

Town of Pomfret Selectboard
DRAFT Meeting Minutes
May 7, 2025

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

Public: Frank Rogers, Tori Littlefield, Preston Bristow

1. Ben called the meeting to order at 7:01 pm.
2. Agenda Review – John moved and Meg seconded that a zoning matters discussion be added immediately before Item 7 (Possible Executive Session), and that PACIF grant application and disposition of anonymous donation funds be added immediately before Item 5C (Local Emergency Management Plan (LEMP) Update). Unanimous.
3. Public Comment – None.
4. Road Foreman Report – Frank reports that the grader was returned after four days following installation of a new blade and some warranty work. Frank would like to add road crew uniforms to the May 21 agenda; he will get price estimates in the meantime. The crew has cleaned up the “stump dump” on Joe Ranger Road. The equipment trailer needs a considerable amount of repair work; Frank will send it to Lucky's Trailer Sales for a repair versus replacement estimate. Emily reported that Dr. Hermann contacted her regarding a listing utility pole near Teago General Store; Frank will investigate. A resident contacted Ellen regarding a dumping issue at the pull-out near Kenyon Hill Road; Frank will install a “no dumping” sign in that location.
5. Items for Discussion or Vote
 - a. Small Tax Account Balances – Ben moved and Steve seconded that tax accounts for taxpayers who made de minimis ($\leq \$1.00$) under- or over-payments on their FY 2025 property taxes be reset to zero to avoid incurring the larger expense of collecting these small amounts or mailing paper refund checks. Unanimous. Taxpayers wishing to receive refunds of de minimis over-payments may still have paper checks mailed to them upon request to the town treasurer.
 - b. Labounty Trust CD Proceeds – Ben moved and John seconded that proceeds of the maturing certificate of deposit holding the Labounty trust funds be rolled into a new 3-month CDARS certificate of deposit at Mascoma Bank. Unanimous. In the meantime, Ellen will work with Marge Wakefield (citizen trustee of the Labounty trust) to open a new Vanguard account into which the Labounty trust funds will be moved when the new certificate of deposit matures.
 - c. PACIF Grant Application – Ben moved and John seconded submission of a PACIF grant application for funding of certain digital security improvements. Unanimous.
 - d. Disposition of Anonymous Donation Funds – Ben moved and Meg seconded that the annual donation proceeds of \$2,500 earmarked by the donor for town building improvements be transferred to the Moore fund, which is dedicated to that purpose. Unanimous. Meg will explore uses of these funds, including a replacement commercial refrigerator and accessible ramp.
 - e. Local Emergency Management Plan (LEMP) Update – Tori Littlefield (recently appointed Emergency Manager Coordinator) assisted Emergency Management Director Kevin Rice with preparing a revised Local Emergency Management Plan (LEMP). Tori reports the only change is to add her name to the contact list. Meg moved and Steve seconded approval of the revised LEMP as presented. Unanimous.

Ben will sign, scan, and return to Tori for submission to Vermont Emergency Management.

- f. Pomfret Road and Wayside Road Bridge Paving Bids – Sealed bids were received from Pike Industries, Inc. and Blaktop, Inc. The Selectboard will review, with an award anticipated at the May 21 meeting.
 - g. Replacement Highway Truck (Truck 3) – Discussion postponed to the May 21 meeting.
 - h. Municipal Employee Evaluation Process – Ben presented an updated version of the Municipal Employee Evaluation. Frank will use this form to conduct road crew member reviews. The Selectboard will conduct Frank’s review in executive session at the May 21 meeting.
 - i. Form of Town Hall Rental Agreement – Meg presented an updated Town Hall rental agreement, drawing from forms used by area towns. Becky previously reviewed and suggested edits. Meg moved and Steve seconded approval of the updated Town Hall rental agreement as presented. Unanimous.
 - j. Appointment of Public Officers – Fred Doten declined reappointment as Deputy Forest Fire Warden. As a result, Pomfret will no longer be eligible to have a deputy. Frank Perron has been reappointed by the Department of Forests, Parks & Recreation as Forest Fire Warden for a five-year term expiring June 30, 2030. Frank has accepted the same. John moved and Meg that Frank’s appointment be accepted pursuant to 10 V.S.A. § 2641. Unanimous. Ben will obtain the necessary signatures and return the completed appointment form to FP&R.
 - k. Warrants – John moved and Steve seconded approval for payment of the following warrants:

25098	\$ 2,097.09	Payroll
25100	9,636.85	Payroll
25104	60,225.70	A/P (incl. \$446.67 March 2025 debit expenses)

Unanimous.
 - l. Approval of April 16, 2025 Minutes – Emily moved and Steve seconded approval of the April 16, 2025 meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – Ben and John met with VSP Sergeant Max Trenosky regarding town safety; Karen reports the executor of a deceased delinquent taxpayer’s estate has been located and will send a check; a Rutland resident contacted the Selectboard regarding adoption of a resolution concerning due process and constitutional rights; the Selectboard will consider whether to take this up at the May 21 meeting. Ben received a request from the Vermont Council on Rural Development to send a delegate to a community leadership summit in August. Ben moved and Steve seconded that Meg attend the summit as Pomfret’s delegate. Unanimous. Ben will forward this information to the Council.
 - b. Review of Assignments – Frank to obtain uniform pricing and arrange for a washer and dryer to be installed at the garage; Frank to check on the listing utility pole at Teago; Frank to install a “no dumping” sign near Kenyon Hill Road; Ben to send the signed LEMP to Tori, send the completed Forest Fire Warden appointment form to FP&R, and notify Vermont Council on Rural Development of Meg’s appointment.
 - c. Agenda for Next Meeting – Road crew uniforms, open town office parking lot paving sealed bids; award Pomfret Road and Wayside Road Bridge paving work; paving methods discussion; Truck #3 replacement, Capital Planning Committee report.

7. Zoning Matters Discussion – Preston Bristow reported on his early experience in his second stint as Pomfret’s zoning administrator and the Selectboard discussed the same.
8. Executive Session
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. § 313(a)(1)(A) to discuss contracts, the premature general public knowledge would clearly place the Town of Pomfret at a substantial disadvantage, and pursuant to (a)(1)(E) to discuss pending or probable civil litigation to which Town of Pomfret is or may become a party. Unanimous. The Selectboard entered executive session at 9:07 pm.
 - b. The Selectboard exited executive session at 10:03 pm, with no decisions having been made therein.
9. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:04 pm.