

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
April 2, 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 <ul style="list-style-type: none"> a. Highway Paving Request for Proposals b. Town Highway Structures Grant Application c. Municipal Equipment Loan Fund Application d. PACIF Reservation of Rights Letter e. Delinquent Tax Sale Authorization f. ZBA Administrative Assistant g. Form of Fireworks Display Permit Application h. Appointment of Public Officers i. Warrants j. Approval of March 19, 2025 Minutes 	7:15 pm
6. Meeting Wrap Up <ul style="list-style-type: none"> a. Correspondence b. Review of Assignments c. Agenda for Next Meeting 	8:30 pm
7. Possible Executive Session – <i>Attorney-Client Communications</i>	8:45 pm
8. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

Zoom Instructions

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



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

DISTRICT CONTACT (name):

Phone:	E-Mail:
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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 Completion Date:

Estimated Completion Date:

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

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

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

VERMONT MUNICIPAL EQUIPMENT LOAN FUND

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

PLEASE TYPE OR PRINT

1. Municipality:_____ County:_____

2. Type of Equipment:_____ Price:_____ New or Used:_____

Name from Whom Equipment Purchased:_____

Address of Seller:_____ Purchase Date:_____

3. Amount of Loan Requested:_____ Amount of Loan Approved:_____

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

Financial Statistics -- Long-Term Debt Only:

4. Town or Village Debt:_____ School Debt:_____

(List Details on next page)

(List Details on back next page)

5. Share of Union School Debt:_____ Name of Union School District:_____

6. Other Debt (explain):_____

7. Debt for Sewer:_____ Water:_____ Electric:_____

Solid Waste District Debt:_____ Amount of Debt Paid by Fees:_____

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

8. Population:_____

9. Total Taxes Billed for Latest Year:_____

Taxes Delinquent for Latest Year:_____

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

10. _____

PRINT NAME of APPLICANT SIGNATURE POSITION DATE

11. _____

. Town Clerk/Treasurer Phone Number Hours

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

12. Town or Village Long Term Debt:

Owed to:

Amount:

School Debt

Owed to:

Amount:

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

TOTALS _____

13. Other Debt

Owed to:

Amount:

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

Totals _____

RULES REGARDING MUNICIPAL EQUIPMENT LOAN FUND

I. DEFINITIONS

For the purposes of these rules:

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

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

II. TERMS

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

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

C. Any equipment purchased under this program shall:

1. have a useful life of at least five years and may be either new or used;
2. have a purchase price of at least \$20,000.00; and,
3. if applicable, be registered for highway use with the Department of Motor Vehicles with the Treasurer, State of Vermont as at least the second lienholder on the Certificate of Title.

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

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

1. for loans to a single municipality, two percent
2. for loans to two or more municipalities jointly purchasing equipment, there shall be no interest assessed.

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

III. APPLICATIONS/AWARDS

A. Preference shall be given to joint applications.

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

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

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

E. The criteria for making loans shall be:

1. equitable geographical distribution
2. financial need
3. ability to repay

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

1. The \$110,000.00 annual limitation on each municipality established in II. B., above; or
2. The 75% of the purchase price established in II. D., above.

Fireworks and Sparklers

In Vermont, all fireworks (not including sparklers and other novelty smoke devices) are illegal except for permitted, supervised public fireworks displays. Fireworks are dangerous and unpredictable, especially in the hands of amateurs. All too often fireworks result in serious burns, hearing loss and other injuries due to misuse. Public firework displays conducted by trained professionals and supervised by local fire departments are a good alternative to personal fireworks use. These displays are the smartest and safest way to enjoy fireworks.

As a Town Forest Fire Warden, you **do not** have a role in permitting a fireworks display. A permit for display is required by the local chief of police and fire departments of the municipality in which the display is to be held. The use, possession, sale and distribution of fireworks is legal only after the permit is granted. Applications for a permit must be made at least 15 days in advance of the fireworks display.

Sparklers less than 14 inches long with no more than 20 grams of pyrotechnic mixture and novelty sparkling items limited to snakes, party poppers, glow worms, smoke devices, string poppers, snappers, or drop pops with no more than 0.25 grains of explosive mixture, that are in compliance with United States Consumer Product Safety Commission regulations, are legal for sale and use in Vermont. However, even sparklers and smoke devices can be harmful if not used properly always make sure that everyone uses sparklers in a safe and responsible manner.

Laws, Rules, and Requirements

[Vermont Sparklers and Fireworks Law Title 20 chapter 177 § 3061- 3136.](#)

Information and Resources

[Public Fireworks Display Checklist](#)

[Sample Municipal Fireworks Display Permit](#)

For additional information:

Contact the Department of Public Safety, Division of Fire Safety, by phone: 802-479-7561 or 1-800-640-2106 or online at <http://firesafety.vermont.gov/pubed/media/sparklers>

TOWN OF POMFRET

APPLICATION FOR FIREWORKS DISPLAY PERMIT

[Application fee of \$100 payable to Town of Pomfret]

Pursuant to 20 V.S.A. 3132, it is unlawful for any person or entity to use, possess, or explode any fireworks unless that person or entity has been issued a permit to display fireworks. A completed application must be submitted no less than fifteen (15) days before the proposed display will occur.

Applicant Name: _____ Phone: _____ Email: _____

Mailing Address: _____ State: _____ Zip: _____

* * * * *

Display Date(s): _____

Display Hours: _____ Anticipated Number of Attendees: _____

Display Sponsor Name: _____ Phone: _____ Email: _____

Please provide a brief description of the display and its location: _____

Please provide a brief description of where the fireworks will be stored prior to the display, if not at the display location:

Additional Requirements and Limitations

Liability Insurance: Applicant or the display sponsor must carry comprehensive general liability insurance in which the Town of Pomfret is named as additional insured, with combined single limit coverage of at least \$1,000,000 per occurrence and at least \$1,000,000 in the aggregate. Applicant or the display sponsor must furnish the town with a certificate of insurance at least five (5) days before the display.

Large Events: If your display is associated with an event having one hundred (100) or more anticipated attendees, a Large Event Permit is also required. Please visit <https://pomfretvt.us/index.php/documents/> or contact clerk@pomfretvt.us.

Non-Transferability: This permit authorizes possession and use of fireworks solely for the fireworks display specified herein and is not transferable.

[Remainder of page intentionally blank. Application continues on next page.]

Applicant agrees to adhere to the specifications, requirements, limitations and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 20 V.S.A. 3132 and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the display in accordance with the specifications, requirements, limitations and conditions indicated herein.

_____ Applicant Signature	_____ Applicant Printed Name	_____ Date
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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 Application Received: _____ By: _____

Date Certificate of Insurance Received: _____ By: _____

Large Event Permit Required? ☐ Yes ☐ No

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

Town of Pomfret Selectboard
DRAFT Meeting Minutes
March 19, 2025

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

Public: Frank Rogers, Jon Ricketson, Eric Chase, Cy Benoit, John Moore

1. Ben called the meeting to order at 6:31 pm.
2. Executive Session
 - a. Ben moved and Emily 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 6:32 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – None.
4. Public Comment – None.
5. Road Foreman Report – It's mud season. Frank reports the crew is grading and spreading hardpack and stone where needed. All equipment is running well. Frank will assist Emily with preparing specifications for the paving RFP. Frank would like to pave Pomfret Road from Rudge Road to Johnson Road if sufficient funding is available.
6. Items for Discussion or Vote
 - a. Highway Paving Request for Proposals – The town office parking lot will be broken out into a separate RFP due to the extra scope of grading, drainage, etc. Emily will work with Frank to prepare the separate RFP and to prepare a scope of work description for the Wayside Road bridge to be added to the existing RFP. Both RFPs will be reviewed and discussed at the April 2 meeting.
 - b. Town Highway Structures Grant Application – To be discussed at the April 2 meeting.
 - c. Town Highway Class 2 Roadway Grant Application – Ben moved and John seconded that the Town Highway Class 2 Roadway (Paving) Grant application be approved as revised during the meeting. Unanimous. Ben will submit to Vtrans.
 - d. Town Right-of-Way Tree Mitigation – Tree Warden Cy Benoit reports the need to remove dead, dying and diseased trees in the town rights-of-way, particularly those that are a nuisance or pose a hazard. Cy suggested locating and marking these trees for removal. Cy also suggested that the town get ahead of the Emerald Ash Borer, which is now present in Pomfret and surrounding towns. Once mud season has ended, Cy and Frank will drive around and locate trees for removal and determine which trees Green Mountain Power should handle due to proximity to power lines. Cy will show Frank the telltale “blonding” of infested Ash trees; this is caused by woodpecker damage as they seek Emerald Ash Borer larvae. Once blonding occurs, the integrity of the tree becomes compromised and removal becomes more difficult. Alan Graham has returned as Deputy Tree Warden and will research grant opportunities. Alan and Neil Lamson will also assist with locating and marking trees for removal. The town has \$20,000 available for tree removal this calendar year: \$10,000 through June 30 and \$10,000 beginning July 1.

- e. Capital Planning Committee Discussion – Last January Eric Chase submitted to the Selectboard written comments and analysis regarding capital planning for and utilization of the town’s highway equipment. Eric’s analysis was then forwarded to the Capital Planning Committee for review. The present discussion was motivated by several factors including the town’s plan to purchase three new highway trucks in the next three fiscal years, the substantial increase in the cost of these trucks since the current capital plan was adopted in 2021, and changes in the interest rate environment since that time that may make financing more viable today.

Committee member John Moore offered that the Committee would study and compile data in the following areas as the town considers the purchase of a second new highway truck later this year:

- i. Winter Season
 - Equipment needed
 - Manpower needed
- ii. Spring, Summer, Fall
 - Equipment needed
 - Manpower needed
- iii. Long Term Trade-in Analysis and Trend
- iv. Efficient Utilization of Highway Equipment
- v. Consider Finance options in particular Vermont's statewide program

Eric volunteered to join the Committee as a member. Frank was invited to participate ex officio. The Committee will revise actual costs of new equipment while considering lengthening term of service (e.g., 6-to-7 years versus 5-to-6 years), impact on anticipated trade-in values, and other uses of idle equipment during off- or slow seasons (e.g., trucking our own material versus having everything delivered for a fee). The Committee also will consider opportunistic financing options versus all-cash purchases. The Committee will return to the Selectboard to present more information at the April 16 or May 7 meeting.

- f. Appointment of Public Officers – No person having filed a petition and a consent to be a candidate for the office of Lister or for the office of Library Trustee, and no person having otherwise been elected to fill either of those offices at the annual town meeting this year, Ben moved and Emily seconded that Norm Buchanan be appointed to the office of Lister, and that Heather Durkel be appointed to the office of Library Trustee, in each case to serve until the next annual town meeting, pursuant 17 V.S.A. 2682. Ben moved and Emily seconded the following appointments, each for a one-year term expiring March 31, 2026 unless otherwise noted:
- i. Capital Planning Committee – Eric Chase (term indefinite)
 - ii. Citizen Trustee of Labounty Fund – Marge Wakefield
 - iii. Constable – Doug Tuthill
 - iv. e911 Coordinator – Becky Fielder
 - v. ECFiber Governing Board – Alan Graham (primary), Betsy Rhodes (1st alternate) (1-year terms expiring April 27, 2026)
 - vi. GUVSWD Board of Supervisors – Doug Tuthill (alternate)
 - vii. Planning Commission – John Moore, Doug Tuthill (3-year terms expiring March 31, 2028)

- viii. Tree Warden – Cy Benoit (primary), Alan Graham (deputy)
- ix. TRORC Board of Directors – Bill Emmons (primary), Tyler Wellington (alternate)
- x. Vermont Ethics Commission Liaison – Becky Fielder
- xi. Zoning Board of Adjustment – Benjamin Brickner, Shaun Pickett (3-year terms expiring March 31, 2028)

Unanimous.

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

25087	\$ 12,809.15	Payroll
25088	65,061.68	AP

Unanimous.

- h. Approval of March 5, 2025 Minutes – Emily moved and John seconded approval of the March 5, 2025 meeting minutes as presented. Unanimous.

7. Meeting Wrap Up

- a. Correspondence – Meg received information re: Land and Water Conservation Fund (LWCF) funding for the Freeman Road project. Funding decisions are made every two years; Meg will discuss with John Moore regarding feasibility and report back. Ben reported that *The Vermont Standard* published a correction regarding the prior week's article about Pomfret town officials' involvement in ambulance dispatching decisions.
- b. Review of Assignments – Emily and Frank to revise existing paving RFP and prepare a separate RFP for the town office parking lot; Frank to work with Cy re: tree mitigation after mud season; Ben will submit paving grant application to Vtrans, speak with finance person re: timing of the municipal equipment loan fund.
- c. Agenda for Next Meeting – Equipment Loan Fund Application, Highway Paving Request for Proposals, Town Highway Structures Grant Application, Appointment of Public Officers

- 8. Adjournment – John moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 8:28 pm.