

**Town of Pomfret  
Selectboard Meeting Agenda  
Town Offices  
5218 Pomfret Road, North Pomfret  
March 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. Selectboard Reorganization (Officers, Rules of Procedure) b. Town Highway Structures Grant Application c. Town Highway Class 2 Roadway Grant Application d. Highway Paving Request for Proposals e. Certification of Compliance for Road and Bridge Standards f. Annual Financial Plan – Town Highways (TA-60) g. Public Records Policy and Schedule of Actual Costs h. Pomfret-Woodstock Ambulance Payment Plan Agreement i. Liquor and Tobacco License Applications (Teago Store) j. Large Event Permit Application (1162 Galaxy Hill Road) k. Mascoma Certificate of Deposit Renewal l. Appointment of Public Officers m. Warrants n. Approval of February 19 and February 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><b>Time frames are approximate.</b> Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

**Zoom Instructions**

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

**Town of Pomfret**  
5218 Pomfret Road  
North Pomfret, Vermont 05053

**Selectboard Rules of Procedure**

- A. PURPOSE.** The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Pomfret must be open to the public, except as provided in 1 V.S.A. § 313.
- B. APPLICATION.** This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.
- C. ORGANIZATION:**
1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
  2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
  3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
  4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
  5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
  6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair.
  7. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required.
  8. Meetings may be recessed to a time and place certain.

9. These rules may be amended by majority vote of the body and must be readopted annually.

**D. AGENDAS:**

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda. The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final agenda for distribution.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the Town website, on the Pomfret Listserv, in the Town Offices, and posted near the North Pomfret and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body.

**E. MEETINGS:**

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m.
2. Special meetings may be held when needed.
3. Emergency meetings may be held without public announcement, without posting of notices, provided public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call.

5. If any member of the body attends a meeting without being physically present at a designated meeting location, ~~the following requirements shall apply:~~ such member(s) will attend via Zoom when feasible, otherwise via telephone.
  - a. ~~Such member(s) will attend via Zoom when feasible, otherwise via telephone.~~
  - b. ~~Upon the expiration of Act 1 of 2023, or when otherwise required by law, the agenda for such meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.~~
6. Draft minutes shall be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as “draft” minutes and shall post the draft minutes on the Town website within five (5) calendar days after the meeting. After the draft minutes have been approved by the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as “approved” and shall post them on the Town website.
7. Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website within five (5) calendar days after the meeting.
8. Meetings may be recessed to a time and place certain.

**F. PUBLIC PARTICIPATION:**

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each meeting of the body there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.
3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the chair before speaking.

6. Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.
7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Order the constable or another law enforcement official to remove disorderly person(s) from the meeting.

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

ADOPTED this ~~6th~~ 5th day of March, ~~2024~~ 2025]:

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Benjamin Brickner

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Steve Chamberlin

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Meg Emmons

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Emily Grube [REDACTED]

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John Peters Jr. [REDACTED]

**Town of Pomfret**  
5218 Pomfret Road  
North Pomfret, Vermont 05053

**Selectboard Rules of Procedure**

- A. PURPOSE.** The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. A “meeting” is defined as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. 1 V.S.A. § 310(3)(A). Meetings of the Selectboard of Pomfret must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. The purpose of these meetings is to conduct the business of the public body efficiently and effectively, while still allowing a reasonable opportunity for public comment.
- B. APPLICATION.** This policy setting forth rules of procedure ~~shall apply~~ applies to the Selectboard of Pomfret, referred to below as “the body.” These rules ~~shall~~ apply to all regular, special, and emergency meetings of the body. These rules do not apply to municipal quasi-judicial proceedings. The Selectboard of Pomfret adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all persons, including board members, staff members, and members of the public attending the body’s meeting.
- C. ORGANIZATION:**
1. The body ~~shall~~ must annually elect a chair and a vice-chair ~~-, who will serve until the body’s next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body. The body may vote to remove the chair or vice-chair at any time and elect a new chair or vice-chair by [majority] vote.~~
  - ~~1.2.~~ 2. The chair of the body or, in the chair’s absence, the vice-chair ~~shall~~ will preside over all meetings: (i.e., presiding officer). If both the chair and the vice-chair are absent, a member selected by the body ~~shall~~ will act as ~~chair~~ presiding officer for that meeting.
  - ~~2.~~ The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
  3. A majority of the ~~members~~ total membership of the body ~~shall constitute~~ constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting ~~shall~~ will take place.
  4. No single member of the body ~~shall have~~ has the authority to represent or act on behalf of the body unless, either by applicable law or by majority vote, the body has

delegated such authority ~~for a specific matter at a duly-noticed meeting and such delegation is as~~ recorded in ~~the its~~ meeting minutes.

~~5. — Motions made by All members of, including the body require a second. The chair and vice-chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.~~

~~6. — There is no limit, are entitled to the number of times a member of the body may speak full participation in its proceedings, including the right to a question. A member may speak or make a motion without being recognized by the chair.~~

~~7.5. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required, speak, make motions, and vote.~~

~~8. — Meetings may be recessed to a time and place certain.~~

6. Meetings of the body may be recessed (i.e., a brief break), or adjourned (i.e., postponed) and continued at a later date, time, and place certain. A motion stating the time and place that a meeting is either recessed or adjourned to must be made in public before the meeting is recessed or adjourned and such motion recorded in the meeting minutes.

~~9.7.~~ These rules may be amended by majority vote of the body and must be readopted annually.

#### D. ~~AGENDAS:~~

1. Each regular and special meeting of the body ~~shall~~must have an agenda, with time allotted for each item of business to be considered by the body. ~~Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda.~~ The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final agenda for distribution. Those who wish to add item(s) to the meeting agenda must contact the Selectboard Assistant or a member of the body at least 72 hours in advance of a regular meeting and at least 48 hours in advance of a special meeting to be considered.

2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, ~~notice of the meeting, to include a meeting agenda, shall~~ must be posted on the Town website, ~~(pomfretvt.us),~~ on the Pomfret Listserv, in the Town Offices, and posted near the North Pomfret and South Pomfret Post Offices. The agenda must also be made available to any person who requests ~~such agenda~~it prior to the meeting.



3. All business ~~shall~~will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda ~~must~~may be made as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a meeting.

~~3.4.~~ No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, or postponing or tabling actions, may be made by unanimous vote of the body.

5. No binding action can be taken on matters not appearing on the agenda, unless when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.

**E. MEETINGS:**

1. Regular meetings ~~shall~~will take place on the first and third Wednesday of the month at 7 p.m. at the Town Offices and electronically by Zoom or similar videotelephony program.

2. Special meetings may be held when needed.

3. Emergency meetings may be held without public announcement, without posting of ~~notices~~notice, , and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or a condition requiring immediate attention by the ~~public~~ body.

4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies ~~him or herself~~themselves when the meeting is convened; and is able to hear and be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body must be done by roll call.

~~5.~~ If ~~any member~~a quorum or more of the body ~~attends~~attend a meeting without being physically present at a designated meeting location, the ~~following requirements shall apply:~~

~~a. Such member(s) will attend via Zoom when feasible, otherwise via telephone.~~

~~6.5.~~ Upon the expiration of Act 1 of 2023, or when otherwise required by law, the agenda for ~~such~~the meeting ~~shall~~must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, ~~shall~~must be physically present at each designated meeting location.

6. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means in order to vote.

## **F. MOTIONS AND VOTING**

1. Any member of the body may make a motion. A member of the body may speak or make a motion without being recognized by the presiding officer. There is no limit to the number of times a member of the body may speak to a question.
2. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.), though all members should be aware of the consequences of the motion they make and/or approve.
3. All motions must be phrased in the affirmative. Motions made by members of the body require a second to proceed with discussion and/or action, if any. [All motions must be restated by the presiding officer prior to a vote.]
4. The maker of a motion has the right to speak first in debate once the motion has been seconded [and restated by the presiding officer]. Members must limit their comments and motions to the meeting agenda item under consideration.
5. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been increased by the body, or as otherwise provided by applicable law. Responses to voice votes, when provided, must be expressed as either “yes” or “no.” Members may also abstain or recuse themselves from voting. A member may change their vote up until such time as the vote is announced by the presiding officer.
6. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote will be required [for votes that are not unanimous].
7. The presiding officer must announce the result of all votes and what action, if any, the body has taken.
8. A member of the body may call a point of order at any time to bring attention to a potential rule violation. A point of order does not require a second or a vote. The presiding officer will rule on all points of order and state their justification. Any member may appeal the presiding officer’s ruling on a point of order, without being recognized. An appeal requires a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
9. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

## G. PUBLIC PARTICIPATION

1. Meetings of the body are a limited public forum; they are not meetings of the public. Members of the public shall be afforded a reasonable opportunity to express their opinions about matters considered by the body, so long as order is maintained according to these rules. [Public comment is open to all members of the general public, not just residents of Pomfret.]
2. At the beginning of each meeting there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.
3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another. By majority vote, the body may increase the time for public comment on an agenda item.
4. Speakers will be recognized on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive or irrelevant comments and to ensure that varied, especially opposing viewpoints, are heard.
5. Members of the public must be acknowledged by the presiding officer before speaking. Members of the public must wait their turn to speak and may not interrupt others. Public comment must be germane to an item on the agenda. Members of the public must identify themselves by name and town of residence the first time they speak on an agenda item.
6. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.
7. Members of the public do not have the right to vote on meeting agenda items.

## H. ORDER

1. Order must be observed by all persons attending the meeting, whether in-person or electronically. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.
2. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on “vibrate”) during meetings.
3. All comments must be addressed to the presiding officer or to the body as a whole, and not to any individual member of the body or public.
4. The only people who may interrupt another from speaking are (i) a member of the body for a point of order directed towards the presiding officer and (ii) the presiding

officer themselves, to enforce a rule. No other person may disrupt, disturb, or otherwise impede the orderly conduct of the meeting or interrupt any person for any other reason while they are speaking.

5. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body. Members of the body and members of the public must not make personal, impertinent, threatening, or profane remarks.
6. Members of the body and members of the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
  - a. Call the meeting to order and remind members of the body and members of the public of the applicable rules of procedure.
  - b. Declare a recess or table the issue under consideration.
  - c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.
  - d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.
  - e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

## **I. MEETING MINUTES AND RECORDING**

1. Minutes must be taken of every meeting of the body. Minutes must give a “true indication of the business of the meeting,” which may require supplementing the following statutorily required elements: members present; active participants at the meeting; motions, proposals, and resolutions made, offered, and considered and what disposition is made of the same; the result of any votes taken; and a record of individual votes if a roll call is taken.
2. Draft minutes ~~shall~~will be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as “draft” minutes ~~and shall post the draft.~~ Draft minutes will be posted on the Town website ([pomfretvt.us](http://pomfretvt.us)) within five (5) calendar days after the meeting.
- ~~7.3.~~ Draft minutes may be amended by a majority of the total membership of the body. After the draft minutes have been approved by a majority of the total membership of the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as “approved” and shall post them on the Town website: ([pomfretvt.us](http://pomfretvt.us)).

~~8.4.~~ Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website ([pomfretvt.us](http://pomfretvt.us)) within five (5) calendar days after the meeting.

~~9.~~ Meetings may be recessed to a time and place certain.

~~F.~~ PUBLIC PARTICIPATION:

~~1.~~ All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules:

~~J.~~ At the beginning of each meeting of the body **EFFECTIVE DATE**. These Rules of Procedure will become effective immediately upon their adoption by the Selectboard of Pomfret.

~~2.1.~~ there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.

~~3.1.~~ At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.

~~4.~~ Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.

~~5.~~ Members of the public must be acknowledged by the chair before speaking.

~~6.~~ Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.

~~7.~~ If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

~~8.~~ Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

~~9.~~ Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. ~~Call the meeting to order and remind the members of the applicable rules of procedure.~~
- b. ~~Declare a recess or table the issue.~~
- c. ~~Adjourn the meeting until a time and date certain.~~
- d. ~~Order the constable or another law enforcement official to remove disorderly person(s) from the meeting.~~

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

ADOPTED this 6<sup>th</sup> 5th day of March, 2024:2025:

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Benjamin Brickner

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Steve Chamberlin

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Meg Emmons

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Emily Grube [REDACTED]

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John Peters Jr. [REDACTED]



# 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.

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

We, the Legislative Body of the Municipality of Pomfret, Vermont certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on September 18, 2019.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

Date: March 5, 2025

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\_\_\_\_\_  
\_\_\_\_\_

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**

TA-60

Town of Pomfret Fiscal Year 2026 Begin 7/1/25 End 6/30/26

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1    0.000	\$ 0.00
Class 2    14.650	\$ 68187.55
Class 3    47.750	\$ 82619.09
Town Tax Funds – 19 V.S.A. Section 307	\$ 799964
Special Funds (e.g., bonds or earmarks):	
a. Highway Vehicle Reserve Funding	\$ 200000
b. Paving and Bridge Reserve Funding	\$ 225000
c. Municipal Standards Grant	\$ 20000
<b>TOTAL</b>	<b>\$ 1395771</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 381523
Non-Winter Maintenance	\$ 366562
Major Construction Projects	
a.	\$
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$ 748085</b>

**Comments:**

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**

**TA-60**

**19 V.S.A. § 306(j)**  
**(page 2)**

We, the Legislative Body of the Municipality of Pomfret certify  
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**  
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Date: March 5, 2025

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: \_\_\_\_\_

\_\_\_\_\_  
District Transportation Administrator

**TOWN/VILLAGE OF** Pomfret

**DATE:** March 5, 2024

**SECTELECTBOARD/TRUSTEES:**

1. Benjamin Brickner CHAIR/PRESIDENT  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

2. John Peters Jr.  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

3. Steve Chamberlin  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

4. Meg Emmons  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

5. Emily Grube  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

**ROAD COMMISSIONER/ROAD FOREMAN/SUPERINTENDENT OF STREETS:**

Frank Rogers  
MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-2767  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]  
CELL PHONE: (802) 369-0225

**TOWN/VILLAGE CLERK:**

Becky Fielder  
OFFICE MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

**OFFICE HOURS:** 8:30 AM to 2:30 PM, Monday, Wednesday, Friday

**E-MAIL ADDRESS:** clerk@pomfretvt.us

**24-HOUR EMERGENCY CONTACT NAME & NUMBER (DISASTER USE ONLY)**

Kevin Rice, Emergency Management Director, (802) 356-7643 (cell)

**TOWN/VILLAGE TREASURER:**

Ellen DesMeules  
OFFICE MAILING ADDRESS: 5218 Pomfret Road WORK PHONE: (802) 457-3861  
North Pomfret, VT 05053 HOME PHONE: [REDACTED]

**PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE TO:**

**VERMONT AGENCY OF TRANSPORTATION – DISTRICT MAINTENANCE & FLEET  
DIVISION - DISTRICT 7**

District Project Manager  
1068 US RTE 5, STE 2  
ST. JOHNSBURY, VT 05819-8501

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

Approved [REDACTED], 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.

**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 a municipal officer of the Town of Pomfret.

**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.
- C. “Custodian” means the person that has charge or custody of a public record.
- D. “Promptly” means immediately, with little or no delay, and not more than three business days.

**SECTION 4. PUBLIC 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:

- 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.
- 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 Selectboard]. It is the policy of the Town that all exempt records will be withheld from disclosure.
- 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.

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:

- 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 and attached to this policy. In the event that the attached schedule of charges is held to be void or unenforceable, then~~ the uniform schedule of charges established by the Secretary of State ~~if the Selectboard fails to establish shall be used instead to determine the actual cost charge for a uniform schedule copy of charges a public record;~~ 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 and attached to this policy. In the event that the attached schedule of charges is held to be void or unenforceable, then~~ the uniform schedule of charges established by the Secretary of State ~~if the Selectboard fails to establish shall be used instead to determine the cost of staff time associated with complying with a uniform schedule of charges request for a copy of a public record.~~

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.

- 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 [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). [If the Custodian determines to provide copies of public records in non-standard format, 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 [may, in the Custodian’s discretion,] create a public record that does not exist. [If the Custodian determines to create a public record that does not exist, 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 [may, in the Custodian’s discretion,] transmit a public record. [If the Custodian determines to transmit public records, the requestor will be charged for the 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 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 the Vermont Superior Court pursuant to 1 V.S.A. §-319.

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

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

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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**

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. \_\_\_\_\_

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.

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 shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

**CERTIFICATION OF DENIAL OF ACCESS TO PUBLIC RECORDS**  
*pursuant to 1 V.S.A. §-318(b)(2)*  
**Town of Pomfret, Vermont**

On \_\_\_\_\_ (date), \_\_\_\_\_ (name), \_\_\_\_\_ (title),

of the Town of Pomfret, received a request from \_\_\_\_\_ 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 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.

\_\_\_\_\_ (Custodian)

Name:

Title:

Date \_\_\_\_\_

The Custodian shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

**RESPONSE TO REQUEST FOR PUBLIC RECORDS**  
***pursuant to 1 V.S.A. §-318(b)(2)***  
**Town of Pomfret, Vermont**

On \_\_\_\_\_ (date), \_\_\_\_\_ (name), \_\_\_\_\_ (title),

of the Town of Pomfret, received a request from \_\_\_\_\_ 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).

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 \_\_\_\_\_ (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 full prior to delivery of the copies. Upon request, the Town will provide an estimate of the charge.

\_\_\_\_\_  
(Custodian)

Name:

Title:

Date \_\_\_\_\_

The Custodian shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

**SCHEDULE OF CHARGES FOR PUBLIC RECORDS REQUESTS**  
***pursuant to 1 V.S.A. § 316(e)***  
**Town of Pomfret, Vermont**

Pursuant to 1 V.S.A. § 316(e), the Town of Pomfret Selectboard establishes the actual cost charges listed below for copies of public records and the amount that may be charged for staff time, when such a charge is authorized under 1 V.S.A. § 316. To determine actual cost charges, the Selectboard has considered the same factors used by the Secretary of State.<sup>1</sup>

More information about requesting public records from the Town of Pomfret may be found in the Public Records Inspection, Copying, and Transmission Policy approved by the Town of Pomfret Selectboard on [REDACTED], 2025 and available on the Town of Pomfret's website, pomfretvt.us.

- (1) For staff time involved in physically duplicating a record, \$[0.75] per minute after the first 30 minutes.<sup>2</sup>
- (2) For information technology specialists' time spent extracting data from databases, or performing similar tasks necessary to comply with a request to create a new public record, \$[2.25] per minute.<sup>3</sup>
- (3) For black-and-white photocopies up to 8.5 by 14 inches, \$[0.10] per single-sided page, \$[0.20] per double-sided page.<sup>4</sup>
- (4) For black-and-white photocopies greater than 8.5 by 14 inches and up to 11 by 17 inches, \$[0.25] per single-sided page, \$[0.50] per double-sided page.<sup>5</sup>
- (5) For color photocopies up to 8.5 by 14 inches, \$[0.25] per single-sided page, \$[0.50] per double-sided page.<sup>6</sup>
- (6) For color photocopies greater than 8.5 by 14 inches and up to 11 by 17 inches, \$[0.50] per single-sided page, \$[1.00] per double-sided page.<sup>7</sup>

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<sup>1</sup> **Note:** There are fees for copies of public records that are established by statute that may override the fees established by this schedule.

<sup>2</sup> **Note to Selectboard:** This is approximately the clerk's per-minute salary, based on the FY 2026 budget and the number of hours the town office is open. If the hourly rate of other town officials is used instead (e.g., the Auditors), the per-minute rate is about \$0.40.

<sup>3</sup> **Note to Selectboard:** Becky to confirm. This assumes Datamann's hourly rate is \$135.

<sup>4</sup> **Note to Selectboard:** Becky to confirm actual cost under the town's copier lease.

<sup>5</sup> **Note to Selectboard:** Becky to confirm actual cost under the town's copier lease.

<sup>6</sup> **Note to Selectboard:** Becky to confirm actual cost under the town's copier lease.

<sup>7</sup> **Note to Selectboard:** Becky to confirm actual cost under the town's copier lease.

(7) For compact discs or digital video discs, \$[0.75] each for write-once CD/DVD (case not included), \$[1.50] each for re-writable CD/DVD (case not included).<sup>8</sup>

(8) For flash drives up to 128 GB, \$[15.00].<sup>9</sup>

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

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<sup>8</sup> **Note to Selectboard:** This is based on products available on Amazon.com where the quantity being purchased is ≤ 10 units.

<sup>9</sup> **Note to Selectboard:** This is based on products available on Amazon.com where the quantity being purchased is ≤ 2 units.



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

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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



# TOWN OF POMFRET, VERMONT

SELECTBOARD

Draft – February 21, 2025

March [redacted], 2025

VIA ELECTRONIC MAIL

Town of Woodstock  
31 The Green  
Woodstock, Vermont 05091  
Attention: Eric Duffy, Municipal Manager  
*eduffy@townofwoodstock.org*

**Re: Pomfret-Woodstock Uncollected Ambulance Service Bills (FY 2024)**

Dear Eric,

Reference is made to that certain Emergency Services Agreement, fully executed on September 21, 2022, by and between the Town of Pomfret and the Town of Woodstock (the “Emergency Services Agreement”). Pursuant to Section V thereof, Pomfret is obligated to pay to Woodstock, annually on or about July 1, all uncollected ambulance service bills for services rendered in Pomfret during the previous fiscal year.

On January 6, 2025, Pomfret received the enclosed cover letter and Aging Call Detail Report reflecting uncollected ambulance service bills in the aggregate amount of \$29,408.94 for calls from July 1, 2023 through June 30, 2024 (the “Tentative FY 2024 Residual Balance”). We understand this amount will not increase, that Woodstock will continue attempting to collect this amount through June 30, 2025, and thereafter Pomfret will receive an invoice for the final amount due to Woodstock (the “Final FY 2024 Residual Balance”).

The Tentative FY 2024 Residual Balance is substantially larger than recent prior years’ balances and represents almost 20% of Pomfret’s non-highway budget. Based on recent experience, Pomfret does not anticipate that the Final FY 2024 Residual Balance will be significantly lower. For these reasons, Pomfret respectfully requests and proposes that, notwithstanding Section V of the Emergency Services Agreement, Woodstock agree that Pomfret pay the Final FY 2024 Residual Balance, without interest or penalty, as follows:

Payment Due Date	Minimum Payment Amount
Later of (i) August 15, 2025 and (ii) 30 days after Pomfret’s receipt of an invoice for the Final FY 2024 Residual Balance	50% of Final FY 2024 Residual Balance
August 15, 2026	50% of Final FY 2024 Residual Balance

Except as otherwise provided herein, all provisions of the Emergency Services Agreement remain in full force and effect. The payment terms described above shall survive the expiration of the Emergency Services Agreement.

Kindly indicate your agreement with the foregoing by countersigning below. Pomfret greatly appreciates Woodstock's flexibility and consideration in this matter, which will help Pomfret with municipal budgeting and stabilization of our town tax rate.

Very truly yours,

**TOWN OF POMFRET**

By: \_\_\_\_\_

Name: Benjamin Brickner

Title: Selectboard chair

ACCEPTED AND AGREED THIS \_\_\_\_\_  
DAY OF [MARCH], 2025

**TOWN OF WOODSTOCK**

By: \_\_\_\_\_

Name: Eric Duffy

Title: Municipal Manager

Enclosure

Cc: Ellen DesMeules (*via email to treasurer@pomfretvt.us*)



**Application ID:** DLL - Application - 53932  
**Application for:** Second Class License  
**Category of Business:** Second Class

### Business/ Entity Information

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

### People Information

- Person:** Christine Cole

**Business Role:** Business Principal  
**Business Address:** PO Box 158,  
South Pomfret, Vermont, 05067  
**Phone:** 8024571626  
**Email:** christeago@gmail.com  
**US Citizen?**  
**Political Position**  
**Name:** Christine Cole  
**Office:**  
**Jurisdiction:**

#### Violations:

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

### Location/ Premises Detail

**Location Name:** Teago General Store  
**Do you lease this Premises:**

**Location Address:**  
2035 Pomfret Road,  
Pomfret, Vermont 05067

**Health License:**  
Food:  
Lodging:

**Local Jurisdiction/ Town Clerk:**  
Pomfret

**Vermont Tax Department:**

### Education Details

**Student Name:**  
christine cole

**Training Completion Date:**  
Thu Jun 22 00:00:00 GMT 2023

**Mode of Training:**  
DLC Online Training

**Type of Training:**  
Second Class (Off Premise)

### Foundational License (if applicable)

**License Type:**  
Second Class

**License Number:**  
LP-020194

**Licensee Name:**  
Teago General Store

**License Status:**  
License Active - Ready for Renewal

**Licensee Address:**  
2035 Pomfret Road ,  
Pomfret, Vermont 05067

**License Start Date:**

**License End Date:**

### Documents Attached

Name	Document Type	Assosicated 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

**State of Vermont / DLL Application Fee:**  
70.00

**Date of Submission:**  
2025-02-25 16:53:05

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

**Local Application Fee:**  
70

**Local Control Payment Status:**  
false



**Application ID:** DLL - Application - 53927  
**Application for:** Tobacco License  
**Category of Business:** Tobacco

### Business/ Entity Information

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

### People Information

- Person:** Christine Cole

**Business Role:** Business Principal  
**Business Address:** PO Box 158,  
South Pomfret, Vermont, 05067  
**Business Role:** Business Principal  
**Business Address:** PO Box 158,  
South Pomfret, Vermont, 05067  
**Phone:** 8024571626  
**Email:** christeago@gmail.com  
**US Citizen?**  
**Political Position**  
**Name:** Christine Cole  
**Office:**  
**Jurisdiction:**

**Violations:**

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

**Location Name:** Teago General Store  
**Do you lease this Premises:**

**Location Address:**  
2035 Pomfret Road,  
Pomfret, Vermont 05067

**Health License:**  
Food:  
Lodging:

**Local Jurisdiction/ Town Clerk:**  
Pomfret

**Vermont Tax Department:**

### Education Details

**Student Name:**  
christine cole

**Training Completion Date:**  
Thu Jun 22 00:00:00 GMT 2023

**Mode of Training:**  
DLC Online Training

**Type of Training:**  
Second Class (Off Premise)

### Foundational License (if applicable)

**License Type:**  
Tobacco

**License Number:**  
LP-020195

**Licensee Name:**  
Teago General Store

**License Status:**  
License Active - Ready for Renewal

**Licensee Address:**  
2035 Pomfret Road ,  
Pomfret, Vermont 05067

**License Start Date:**

**License End Date:**

### Documents Attached

Name	Document Type	Assosicated 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:**

**State of Vermont / DLL Application Fee:**  
110.00

**Date of Submission:**  
2025-02-25 16:51:05

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

**Local Application Fee:**  
0

**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: DAVE BALTER Phone: [REDACTED] Email: [REDACTED]  
Mailing Address: 1162 GALAXY HILL RD, NORTH POMFRET State: VT Zip: 05053

Event Name: BALTER FAMILY FESTIVAL

Event Date(s): AUG 2ND, 2025

Event Hours: 3PM - 11 PM Anticipated Attendees: 150-200

Event Contact Name: DAVE BALTER Phone: [REDACTED] Email: [REDACTED]

Has the event been held in Pomfret before?  Yes  No If yes, when? \_\_\_\_\_

Please provide a brief description of your event and its location: \_\_\_\_\_

A GATHERING OF FAMILY AND FRIENDS WITH FOOD AND BEVERAGES  
THERE WILL BE A BAND PERFORMING OUTDOORS (ON PROPERTY) FROM  
~ 7:30 AM - 10:30 PM (WITH A BREAK)

- 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.

[Signature]  
Applicant Signature

DAVE BAUTER  
Applicant Printed Name

2/23/25  
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: 2/24/2025 By: [Signature]

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



## 2025 SELECTBOARD APPOINTMENTS

(all 1-year terms expiring 2026 unless otherwise noted)

### ELECTED OFFICES

- Cemetery Commissioner – **vacant** (2 years to finish a 3-year term expiring 2027)
- Library Trustee – **vacant** (2 years to finish a 3-year term expiring 2027)
- Lister – **vacant** (2 years to finish a 3-year term expiring 2027)

### APPOINTED OFFICES

- Animal Control Officer – **vacant**
- Citizen Trustee of Laboury Fund – Marge Wakefield
- Collector of Delinquent Taxes – Karen Osnoe
- Constable – Doug Tuthill
- e911 Coordinator – Becky Fielder
  - Notice of reappointment to be given to the Vermont Enhanced 9-1-1 Board (E911.info@vermont.gov)
- ECFiber – Alan Graham, Betsy Rhodes (1st alternate), **vacant** (2nd alternate)
  - Notice of reappointment to be given in writing to secretary@ecfiber.net
- Emergency Management Director – Kevin Rice
- Fire Warden – Frank Perron, Fred Doten (deputy) (5-year terms expiring 2030)
  - Fire Wardens are appointed by the Commissioner of Forests, Parks and Recreation, with the approval of the town Selectboard
- GUVSWD – **vacant**, Doug Tuthill (alternate) (2-year terms expiring 2027)
  - Notice of reappointment to be given in writing, signed by the chair, to the Clerk of the District” (Lisa Comstock, lcomstock@marcvt.org)
- Planning Commission – John Moore, Doug Tuthill (3-year terms expiring 2028)
- Road Commissioner – **vacant**
- Town Service Officer – Sheila Murray
- Tree Warden – Cy Benoit, **vacant** (deputy)
  - Notice of reappointment to be given in writing to the Commissioner of Forests, Parks and Recreation (danielle.fitzko@vermont.gov)
- TRORC Board of Directors – Bill Emmons, **vacant** (alternate)
  - Notice of reappointment to be given to Mary Olmo (molmo@trorc.org)
- TRORC Transportation Advisory Committee – Doug Tuthill
  - Notice of reappointment to be given to Mary Olmo (molmo@trorc.org)
- Zoning Board of Adjustment – Benjamin Brickner, Shuan Pickett (3-year terms expiring 2028)

Town of Pomfret Selectboard  
DRAFT 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).<sup>[1]</sup>
- 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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<sup>1</sup> **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.

Town of Pomfret Selectboard

**DRAFT** Annual Town Meeting Informational Hearing Minutes

February 22, 2025

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

Public: Terri Antal, Cyrus Benoit, Liza Bernard, Melanie Bowen, Abigail Brickner, Katie Brickner, Senator Alison Clarkson, Tina Clifford, Vern Clifford, Cathy Emmons, William Emmons, Gerry Fields, Alan Graham, Kris Graham, Greg Greene, Jon Harrington, Sue Heston, Cynthia Hewitt, Laura Kent, Sherman Kent, Neil Lamson, Joanna Long, Norwood Long, Nancy Matthews, Ted Matthews, Cathy Peters, Lynn Rauch, Betsy Rhodes, Jim Robinson, Marie Robinson, Betsy Siebeck, Cory Smith, Representative Heather Surprenant, Cory Swingle, Frances Uptegrove, Roderick Williams, Mary Worrell, "bill", "Charlotte's iPad", "iPhone (20)", "jan"

1. Benjamin Brickner called the town meeting informational hearing to order at 9:02 am.
2. Agenda Review – None.
3. Discussion of Annual Town Meeting Articles – Mr. Brickner began by thanking Cynthia Hewitt and Alice Lamson for providing refreshments, and Town Auditors Tracie Hartford, Annie Mears Abbott, and Patti Wickersham for preparing this year's annual report. Mr. Brickner then welcomed Senator Alison Clarkson and Representative Heather Surprenant and thanked them for attending. Mr. Brickner then explained when and where polls will be open on Town Meeting Day and how to obtain an absentee ballot if desired. Mr. Brickner then proceeding through the Annual Town Meeting Warning article-by-article.

#### **ARTICLE 1 – Election of Town Officers**

*Town Moderator* – No discussion.

*Town Clerk* – No discussion.

*Selectboard Member* – John Peters introduced himself, asked to be considered for Selectboard Member (3-year term), and explained his interest in the position. Mr. Peters noted he has served on the Selectboard for several years and would like to continue to serve. Emily Grube introduced herself, asked to be considered for Selectboard Member (2-year term), and explained her interest in the position. Ms. Grube has also served on the Selectboard for several years and would like to continue working on the Town Hall renovation, town plan update, and upcoming budget challenges.

*Cemetery Commissioner* – Greg Greene introduced himself, asked to be considered for Cemetery Commissioner (3-year term), and explained his interest in the position. Mr. Greene joined the commission last year and feels it is an important job, especially the historical aspect and grounds upkeep. Mr. Greene has been working on digitizing the town's burial records. Mr. Greene also noted that Bruce Tuthill (who could not be present) intends to run as a write-in candidate for Cemetery Commissioner (2 years to finish a 3-year term).

*Treasurer* – No discussion.

*Lister* – Marie Robinson asked whether the town had considered eliminating the Officer of Lister in favor of hiring a professionally qualified assessor as several area towns are considering this year. Lister Neil Lamson suggested this was something that should be



considered at a future town meeting and offered that having someone other than one's neighbor perform property valuations could be advantageous.

*Auditor* – No discussion.

*Library Trustee* – Betsy Rhodes noted that Jocelyn Randles (who could not be present) was running for reelection and asked the assembly to consider Ms. Randles for Library Trustee (3-year term).

*Trustee of Public Funds* – No discussion.

## **ARTICLE 2 – Collection of Current Taxes**

No discussion.

## **ARTICLE 3 – Approval of FY 2025 Town and Highway Budget**

Jonathan Harrington questioned the large increase in the amount to be raised in taxes. Mr. Brickner explained that while the amount to be raised in taxes would increase 13.7%, spending would increase by only 6.9%, and that the difference between these figures is due to a decrease in non-tax revenue available to the town since last year.

Mr. Harrington also asked about the use of the American Rescue Plan Act of 2021 (ARPA) funds for paving. Mr. Brickner explained that the town needed to commit all ARPA funds by last December or else they were subject to recapture by the federal government. Using some of the ARPA funds to offset last year's Stage Road paving expense was one way to do this. Ms. Grube also noted that the cost of paving has increases significantly in the last few years. Mr. Harrington suggested that the town develop a capital plan for paving projects.

Mr. Harrington also asked about the drivers of the proposed increase in spending. Mr. Brickner explained that the town received a letter from Blue Cross Blue Shield late last year indicating that health insurance premiums (which the town pays on behalf of its employees) would increase by more than 18% in 2025. Mr. Peters explained that the cost of all types of insurance has increased significantly, noting that most of these expenses are not discretionary and must be incurred by the town to deliver municipal services.

Mr. Harrington also asked why the budget proposes using only 60% of available fund balance (sometimes called the "surplus") to offset taxes to be raised, rather than the entire amount. Mr. Peters and Meg Emmons explained that by using only a portion of the fund balance, the Selectboard aimed to smooth the year-to-year tax raise because once the fund balance it depleted, that amount will need to be replaced with additional taxes and/or spending cuts.

Ms. Rhodes asked about the Windsor County Sheriff Department's cost. A discussion ensued about the cost-effectiveness of this service and its alternatives. Senator Alison Clarkson, having been given permission by the Selectboard to address the assembly as a non-resident, asked whether the stepped-up fall foliage traffic patrols contributed to the cost. Mr. Brickner explained that the supplemental patrols during foliage season were contracted and paid for by the residents of those roads. Francine Uptegrove, a Barber Hill Road resident, and Jim and Marie Robinson, Cloudland Road residents, praised the supplemental patrols and thanked the Selectboard for closing these roads during foliage. Cory Swingle urged residents to obey local speed limits, both to slow down other traffic in town and to avoid requiring the Sheriff to spend time chasing down local speeders.

**ARTICLE 4 – Appropriation to Abbott Memorial Library**

Mary Worrell, Library Trustee, and Cory Smith, librarian, thanked the Town for its continued support of the library and briefly described the library’s programming, noting that local patronage has increased significantly in the last several years.

**ARTICLE 5 – Appropriation to Pomfret Cemetery Commission**

Mr. Greene explained the difficulty and significantly increased cost of procuring cemetery maintenance services. Mr. Greene also noted that the cemetery appropriations of neighboring towns are significantly higher than the amount proposed in Pomfret’s budget.

**ARTICLE 6 – Appropriation to Visiting Nurse and Hospice for VT and NH**

No discussion.

**ARTICLE 7 – Appropriation to Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center)**

Mr. Greene described some of The Thompson’s recent activities, including an ongoing renovation. Mr. Greene also explained that demand for The Thompson’s services has increased dramatically in recent years. A discussion ensued about The Thompson’s lesser-known services and the important role that Meals on Wheels plays in promoting older residents’ health and welfare.

**ARTICLE 8 – Appropriation to Health Care and Rehabilitation Services**

No discussion.

**ARTICLE 9 – Appropriation to Empower Up - Windsor Central Mentoring Program**

No discussion.

**ARTICLE 10 – Appropriation to Spectrum Teen Center**

No discussion.

**ARTICLE 11 – Appropriation to Pentangle Arts**

No discussion.

**ARTICLE 12 – Appropriation to Ottauquechee Health Foundation (OHF)**

Ms. Rhodes noted that OHF has recently partnered with The HUB, which provides direct support to area residents facing challenges with rent, childcare, heating, transportation, and other essential services.

**ARTICLE 13 – Appropriation to Women’s Information Service (WISE) of the Upper Valley**

No discussion.

**ARTICLE 14 – Appropriation to Green Up Vermont**

Mr. Greene reported that Green Up Vermont now holds the Guinness World Record for the most pledges to clean up trash in a 24-hour period. The record was set last May when 6,833 people pledged to participate. Mr. Greene also asked how the town can ensure residents’ safety during this year’s Green Up Day on May 3. Mr. Brickner suggested that Mr. Greene attend an upcoming Selectboard meeting to discuss safety measures further.



## **ARTICLE 15 – Re-Appropriation of Unassigned General Fund Balance**

Mr. Brickner explained that the “unassigned general fund balance” is the accumulation of prior years’ budget surpluses, that the Selectboard felt the balance was more than needed to be kept on hand, and that therefore the Selectboard proposes using a portion of that balance to reduce current taxes to be raised. Mr. Brickner reiterated that by using only a portion of the fund balance this year, the Selectboard aimed to smooth the year-to-year tax raise because once the fund balance is depleted, that amount will need to be replaced with additional taxes and/or spending cuts.

## **ARTICLE 16 – Designation of Tax Payment Due Dates, Late Payment Interest and Penalty**

Mr. Brickner noted that approval of this article would impose 1% monthly interest on late property tax payments and an 8% penalty on delinquent property tax payments, which interest and penalty cannot be waived by the town treasurer, town clerk or any other single town official.

4. Other Necessary and Proper Business
  - a. Senator Clarkson and Representative Heather Surprenant described activities during the current state legislative session. Senator Clarkson indicated that \$3 billion of Vermont’s \$9 billion budget is federally funded, which has created challenges following the recent change in presidential administration, particularly with the USDA, Customs and Border Protection, and federal judiciary in Vermont. Senator Clarkson and Representative Surprenant also discussed education funding and the governor’s proposal to overhaul education governance; Act 250 changes and regional planning; local authority to maintain legal trails; and the impact of enhanced immigration enforcement on the state’s agricultural sector. Both legislators encouraged residents to contact them with questions or concerns. Their information is available at <https://legislature.vermont.gov/people/search/2026>.
  - b. Alan Graham thanked the Selectboard and the Town Auditors for production of the annual report. Mr. Graham also asked about plans to address anticipated damage by the emerald ash borer. Ms. Grube explained that the town has \$20,000 available for mitigation efforts in calendar 2026 (assuming the proposed FY 2026 budget is approved) and has committed to spending that amount on mitigation efforts.
  - c. Melanie Bowen asked about the Vermont 250th Anniversary Committee. Mr. Brickner, a committee member, answered that there were no firm plans yet, but that the committee anticipated holding one or more events later this year, with other activities to occur over the 2025-27 anniversary period. The committee is also liaising with the state Historic Preservation Office, which is coordinating statewide celebrations of the 250th anniversary of the American Revolution in Vermont, the signing of the Declaration of Independence, and the formation of the United States.
  - d. Mr. Swingle asked about a recent lawsuit against the town regarding a driveway permit that was recently approved by the Selectboard.
  - e. Mr. Lamson thanked the Road Crew for keeping the roads well maintained. Mr. Lamson recalled that his doctor recently asked where he lived. When Mr. Lamson responded “Pomfret,” the doctor described the town’s roads as “legendary.”
5. Adjournment – There being no other necessary and proper business to come before the assembly, Mr. Peters moved and Ms. Emmons seconded that the town meeting informational hearing be adjourned. Unanimous. The town meeting informational hearing was adjourned at 10:50 am.