinquent Tax Report

Parcel	Name	Tax Year	Payment 1	Payment 2	Interest	Penalty	Other	Total
0124-		2024-25	0.00	6022.86	60.23	481.83	0.00	6564.92
0215-		2024-25	0.00	7466.70	74.67	597.34	0.00	8138.71
0614-AL		2024-25	0.00	98.44	0.98	7.88	0.00	107.30
0166-B		2024-25	0.00	2320.66	23.21	185.65	0.00	2529.52
0208-		2024-25	0.00	0.01	0.00	0.00	0.00	0.01
0211-		2024-25	0.00	40.99	0.41	3.28	0.00	44.68
5001-		2024-25	0.00	13987.46	139.87	1119.00	0.00	15246.33
2409-		2024-25	0.00	0.25	0.00	0.02	0.00	0.27
0163-		2024-25	28.94	975.15	11.78	78.01	0.00	1093.88
5701-A		2024-25	0.00	7610.69	76.11	608.86	0.00	8295.66
1253-A		2024-25	0.00	0.16	0.00	0.01	0.00	0.17
2101-		2024-25	0.00	1245.13	12.45	99.61	0.00	1357.19
0500-A		2024-25	0.00	9491.43	94.91	759.31	0.00	10345.65
0303-		2024-25	0.00	317.58	3.18	25.41	0.00	346.17
4301-AL		2024-25	0.00	0.66	0.01	0.05	0.00	0.72
0102-		2024-25	0.00	1538.91	15.39	123.11	0.00	1677.41
5011-AL		2024-25	3.23	84.19	1.06	6.74	0.00	95.22
1802-		2023-24	1646.44	1646.44	511.75	263.44	0.00	4068.07
		2024-25	1200.79	1200.79	96.08	96.06	0.00	2593.72
			2847.23	2847.23	607.83	359.50	0.00	6661.79
3304-A		2024-25	0.00	0.40	0.00	0.03	0.00	0.43
1116-		2024-25	27.48	2775.13	29.64	222.01	0.00	3054.26
2203-A		2024-25	0.00	2007.39	20.07	160.59	0.00	2188.05
0221-		2024-25	0.00	1552.86	15.53	124.23	0.00	1692.62
0134-		2024-25	0.00	0.22	0.00	0.02	0.00	0.24
0704-L		2024-25	0.00	0.63	0.01	0.05	0.00	0.69

TOWN OF POMFRET Tax Administration  
Delinquent Tax Report

Parcel	Name	Tax Year	Payment 1	Payment 2	Interest	Penalty	Other	Total
5401-L		2024-25	0.00	28759.37	327.70	2300.75	0.00	31387.82
0101-		2024-25	0.00	1810.47	18.10	144.84	0.00	1973.41
0721-		2024-25	1.98	6424.84	64.39	513.99	0.00	7005.20
4805-L		2024-25	0.00	295.42	2.95	23.63	0.00	322.00
2911-		2024-25	0.00	685.99	6.86	54.88	0.00	747.73
4305-A		2024-25	0.00	4709.47	47.09	376.76	0.00	5133.32
0200-AL		2024-25	0.00	107.13	1.07	8.57	0.00	116.77
0156-		2024-25	0.00	80.00	0.80	6.40	0.00	87.20
1262-		2024-25	0.00	0.40	0.00	0.03	0.00	0.43
3206-AL		2024-25	0.00	279.78	2.80	22.38	0.00	304.96
4205-		2024-25	0.00	491.24	4.91	39.30	0.00	535.45
5005-A		2024-25	0.00	2085.16	20.85	166.81	0.00	2272.82
0505-		2024-25	0.00	0.80	0.01	0.06	0.00	0.87
1500-L		2023-24	0.00	2989.24	388.57	239.14	0.00	3616.95
		2024-25	3501.42	3501.42	280.08	280.11	0.00	7563.03
			3501.42	6490.66	668.65	519.25	0.00	11179.98
0705-		2024-25	0.00	228.30	2.28	18.26	0.00	248.84
4102-		2024-25	0.00	3248.38	32.48	259.87	0.00	3540.73
030A-L		2024-25	0.00	11.43	0.11	0.91	0.00	12.45
0168-		2024-25	0.00	3885.72	38.86	310.86	0.00	4235.44
5501-		2024-25	0.00	0.28	0.00	0.02	0.00	0.30
5705-		2024-25	0.00	785.20	7.85	62.82	0.00	855.87
4203-A		2024-25	0.00	2224.82	22.25	177.99	0.00	2425.06
0191-		2024-25	0.00	0.10	0.00	0.01	0.00	0.11
5010-		2024-25	0.00	139.02	1.39	11.12	0.00	151.53
3918-B		2024-25	0.00	5798.34	57.98	463.87	0.00	6320.19

Tax Year	Payment 1	Payment 2	Interest	Penalty	Other	Total
2021-22	1021.48	1021.45	806.87	163.46	0.00	3,013.26
2022-23	1684.31	7547.90	2409.04	738.57	0.00	12,379.82
2023-24	10138.96	18104.96	4180.09	2259.54	0.00	34,683.55
2024-25	15586.44	170761.92	2852.12	13660.95	0.00	202,861.43
TOTALS	28431.19	197436.23	10248.12	16822.52	0.00	252,938.06

Town of Pomfret Selectboard  
DRAFT Meeting Minutes  
February 5, 2025

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

Public: Patrick Potter, Neil Lamson, Bill Emmons, Cathy Emmons, Frank Rogers, Cynthia Hewitt

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – Emily moved and Meg seconded deleting Items 5A (Highway Paving Request for Proposals) and 5B (New Highway Truck Purchase Agreement). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Keeping up with the nuisance snow; minor repairs and breakdowns dealt with. Roads are in decent shape.
5. Items for Discussion or Vote
  - a. Better Roads Planning Services Agreement (Two Rivers) – Steve moved and Emily seconded approval the Better Roads Planning Services Agreement as prepared by Two Rivers. Unanimous.
  - b. Event on Public Highway Permit Application (The Prouty) – Steve moved and Emily seconded approval of the above captioned application, with a condition that race organizers place signs along route one week in advance warning motorists of bike event traffic. Unanimous.
  - c. Event on Public Highway Permit Application (Covered Bridges Half Marathon) – Steve moved and Emily seconded approval of the above captioned application, with a condition that race organizers place signs along route one week in advance warning motorists of bike event traffic. Unanimous.
  - d. Highway Access Permit Application (Cherry Hill Road) – Steve moved and Emily seconded approval of the above captioned application with the following conditions: (1) usage limited to the definition of “agricultural/forestry access road” in the Pomfret Highway Ordinance and (2) no regrading or paving for the first 20 feet back from the edge of Cherry Hill Road (hard pack at intersection to protect town highway traveled way is permitted). Unanimous.
  - e. Town Meeting Informational Hearing Agenda – The agenda is substantially the same as last year. Warned articles will be discussed item-by-item; other topics may be discussed during “Other Proper and Necessary Business”. The agenda is to be posted at least ten days in advance (no later than February 12).
  - f. Code of Ethics Investigation and Enforcement Ordinance – Ben presented the current draft, which is based on VLCT’s form. Complaints are to be made to the Town Clerk or, if the complaint is in regard to the Town Clerk, then to the Selectboard chair. Emily moved and Meg seconded approval with minor changes as discussed. Unanimous.
  - g. Public Records Inspection, Copying, and Transmission Policy – Ben presented the current draft, which is based on VLCT’s form. Discussion to be continued.
  - h. Mascoma Certificate of Deposit Renewal – The current certificate of deposit will mature and automatically roll into a new CD if no action is taken. Ben will discuss with Ellen whether the town’s cash flow permits locking up these funds for an additional CD term.



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

25072	\$	13,906.22	Payroll
25073		40,833.55	A/P

 Unanimous.
  - j. Approval of January 22, 2025 Minutes – Emily moved and Steve seconded approval of the January 22, 2025, meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – Meg has been in touch is Sarah Wraight at Two Rivers re: Final ARPA accounting; Meg will research minutes, invoices, payments, etc. and report back to Sarah.
  - b. Review of Assignments – Ben to sign and circulate permit applications approved at tonight’s meeting, speak with Ellen re: Mascoma CD, post the Code of Ethics Investigation and Enforcement Ordinance; Frank to get the new highway truck purchase agreement, Cynthia to order coffee and donuts for the February 22 town meeting informational hearing.
  - c. Agenda for Next Meeting – New highway truck purchase agreement, Structures and Paving Grant Applications, Records Request Fees, Paving RFP, Large Event Permit (CBHM pasta supper).
7. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:01 pm.