

Town of Pomfret Selectboard  
DRAFT Meeting Minutes  
March 5, 2025

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

Public: Frank Rogers, Cynthia Hewitt, Greg Greene, Dave Balter, Bill Emmons, Jack Peters, Emma Jane Stanton (*Vermont Standard*)

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – John moved and Emily seconded moving Item 5J (Large Event Permit Application (1162 Galaxy Hill Road)) to immediately before Item 5A (Selectboard Reorganization), since Mr. Balter was already present, and adding a discussion of federal funding after Item 5N (Approval of Meeting Minutes). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank reports all is going well. The crew is posting the roads this week for mud season. The grader will be returned on Friday with the new blade installed. Frank asked that the Selectboard consider replacing or otherwise enlarging the garage door openings. The larger trucks with plows attached have very little overhead and side clearance. Frank will contact Trumbull Nelson for an estimate for this work. Frank sought (and the Selectboard granted) approval to purchase a scarifier bit system for the grader. Frank obtained two quotes and believed the lower cost option (at about \$4,600) is suitable. Green Up Day coordinator Greg Greene asked whether the road crew could assist with Green Up Day safety in several areas with blind road curves. Frank will check the town's inventory of signs and cones that can be used for this. Greg also will contact Fire Chief Jake Astbury about whether Fire Department members and apparatus could assist with traffic control. Ben will contact the Windsor County Sheriff's Department to schedule a directed patrol on Green Up Day.
5. Items for Discussion or Vote
  - a. Large Event Permit Application (1162 Galaxy Hill Road) – John moved and Steve seconded that the Large Event Permit Application for an event on August 2, 2025, at 1162 Galaxy Hill Road, be approved with a condition that a sign be placed at either end of the event area altering motorists to increased vehicular and pedestrian traffic related to the permitted event. Unanimous. Resident and event organizer Dave Balter indicated that all parking will be offroad and that parking assistants will be on hand to assist with traffic control.
  - b. Selectboard Reorganization
    - i. *Election of Officers* – John nominated and Emily seconded that Ben continue as Selectboard chair. Unanimous (Ben not voting). Ben nominated and Meg seconded that John continue as Selectboard vice-chair. Unanimous.
    - ii. *Adoption of Rules of Procedure* – John moved and Steve seconded adoption of the Selectboard Rules of Procedure with minor changes relative to the rules adopted last year. Unanimous. VLCT recently updated its form rules of procedure, but the Selectboard declined to adopt the new form at this time.
  - c. Town Highway Structures Grant Application – To be discussed at the March 19 meeting.
  - d. Town Highway Class 2 Roadway Grant Application – To be discussed at the March 19 meeting.

- e. Highway Paving Request for Proposals – Emily and Frank will prepare a request for proposals (RFP) for repaving Pomfret Road between Bartlett Brook Road and Johnson Road (a culvert near the intersection of Labounty Road will need to be replaced before this work occurs). The RFP also will include the bridge on Wayside Road at Route 12, a FEMA-eligible project, and the town office parking lot. The RFP will ask proposers to quote each project separately.
- f. Certification of Compliance for Road and Bridge Standards – Steve moved and Emily seconded approval of the Certification of Compliance for Road and Bridge Standards. Unanimous. Ben will forward the signed certificate to Vtrans.
- g. Annual Financial Plan – Town Highways (TA-60) – Steve moved and John seconded approval of the Annual Financial Plan – Town Highways (TA-60). Unanimous. Ben will forward the signed plan to Vtrans.
- h. Public Records Policy and Schedule of Actual Costs – Steve moved and John seconded approval of Public Records Policy and Schedule of Actual Costs as presented. Unanimous.
- i. Pomfret-Woodstock Ambulance Payment Plan Agreement – John moved and Meg seconded approval of the Pomfret-Woodstock Ambulance Payment Plan Agreement regarding uncollected ambulance service bills in FY 2024, and that Ben be authorized to sign the same on the Selectboard’s behalf. Unanimous. Ben will forward the signed agreement to Woodstock.
- j. Liquor and Tobacco License Applications (Teago Store) – Meg moved and John seconded approval of the (1) Second Class License application (for sale of beer and wine) and (2) Tobacco License application (for sale of tobacco), both by The Pomfret Road General Store, LLC (Teago General Store). Unanimous.
- k. Mascoma Certificate of Deposit Renewal – Mascoma has increased the interest rate on the town’s existing insured cash sweep (ICS) savings account from 2.5% to 4.0% APY for the next five months. Mascoma also has offered the “new money” rate of 4.2% APY for a new five-month certificate of deposit (CD). These rates are +/-0.25% of what Pomfret could obtain in a federal money market fund elsewhere, but without need to transfer funds to a different financial institution. The funds at Mascoma also will be fully FDIC insured. Ben moved and Emily seconded that Pomfret’s funds be kept at Mascoma and allocated as described above, with the new CD amount being the maximum that will still be fully FDIC-insured. Unanimous.
- l. Appointment of Public Officers – Cynthia and Ben will begin contacting incumbents to determine whether they wish to be reappointed to their positions at the March 19 meeting.
- m. Warrants – Meg moved and John seconded approval for payment of the following warrants:
 

25081	\$ 12,528.25	Payroll
25082	827.02	Tax Refunds
25083	15,815.70	A/P (includes debit card statement, \$564.64)
25084	2,467.42	Payroll
25085	22.24	Tax Refund

Unanimous.
- n. Approval of February 19 and February 22, 2025 Minutes – Emily moved and John seconded approval of the February 19 and February 22, 2025 meeting minutes as presented. Unanimous.

- o. Federal Funding of Municipal Expenses – The town’s reliance on grant, reimbursement and other monies funded by the federal government was discussed, including the need to anticipate that such funding may be reduced, delayed or withheld without advance notice or due process. This would present significant challenges to the town’s finances.
- 6. Meeting Wrap Up
  - a. Correspondence – Meg received design options from Hunter Ulf and will schedule a Town Hall Revitalization Committee meeting soon to consider the same.
  - b. Review of Assignments – Emily and Frank will revise the paving RFP and prepare Town Highway Structures and Class 2 Roadway (paving) grant applications. Ben will speak with Deb Jones in Sharon re: municipal investment strategy; the County Sheriff re: help with Green Up Day. Steve to forward the Wayside Road bridge paperwork to Emily for the RFP. Cynthia will contact Mary Worrell, Vern Clifford, and Cy Benoit for suggestions on whom to appoint to the vacant Library Trustee, GUVSWD board representative, and deputy Tree Warden positions, respectively.
  - c. Agenda for Next Meeting – Paving RFP, Town Highway Structures grant application, Class 2 Roadway (paving) grant application, appointment of public officers, capital planning committee discussion.
- 7. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:59 pm.