

Town of Pomfret Selectboard
Meeting Minutes
February 19, 2025

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

Public: Beriah Smith, Frank Rogers, Karen Osnoe, Cynthia Hewitt, Jack Willey, Patrick Potter, Bailey Markwell, Sarah Yetter, Antoinette Hunt, Clint Hunt

1. Ben called the meeting to order at 6:00 pm.
2. Executive Session
 - a. Ben moved and Steve seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the Selectboard and the premature general public knowledge of which would clearly place the Selectboard or a person involved at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 6:02 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – Ben moved and Emily seconded Items 6B (Town Highway Structures Grant Application), 6C (Town Highway Class 2 Roadway Grant Application), and 6D (Highway Paving Request for Proposals) be deleted and that an Entry of Appearance in the matter of Hillary White et al. v. Town of Pomfret (25-CV-00595) be added immediately after the Road Foreman’s Report. Unanimous.
4. Public Comment – None.
5. Road Foreman Report – The crew has been busy maintaining roads; they continue to perform minor repairs of equipment. Frank stated salt reserves are dwindling, there is no more ClearLane available; our salt vendor does have some rock salt still in inventory if needed. Steve moved and Ben seconded that Frank be authorized to post the roads for Mud Season when he deems appropriate; Frank also will post the weight limits to the State website at that time.
6. Items for Discussion or Vote
 - a. Hillary White et al. v. Town of Pomfret (25-CV-00595) – Ben moved and Emily seconded that SP&F Attorneys be authorized to (1) enter an appearance for the Town of Pomfret in the above-captioned matter and (2) accept service on the town’s behalf. Unanimous.
 - b. Winter Road Maintenance Policy – The Winter Road Maintenance Policy will be reviewed and updated (the current draft dates to 1992). Frank and the crew will prepare a list of landowners where the snow has been repeatedly plowed across town roads. Cynthia will prepare a draft letter to be sent to these landowners reminding them not to do so.
 - c. Municipal Equipment Loan Fund – The Selectboard discussed the details of this facility, which provides loans to municipalities for equipment purchases up to the lesser of \$150,000 and 75% of the purchase price. Ben will inquire as to whether the facility is intended for towns like Pomfret with stable finances and will report back to the Selectboard. The Selectboard may then invite members of the Capital Planning Committee to discuss further.

- d. Limited Event Permit Application (Pomfret General Store) – Ben moved and Emily seconded ratification of the Limited Event Permit application from the Pomfret General Store, for an event that occurred at The Grange Theater on January 31 and February 1. Unanimous.
- e. Large Event Permit Application (CBHM Pre-Race Supper) – Emily moved and Steve seconded approval of the Large Event Permit application for the Covered Bridges Half Marathon Pre-Race Pasta Supper at Saskadena Six on May 31, 2025. Unanimous.
- f. Public Records Inspection, Copying, and Transmission Policy – Discussion of the policy was postponed to the March 5 meeting. In the meantime, Emily will meet with Becky to determine the actual costs to the town for responding to public records requests, with the goal of adopting a schedule of fees at a future meeting.
- g. Mascoma Certificate of Deposit Renewal – Emily moved and Meg seconded that (1) the town open a new certificate of deposit in an amount that maximizes the FDIC coverage still available to us at Mascoma, for a term to be determined in consultation with the Treasurer, and (2) the balance of funds be transferred to the town’s Vanguard account and deposited into the Vanguard Federal Money Market Fund (VMFXX) consistent with the town’s Investment Policy. Unanimous. Ben will follow up with Ellen about this.
- h. Liquor License and Permit Applications (Abracadabra Coffee Co.) – The Zoning Administrator recently issued a Certificate of Compliance to Abracadabra with respect to Abracadabra’s conditional use approval obtained last April (ZP23-30). Abutting landowner Bailey Markwell asked the Selectboard to refrain from making decisions on the pending applications until the appeal period for the Certificate of Compliance passes on March 4, and to delay further while any appeal is pending. The Selectboard, having been advised by counsel that the Certificate of Compliance, as a zoning matter, and the Liquor License and Permit Applications, as a liquor control matter, may be considered separately and that consideration of one need not depend on consideration of the other, decided to proceed to consider the applications.
 - i. John moved and Steve seconded approval of Abracadabra’s First Class Restaurant/Bar License (DLL Application 51259). Unanimous.
 - ii. Steve moved and Meg seconded approval of Abracadabra’s Third Class Restaurant/Bar License (DLL Application 51261). Unanimous.
 - iii. Steve moved and John seconded approval of Abracadabra’s Outside Consumption Permit (DLL Application 51264). Unanimous.

If technically feasible on DLL’s system, each license and permit will be conditioned on compliance with all applicable terms and conditions of the aforementioned conditional use approval (ZP23-30).^[1]
- i. Delinquent Tax Accounts – Ellen has issued the delinquent tax warrant and transmitted the same to Karen. There are nine parcels having multiyear delinquencies. These parcels have a total of seven owners, two being deceased. Karen will contact SP&F to discuss initiating tax sale proceedings consistent with the town’s Delinquent Tax Collection Policy. The affected parcel numbers are 1802, 0188, 4608, 4801-D, 4801-C, 4801, 4801-B, 0702, and 1500-L.
- j. Warrants – Emily moved and Steve seconded approval for payment of the following warrants:

25074	\$	2,186.86	Payroll
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¹ **Editor’s Note:** The conditions described herein ultimately were added to each approved license and permit.

25075	14,332.60	Payroll
25076	1,435,453.64	A/P (incl. January debit card amount of \$1,923.15)
25077	4,149.82	A/P (tax refund)

Unanimous.

- k. Approval of February 5, 2025 Minutes – Steve moved and Emily seconded approval of the February 5, 2025, meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – Frank to prepare a list of owners plowing snow across town roads; Cynthia to draft a letter re: same; Emily to speak with Becky re: actual costs of responding to public records requests; Ben to speak with Ellen re: delinquent tax account de minimis balances and disposition of Mascoma CD proceeds.
 - c. Agenda for Next Meeting – Town Highway Structures Grant application, Town Highway Class 2 Roadway Grant application, highway paving RFP, Certification of Compliance (Codes and Standards), TA 60 Annual Financial Plan, Public Records Inspection, Copying, and Transmission Policy, public records fee schedule.
8. Adjournment – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:53 pm.