

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
June 4, 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. Pomfret Road Slide Construction Proposals b. Truck 3 Body Proposals c. Highway Equipment Trailer Replacement d. Town Highway Crack Sealing e. Right-of-Way Tree Removal f. State Road Salt Contract Expression of Interest g. Road Crew Uniforms h. Road Crew Member Job Description and Posting i. Dog Licensure and Ordinance Enforcement j. Large Event Permit Application (VSO, July 2, 2025) k. Warrants l. Approval of May 21, 2025 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. Proposed Executive Session – <i>Contracts</i>	
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

Town of Pomfret Tree Policy

Adopted August 17, 2022

Objective

Trees and stone walls along our Town highways contribute significantly to the beauty of Pomfret. Certain shade trees and roadside plantings along the Town right-of-way are protected by state statute. However, proper tree trimming and, where warranted, tree removal, are essential for safe movement of people and vehicles. The purpose of this policy is to provide guidance to Town officials and information to residents and landowners about maintenance, improvements, and alterations to Class 2 and 3 Town highways.

Background

Right-of-way: Municipalities own an easement, or right-of-way, for highway purposes. The width of a highway is usually three rods (49.5 feet), or 24.75 feet each side of the centerline of the currently existing highway but may be wider. For the public benefit of a road, the abutting landowner is stopped from exercising his or her full rights to the land under a right-of-way. The municipality has the authority to remove trees and other growing things, straighten curves, expand the traveled portion, and maintain or improve the road surface, all without the permission of the owners of the land the easement crosses, provided the work is done within the limits of the easement. Towns are obligated to maintain a road to certain standards that are dictated by a road's classification and by state statute. The landowner has rights to remove trees long the public right-of-way, providing that the trees are officially not designated as shade trees by the town.

Public place: Includes cemeteries, greens, parks, lawns around public buildings. Requirements for public shade tree maintenance are similar to those for highways.

Tree Warden: The Tree Warden in each town is appointed by the Selectboard. This person is responsible for preserving shade and ornamental trees in the town public ways and places, determining necessary care of trees, controlling of tree infestations, deciding when diseased, dead, or dying trees should be removed and, planning when new trees are appropriate. The Tree Warden shall hold public hearings when the removal of a shade tree is proposed.

Selectboard: Is responsible for maintaining the usefulness and safety of town roads and will decide on appeals of certain of the Tree Warden's decisions.

Highway Department: Performs or oversees road maintenance, including tree and brush removal.

Pomfret's policy on right-of-way clearing and trees is as follows:

(1) The Town shall comply with State statutes and regulations when performing road work. While the Town is obligated to maintain the usefulness and safety of its roads, it is also interested in preserving their aesthetic qualities.

(2) Except in emergencies, road maintenance that proposes removal of trees from the right-of-way will be reviewed by the Tree Warden. With the Road Commissioner/Road Foreman, the Tree Warden will view trees that have been identified for removal and provide a report to the Selectboard and the Highway Department. The Selectboard and the Highway Department will file the report in the Town Office. The Selectboard will notify the landowners by letter if the report recommends tree removal and hold a public hearing if necessary.

(3) Except in emergencies, landowners will be notified two weeks before work is scheduled in the public right-of-way across their land: tree cutting, road straightening or widening, and any work that will significantly alter the road or right-of-way. The letter will advise landowners of planned work, the tentative schedule for it, and will inform individuals of their opportunity to express their concerns regarding the work. Similar notification of proposed major road reconstruction projects will be mailed at least 60 days before the work is to begin.

(4) Actions that will be taken by the Road Commissioner or Road Foreman before cutting trees or shrubs:

- Confirm the width of the right-of-way, and measure and mark its edges.
- Consult with landowners.
- Describe the location and proposed work to the Tree Warden.
- Request the Tree Warden's opinion whether the proposed work will require cutting of shade, fruit, or ornamental trees or shrubs, and whether such plants are in a residential area. If such plants are to be cut, before obtaining written permission from the Tree Warden, then notify the Selectboard.
- Require a certificate of insurance before a contractor begins any cutting.
- Roadside mowing will maintain clearances for snow removal and road visibility for drivers.
- Brush and trees that could interfere with the operation of Town equipment may be removed.

(5) Actions to be taken by the Tree Warden:

- Consult with the Road Commissioner or Road Foreman on proposed right-of-way clearing.
- If the cutting of public shade trees is recommended, hold a public hearing. When appropriate, issue written permission to the Road Commissioner or Road Foreman to remove trees.

(6) Actions to be taken by the Selectboard:

- Decide cases involving cutting of shade tree, fruit, or ornamental trees or shrubs, after the Tree Warden's hearing, when the Tree Warden is precluded from deciding the case or an interested party requests in writing that the Selectboard do so.

Invasive Plant Management

The Tree Warden may make suggestions on management of invasive plants along the Town right-of-way.

Shade Tree Planting Guidelines

Trees planted by the town are officially designated as shade trees, with the protections outlined in the state statutes. All species of shade trees shall be selected from recommendations by the Vermont Urban & Community Forestry. For tree species to be planted, see Vermont Tree Selection Guide: https://vtcommunityforestry.org/sites/default/files/pictures/complete_vt_tree_selection_guide_2019.pdf.

Funding for Shade Tree Plantings and Removal

The Pomfret Selectboard shall create a town tree removal fund for use by the Tree Warden in the implementation of their duty. Funds in this account may be used by the Town Road Commissioner or Road Foreman, in consultation with of the Tree Warden. The tree removal fund will be important when ash trees damaged by the invasive Emerald Ash Borer need to be removed along the Town right-of-way.

Clean up

Materials cut from the Town right-of-way will be removed as reasonably appropriate.

Material from chipping can be spread on abutters' property with their prior approval.

Logs of an agreed-upon length may be left on abutters' property only with landowners' approval. Any wood from trees less than 6 inches DBH (Diameter Breast Height) that are removed by the Town belongs to the Town. Any wood from trees removed by the landowner, with approval of Tree Warden, belongs to the landowner.

Permit for Public Tree Removal in Pomfret

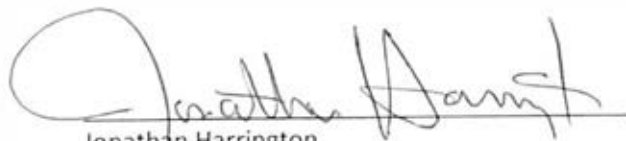
A permit for public tree removal must be approved by the Pomfret Tree Warden. Here is a link to a Town form that may be used to make such a request see: [Permit for Public Tree Removal](#).

Changes in Pomfret Tree Policy

The Pomfret Board of Selectmen reserves the right to establish internal guidelines consistent with this policy and to amend the policy from time to time without future notice.

Adopted this 17th day of August, 2022

POMFRET SELECTBOARD


Emily Grube, Chair
John Peters Jr., Vice-Chair
Benjamin Brickner
Steve Chamberlin
Jonathan Harrington

Vermont Tree Warden Statutes

Updated January 2021

Source: https://vtcommunityforestry.org/sites/default/files/pictures/Tree_Warden_Resources/tree_warden_and_tree_statutes.pdf

TITLE 24: Municipal and County Government

CHAPTER 033: MUNICIPAL OFFICERS GENERALLY

§ 871. Organization of selectmen; appointments

(a) Forthwith after its election and qualification, the selectboard shall organize and elect a chair and, if so voted, a clerk from among its number, and file a certificate of such election for record in the office of the town clerk.

(b) The selectboard shall appoint a tree warden, who need not be a resident of the municipality, and may appoint from among the registered voters the following officers who shall serve until their successors are appointed and qualified and shall certify the appointments to the town clerk who shall record the same:

(1) three fence viewers;

(2) a poundkeeper, for each pound; voting residence in the town need not be a qualification for this office provided appointee gives his or her consent to the appointment;

(3) one or more inspectors of lumber, shingles, and wood; (4) one or more weighers of coal; ^{SEP}(5) one town service officer; and ^{SEP}(6) one grand juror.

(c) After the selectboard appoints a tree warden, the selectboard shall certify the appointment to the Commissioner of Forests, Parks and Recreation. The certification shall include contact information for the appointed tree warden. (Amended 1963, No. 74, § 2; 2007, No. 121 (Adj. Sess.), § 18; 2015, No. 71 (Adj. Sess.), § 2; 2017, No. 93 (Adj. Sess.), § 2; 2019, No. 171 (Adj. Sess.), § 1, eff. Nov. 1, 2020.)

TITLE 24: Municipal and County Government

CHAPTER 067: PARKS AND SHADE TREES

§ 2501a. Definitions

As used in this chapter:

(1) "Public place" means municipal property, including a municipal park, a recreation area, or a municipal building. "Public place" shall not include any municipal forestland or property that is subject to any ownership interest held by the Agency of Transportation.

(2) "Public way" means a right-of-way held by a municipality, including a town highway.

(3) "Shade tree" means a shade or ornamental tree located in whole or in part within the limits of a public way or public place, provided that the tree:

(A) was planted by the municipality; or

(B) is designated as a shade tree pursuant to a municipal shade tree preservation plan pursuant to section 2502 of this title. (Added 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2502. Tree wardens and preservation of shade trees

(a) The tree warden shall control all shade trees within the municipality.

(b) The tree warden and the legislative body of the municipality may adopt a shade tree preservation plan. The plan shall:

(1) describe any program for the planting of new trees and shrubs;

(2) provide for the maintenance of shade trees through feeding, pruning, and protection from noxious insect and disease pests;

(3) determine the apportionment of costs for tree warden services provided to other municipal corporations;

(4) determine whether tree maintenance or removal on specific municipal property shall require the approval of another municipal officer or legislative body; and

(5) determine the process, not inconsistent with this chapter, for the removal of: (A) diseased, dying, or dead shade trees; and

(B) any shade trees that create a hazard to public safety, impact a disease or insect control program, or must be removed to comply with State or federal law or permitting requirements.

(c) The shade tree preservation plan may:

(1) map locations or zones within the municipality where all trees in whole or in part within a public way or place shall be designated as shade trees; and

(2) designate as a shade tree any tree in whole or in part within a public way, provided that the tree warden and legislative body of the municipality find that the tree is critical to the cultural, historical, or aesthetic character of the municipality.

(d) The tree warden and legislative body of the municipality shall hold a minimum of one public hearing concerning the shade tree preservation plan for the purpose of soliciting public input. The legislative body shall publish the proposed plan 10 days prior to the public hearing.

(e) For the purpose of promoting the public health, safety, welfare, and convenience, a municipality shall have authority to adopt an ordinance that is not inconsistent with this chapter for the administration of the shade tree preservation plan and the regulation of shade trees. The tree ordinance shall be adopted pursuant to chapter 59 of this title. (Amended 1969, No. 238 (Adj. Sess.), § 1; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2503. Appropriations

A municipality may appropriate a sum of money to be expended by the tree warden, mayor, aldermen, selectboard, or trustees for the purpose of carrying out this chapter. (Amended 1969, No. 238 (Adj. Sess.), § 2; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2504. Removal of shade trees; exception

(a) The tree warden may remove or cause to be removed from the public ways or places any trees that are infested with or infected by a tree pest or that constitute a public hazard. The notice and hearing requirements of section 2509 of this chapter shall not apply to the removal of infested or infected trees.

(b) The tree warden may determine that an owner or lessee of abutting property has sufficiently controlled all insect pests or tree diseases upon the trees within the limits of a public way or place abutting the property and may determine that it is not necessary to remove the trees. (Amended 1969, No. 238 (Adj. Sess.), § 3; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2505. Deputy tree wardens

The legislative body of the municipality may appoint deputy tree wardens who shall serve under the direction of the tree warden and shall have the same duties and authority as the tree warden. The legislative body of the municipality may dismiss a deputy tree warden at its pleasure. (Amended 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2506. Regulations for protections of shade trees

A tree warden shall enforce all laws relating to shade trees and may propose to the legislative body of the municipality the rules, ordinances, or regulations for the planting, protection, care, or removal of public shade trees as he or she deems expedient. The legislative body of the municipality may adopt the rules, ordinances, or regulations pursuant to the provisions of chapter 59 of this title. (Amended 1969, No. 238 (Adj. Sess.), § 4; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2507. Cooperation

With consent of the legislative body of the municipality, the tree warden may:

- (1) enter into financial or other agreements with the owners of land adjoining or facing public ways and places for the purpose of encouraging and effecting the shade tree preservation plan;
- (2) enter into agreements with other municipal corporations to provide tree warden services or training; and
- (3) cooperate with federal, State, county, or other municipal governments, agencies, or other public or private organizations or individuals and may accept on behalf of the municipality any funds, equipment, supplies, or services from organizations and individuals, or others, as deemed appropriate for use in carrying out the purposes of this chapter. (Amended 1969, No. 238 (Adj. Sess.), § 5; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2508. Cutting shade trees prohibited

Except as otherwise provided in 19 V.S.A. chapter 9, a shade tree shall not be cut or removed, in whole or in part, except by a tree warden or his or her deputy or by a person having the written permission of a tree warden. (Amended 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2509. Cutting shade trees; notice and hearing

(a) The tree warden shall post public notice of the intent to cut or remove a shade tree. The notice shall be posted a minimum of 15 days prior to cutting or removing the tree. If the cutting or removal is appealed pursuant to subsection (c) of this section, the legislative body of the municipality shall hold a public hearing. This subsection shall not apply to the cutting or removal of a shade tree or trees that:

- (1) are infested with or infected by, or at risk to become infested with or infected by, a tree pest and are located in an infestation area designated by the Agency of Agriculture, Food and Markets and Department of Forests, Parks and Recreation;
- (2) are a hazard to public safety; or
- (3) must be removed for the municipality to comply with State or federal law or permitting requirements.

(b)(1) The tree warden shall post public notice of the intent to cut or remove a shade tree or group of shade trees pursuant to subsection (a) of this section in at least two conspicuous locations within the municipality. The tree warden shall post the public notice in or near the office of the clerk of the municipality.

(2) When the shade tree or group of shade trees are located on property held in fee by another, the municipality shall notify each abutting landowner at the landowner's address of record.

(c)(1) Within 15 days after the posting of public notice, a resident or landowner may appeal in writing to the legislative body of the municipality to object to the cutting or removal of a shade tree. The legislative body of the municipality shall give notice of the appeal to the tree warden.

(2) Within 10 business days after receipt of an appeal, the legislative body of the municipality shall hold a public hearing with the tree warden to receive public comment on the proposed cutting or removal of the shade tree. The tree warden shall stay action on the proposed removal until the legislative body of the municipality renders a final decision on the appeal.

(d) In all cases, the decision of the legislative body of the municipality shall be final. (Amended 1969, No. 238 (Adj. Sess.), § 6; 2017, No. 74, § 100; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2510. Penalty

(a) Whoever shall willfully mar or deface a shade tree without the written permission of a tree warden or legislative body of the municipality shall be fined not more than \$50.00 for the use of the municipality.

(b) Any person who willfully and critically injures or cuts down a shade tree without written permission of the tree warden or the legislative body of the municipality shall be fined pursuant to 13 V.S.A. § 3602 for each tree so injured or cut, for the use of the municipality. (Amended 1969, No. 238 (Adj. Sess.), § 7; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2511. Control of infestations

When an insect or disease pest infestation upon or in shade or private trees threatens other public or private trees, is considered detrimental to a municipal shade tree preservation program, or threatens the public safety, the tree warden may request surveys and recommendations for control action from the Secretary of Agriculture, Food and Markets or Commissioner of Forests, Parks and Recreation in accordance with 6 V.S.A. chapter 84. (Amended 1969, No. 238 (Adj. Sess.), § 8; 2003, No. 42, § 2, eff. May 27, 2003; 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)

§ 2512. Repealed. 1969, No. 238 (Adj. Sess.), § 9.

TITLE 32: Taxation and Finance

CHAPTER 017: FEES AND COSTS

§ 1680. Tree warden

When a town or incorporated village fails to fix the compensation of a tree warden or his deputies, they shall receive such compensation as the selectmen or trustees determine.

Other Statutes Related to Trees TITLE 30: Public Service

CHAPTER 071: TELEGRAPH, TELEPHONE AND ELECTRIC WIRES

§ 2506. Trees not to be injured; exception; penalty^[1]~~SEP~~ A tree within a street or highway shall not be cut or injured in constructing, maintaining or repairing a line of wires, without the written consent of the adjoining owner or occupant, unless the transportation board or the selectmen of the town in which the tree is situated, after due notice to the parties and upon hearing, shall decide that such cutting or injury is necessary. A person or corporation cutting or injuring such trees shall pay the damages, if any, awarded on such hearing, before cutting or injuring the trees. A person or corporation that violates a provision of this section shall be fined not more than \$50.00 nor less than \$5.00 for each tree so cut or injured. (Amended 1989, No. 246 (Adj. Sess.), § 31.)

TITLE 13: Crimes and Criminal Procedure

CHAPTER 077: TREES AND PLANTS

§ 3602. Valuation of trees or timber

Any person who is entitled to damages pursuant to section 3606 of this title or who is entitled to restitution for a violation of section 3606a of this title may provide an assessment of the value, based upon the kind, condition, location, and use of the timber cut down, destroyed, removed, injured, damaged, or carried away or, in the alternative, may assess the value of the timber as follows:

- (1) if a tree is no more than six inches in stump diameter or DBH, \$50.00;
- (2) if a tree is more than six inches and not more than ten inches in stump diameter or DBH, \$100.00;
- (3) if a tree is more than 10 inches and not more than 14 inches in stump diameter or DBH, \$300.00;
- (4) if a tree is more than 14 inches and not more than 18 inches in stump diameter or DBH, \$750.00;
- (5) if a tree is more than 18 inches and not more than 22 inches in stump diameter or DBH, \$1,500.00;
- (6) if a tree is greater than 22 inches in stump diameter or DBH, \$2,000.00;
- (7) for a bush or shrub, \$50.00. (Added 2009, No. 147 (Adj. Sess.), § 4; amended 2015, No. 106 (Adj. Sess.), § 1.)

§ 3606. Trespass; civil action^[1]~~SEP~~ (a) In addition to any other civil liability or criminal penalty allowed by law, if a person cuts down, fells, destroys, removes, injures, damages, or carries

away any timber placed or growing for any use or purpose whatsoever, or forest products standing, lying, or growing belonging to another person, without permission

from the owner of the timber or forest product, or cuts out, alters, or defaces the mark of a log or other valuable forest product, the party injured may recover of such person, in an action on this statute, treble damages for the value of the timber or forest product, and any damage caused to the land or improvements thereon as a result of such action. The injured party or landowner may rely on an assessment of damages based on the kind, condition, location, and use of the timber or forest product by the injured party or landowner, or alternatively, may elect to rely on the values established under section 3602 of this title.

(b) If the defendant in an action brought pursuant to subsection (a) of this section establishes by a preponderance of the evidence that he or she had good reason to believe that the timber or forest products belonged to him or her, or that he or she had a legal right to perform the acts complained of, the plaintiff shall recover single damages only, with costs.

(c) As used in this section, "damages" shall include any damage caused to the land or improvements thereon as a result of a person cutting, felling, destroying, removing, injuring, damaging, or carrying away timber or forest products without the permission of the owner of the property on which the timber stands. (Amended 1959, No. 61, eff. March 26, 1959; amended 2009, No. 147 (Adj. Sess.), § 5; 2015, No. 106 (Adj. Sess.), § 1.)

TITLE 19: Highways

CHAPTER 009: Repairs, Maintenance, And Improvements

§ 901. Removal of roadside growth

Except for work that is part of the Transportation Program under section 10g of this title:

(1) A person shall not remove shade trees, as defined in 24 V.S.A. § 2501a, without prior approval of the tree warden pursuant to 24 V.S.A. chapter 67.

(2) A person, other than the abutting landowner or municipality, shall not cut, trim, remove, or otherwise damage any grasses, shrubs, vines, or trees growing within the limits of a town highway without first having obtained the consent of the legislative body.

(3) A person, other than the Agency or the abutting landowner, shall not cut, trim, remove, or otherwise damage any grasses, shrubs, vines, or trees growing within the limits of lands subject to any ownership interest held by the Agency without first obtaining the Agency's written consent. (Added 1985, No. 269 (Adj. Sess.), § 1; amended 2019, No. 171 (Adj. Sess.), § 3, eff. Nov. 1, 2020.)

§ 902. Penalty for removal

(a) A person, other than the Agency, the abutting landowner, the municipality, or the tree warden, who willfully or maliciously cuts, trims, removes, or otherwise damages trees within the limits of a State highway or municipal right-of-way shall be fined pursuant to 13 V.S.A. § 3602, unless the person has obtained prior written consent from the Agency, municipality, or tree warden.

(b) A person, other than the Agency, the abutting landowner, the municipality, or the tree warden, who willfully or maliciously cuts, trims, removes, or otherwise damages grasses, shrubs, or vines within highway limits in violation of section 901 of this title shall be fined not more than \$100.00 nor less than \$10.00, for each offense, unless the person has obtained prior written consent from the Agency or municipality. (Added 1985, No. 269 (Adj. Sess.), § 1; amended 2019, No. 171 (Adj. Sess.), § 3, eff. Nov. 1, 2020.)

§ 903. Agreements for planting

The agency or the board of selectmen may enter into agreements with individuals or organizations who wish to plant grasses, shrubs, vines, trees or flowers within highway limits. (Added 1985, No. 269 (Adj. Sess.), § 1.)

§ 904. Tree and brush removal

The legislative body of a municipality, if necessary, shall cause to be cut and burned, or removed from within the limits of the highways under their care, trees and bushes that obstruct the view of the highway ahead or that cause damage to the highway or that are objectionable from a material or scenic standpoint. Trees that have been set out or marked by the abutting landowners and shade trees that have been designated pursuant to 24 V.S.A. chapter 67 shall be preserved if the usefulness or safety of the highway is not impaired. Young trees standing at a proper distance from the roadbed and from each other, and banks and hedges of bushes that serve as a protection to the highway or add beauty to the roadside, shall be preserved. On State highways, the Secretary shall have the same authority as the legislative body. (Added 1985, No. 269 (Adj. Sess.), § 1; amended 2019, No. 171 (Adj. Sess.), § 3, eff. Nov. 1, 2020.)

State Opening Up Road Salt Contracts to Cities and Towns that Express Interest

Ted Brady, VLCT Executive Director <info@vlct.org>
Reply-To: info@vlct.org

Tue, May 27, 2025 at 9:48 AM

VERMONT LEAGUE OF CITIES & TOWNS



Vermont Building and General Services (BGS) is requesting that **any town interested in buying road salt off the State's road salt contract in future years express interest by June 6th**. BGS will be issuing a request for bids in mid-June, and vendors will have the option of bidding on the State's business and any municipality listed on the request for bids.

Express Interest in Road Salt

Statewide Opportunity

The State buys road salt from multiple contracts, aligned with each Vermont Agency of Transportation (AOT) Maintenance District. The price of each contract often differs due to where the salt comes from, how it is transported, and the distance it must be delivered. BGS, in cooperation with AOT, will be soliciting bids for all of Vermont's Maintenance Districts. This creates an opportunity for every Vermont municipality to be added to the State's bid process. Municipalities that express interest to BGS will be able to buy salt off the State contract. Vendors may or may not bid on the municipal business in the request for bids.

Important Change to State Road Salt Specifications

The AOT has changed its specifications for road salt. VLCT is unaware of the exact changes, but when the state bid is issued, we encourage any interested municipal officials to read the specifications.

To Express Interest

If your municipality wishes to be identified as a potential Purchasing Entity, please digitally sign the letter of interest by filling out VLCT's [online form](#) by Friday, June 6th. Express

Interest: Please provide your municipality's information below. The estimated annual usage will be included in the RFP for informational purposes only.

- Municipality Name
- Primary Point of contact name and email
- Maintenance District your City, Town or Village resides in
- Estimated Annual Usage (in tons)

BGS will not know the pricing, if it is available to municipalities, until contracts are fully executed.

If you have questions about this opportunity, please contact Ted Brady at VLCT at tbrady@vlct.org or (802) 316-4475.

Submit the Letter of Interest Form



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Road Salt Interest

If your municipality wishes to be identified as a potential Purchasing Entity, please digitally sign the letter of interest by filling out this form by Friday, June 6.

Ms. Stefanie Malmstein
State Commodity Procurement Administrator
Vermont Office of Purchasing and Contracting (OPC)
Department of Buildings and General Services (BGS)
133 State Street, 5th Floor Montpelier, VT 05633-8000
Stefanie.Malmstein@vermont.gov

Dear Ms. Malmstein:

Our municipality is interested in partnering with the State of Vermont to purchase our road salt for the coming year at the best possible price. We understand that BGS will be going out to bid for road salt this summer, and we'd like to take advantage of the combined purchasing power of the state and our municipality.

In an effort to streamline our purchasing process and hopefully aggregate enough volume to reduce the price, our municipality would like to be included in your bid package. Please see the attached information regarding our contact information, delivery locations, and estimated annual usage.

While our municipality is interested in purchasing off the state contract for the upcoming year, we reserve the right to not do so if the final price secured by the bidding process is unacceptable to our legislative body or if the new state specifications for road salt conflict with our own specifications.

Thank you for this opportunity.

Sincerely,

* Required

Municipality *

Enter your answer

Estimated Annual Salt Usage (in tons)

Enter your answer

Maintenance District Your Municipality Resides In:

Enter your answer

Page 1 of 2

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TOWN OF POMFRET

Road Crew Member Job Description

Job Summary

A Road Crew Member for the Town of Pomfret is primarily responsible for the maintenance and repair of the town highway system and associated equipment, and secondarily responsible for maintenance of town facilities and buildings. Under the direction of the Road Foreman, Road Crew Members operate highway equipment and provide the labor to maintain and repair the town facilities including, but not limited to road grading, mucking, snow plowing and sanding roads, brush clearing, road repair, light building and facility maintenance and other tasks as assigned.

Responsibilities

1. Safely operate town highway maintenance equipment, including but not limited to pickup trucks, dump trucks, bucket loader, road grader, excavator, tractors with and without various attachments including mowers and woodchippers, and other equipment required for the maintenance of the roads.
2. Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers, welders, shovels, picks, rakes and other hand operated equipment necessary for road and buildings maintenance.
3. During the winter months, duties include snow plowing, snow removal, sanding, salting, patching, and culvert thawing. These duties frequently occur at irregular times and hours.
4. During spring, summer and fall, duties include major repair, rebuilding, construction, grading and regrading of gravel roads and the repair and patching of asphalt roads. Activities include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing guard posts and rails, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the Town roads.
5. Road Crew Members are responsible for the general maintenance of the town highway equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year.
6. The Road Crew Members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on equipment logs and the town's electronic time keeping system.

7. In addition to the above duties, Road Crew Members are also responsible for routine maintenance of town buildings and facilities, including but not limited to cleaning, trash collection and minor building repairs, assisting other Town employees and contractors when appropriate, and other duties as assigned.

Supervision

Road Crew Members report to the Road Foreman and receive specific instructions from the Road Foreman who is responsible for carrying out established policies and procedures of the town by its Selectboard. Road Crew Members are responsible for receiving these instructions, seeking clarification as need, and accomplishing tasks assigned in a safe, timely, and cost-efficient manner.

Skills Required

1. Knowledge and ability to operate the town highway equipment, including but not limited to skill in handling controls for starting, stopping, driving, and backing the town vehicles, skill in judging overhead and side clearances, turning radius, braking distances, and backing clearance.

2. Knowledge and application of safety rules and regulations for the operation of heavy equipment including safe lifting heights, practice, loading and load securing techniques, and dumping safety. Application of these rules is required at all times. Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.

3. The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

4. Ability to keep accurate records of time and materials.

5. This position requires skill in communication and interpersonal relations to interface with the public in a professional manner, understand and follow oral and written instructions, and cooperate effectively with fellow workers and supervisors.

Physical Requirements

Physical requirements include the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

CDL License

A current and valid Vermont Commercial Driver's License (CDL) is required.

Education

High School Diploma, GED, or similar equivalent education is required.

Terms of Employment

The position is a full-time, non-exempt position. Availability for overtime is required, especially during adverse weather conditions, as necessary to keep the town roads serviceable. The Selectboard hires Road Crew Members after interview(s) and reference checks. The Selectboard will set terms of employment, compensation and benefits. A six-month probationary period is a condition of employment. Road Crew Members will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns and will be subject to random drug testing during his/her employment. Road Crew Members must annually authorize a Vermont DMV Record Request.

Other terms of employment may be found in the town's Personnel Policy, which is available on our website at <https://pomfretvt.us/index.php/documents/>.

Evaluations

Annual evaluations detailing the performance of Road Crew Members will be performed by the Road Foreman during which the Road Crew Members will be afforded an opportunity to respond to the evaluation. The Road Foreman will also conduct quarterly documented check-ins to monitor progress on job performance and to aid in more effectively completing the annual evaluation.

Training

All Road Crew Members are required to complete required Incident Command System (ICS) classes within the six-month probationary period and complete at least 6 hours of other training annually.

Compensation and Benefits

Salary and benefits package will be negotiated with the Selectboard annually and will be based on satisfactory job performance. Additional information about available benefits may be found in the town's Personnel Policy, which is available on our website at <https://pomfretvt.us/index.php/documents/>.

Disclaimers

This job description is intended to describe the general nature of this position and is not a comprehensive statement of duties, activities, responsibilities and requirements.

Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Pomfret is an equal opportunity employer.

End of Description



TOWN OF POMFRET

Road Crew Member Job Application

General Instructions

Print or type all entries. Please complete all items as fully as possible. An incomplete or illegible application may jeopardize your opportunity for employment. Please review the job description above before completing this application to ensure you understand the position.

Completed applications may be submitted electronically to selectboard@pomfretvt.us or by hard copy mailed or hand delivered to 5218 Pomfret Road, North Pomfret, Vermont 05053, Attention: Selectboard.

General Information

Last Name _____ First Name _____ M.I. _____

Street Address _____

City/State/Zip _____

Email Address _____ Phone Number _____

If an offer of employment is made, can you submit proof that you are permitted to work in the U.S. under federal law? ____ Yes ____ No. (*Note: If you are hired, you must furnish valid documentation that you are legally entitled to work in the U.S.*)

Please state position for which you are applying: _____

Special Skills (e.g., data entry, police training, EMT training, operate heavy equipment):

Have you ever been convicted for any offense that would (or did) disqualify you from holding a Commercial Driver's License (CDL)? ____ Yes ____ No. If yes, please attach a separate explanation.

Do you hold a valid driver's license? ____ Yes ____ No

Do you hold a valid CDL? ____ Yes ____ No

Highest level of education completed: _____

Professional licenses held: _____

List in chronological order any colleges, universities, technical, vocation and trade schools, and high schools attended. For each entry, please list (1) school name, (2) dates attended and (3) diploma or degree received.

Prior Experience

Please describe all previous work experience with present or most recent employment first. Please include any self-employment, service in the armed forces, substantial volunteer work, and periods of unemployment. If you held more than one job with the same employer, list each separately.

For each entry, please list the (1) company name and address, (2) your job title, (3) length of employment, (4) a brief summary of your job responsibilities, (5) the name and contact information of your supervisor, and (6) the reason you left the position. We will not contact prior employers unless you authorize us to do so below.

1. _____

May we contact the above employer? ____ Yes ____ No

2. _____

May we contact the above employer? ____ Yes ____ No

3. _____

May we contact the above employer? ____ Yes ____ No

4. _____

May we contact the above employer? ____ Yes ____ No

Equal Employment Opportunity

The Town of Pomfret is an equal opportunity employer.

Applicant Certification

I certify that my application and all attachments contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name may be removed from consideration, and if already employed, I may be dismissed from service and disqualified from applying in the future for any position of the Town of Pomfret.

Applicant Signature

Date

Application Continues on Next Page

**APPLICANT ACKNOWLEDGEMENT
OF DRUG & ALCOHOL TESTING REQUIREMENT**

I understand that as a condition of employment, I must successfully complete a drug test as required by 49 CFR Part 655, Part 382, and Part 40, when requested by employer. I also understand that the employer may administer an optional pre-employment alcohol test if they so desire.

I understand that a negative drug test is required before I will be permitted to perform safety-sensitive duties. If a pre-employment alcohol test is administered, I understand that I must also be negative. I also understand that if I fail the required drug test or optional alcohol test that I will be eliminated from consideration for the above position and any other contingent offer of employment for that position will be withdrawn.

Applicant Signature

Date

Witness Signature

Date

Witness Printed Name

Application Continues on Next Page

RELEASE AUTHORIZATION

To all courts, probation departments, selective service boards, physicians, hospitals, employers, education, and other institutions and agencies, without exception:

I, _____, am making application for employment with the Town of Pomfret, Vermont. As a result, an investigation is being conducted to determine my eligibility. Therefore, you are authorized to release to the Town of Pomfret, Vermont or its representative any and all information, documentary or otherwise pertaining to me. An electronic version of this authorization will be considered as effective and valid as the original.

Applicant Signature

Date

Witness Signature

Date

Witness Printed Name

End of Application

**TOWN OF POMFRET
DOG ORDINANCE**
Originally Adopted May 22, 1984
Amended December 19, 2012
Amendment adopted October 1, 2014
Effective November 30, 2014

SECTION 1 AUTHORITY This ordinance is adopted by the selectboard of the Town of Pomfret under authority of 20 V.S.A. § 3549, 24 V.S.A. §§ 2291 (10, 14 & 15), and 24 V.S.A. Chapter 59.

SECTION 2. PURPOSE. It is the purpose of this ordinance to regulate the keeping of dogs to protect public health and safety and to protect the residents' quiet enjoyment of their homes and properties.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following words and/or phrases shall apply:

- A. **"Dog"** means any member of the canine species; including wolf hybrid.
- B. **"Wolf hybrid"** means:
 - 1. An animal that is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*);
 - 2. An animal that is advertised or otherwise described or represented to be a wolf hybrid; or
 - 3. An animal that exhibits primary physical and/or behavioral wolf characteristics
- C. **"Owner"** means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.
- D. **"Run at large"** means that a dog is not:
 - 1. Under restraint, meaning that the dog is controlled by a leash or is with a competent person and obedient to that person's commands;
 - 2. in a vehicle;
 - 3. on the owner's property;
 - 4. on the property of another person with that person's permission; or
 - 5. hunting with the owner.
- E. **"Vicious dog"** means a dog that attacks any person or causes any person to reasonably fear attack or bodily injury from such animal, unless the person is trespassing on the property of the owner of the dog. The term shall also mean any dog that, while running at large, attacks another domestic pet or domestic animal, as defined in 20 V.S.A. § 3541.

F. **“Municipal Officer”** means any constable, police officer, or the Selectboard, or any designee of the Selectboard and the use of any of those terms in this Ordinance shall be deemed to include all others, except where Selectboard is referenced as the adopting authority or appeal authority, where the use of that terms shall be exclusive.

SECTION 4 DISTURBANCES AND NUISANCES

The following are declared to be public nuisances punishable under this Ordinance, without intending limitation of availability of remedy of any party to pursue any action for private nuisance or damage to person or property:

- A. No dog owner shall permit his/her dog to run at large in the Town of Pomfret.
- B. No dog owner shall permit his/her dog to harass or attack people or to harass or attack domestic pets or domestic animals unless such people or animals are trespassing on the private property of the owner of the dog.
- C. No person shall permit his/her dog to disturb the quiet, comfort and repose of others by frequent, habitual or persistent barking or howling.
- D. The person in control of a dog that defecates in any public area or on the private property of another person shall immediately remove the fecal material and dispose of it in a sanitary manner.
- E. If a dog causes harm to another domestic animal without provocation, said dog may be ordered by any municipal officer to be impounded or immediately removed from the Town of Pomfret or destroyed depending on the seriousness of the violation. The owner of the dog may appeal such order by delivering written notice of such appeal to the office of the Town Clerk, as representative of the Selectboard within ten (10) days of the date of the order. The appeal shall be heard by the Selectboard at public hearing within fifteen (15) days of the date of delivery of the written notice of appeal. The owner shall be notified of the date of the hearing by written notice addressed to the last known address of the owner. The Selectboard shall issue a written decision on the appeal promptly, but in no event later than fifteen (15) days following the appeal hearing. A copy of the decision shall be sent to the owner.
- F. The dog is causing damage to the property of anyone other than its owner, by, for example and without limitation:
 - a. Turning over garbage containers; or
 - b. Doing damage to gardens, flowers, shrubs, vegetables or lawns; or
 - c. Injuring or worrying people, domestic pets, domestic animals, or other dogs.

SECTION 5. COLLAR AND LICENSE

- A. The owners of all dogs shall cause said dogs to be licensed according to the laws of this state (20 V.S.A. § 3581) and shall insure that his/her dog(s) wear a collar or harness with the current license attached. An animal that is visiting from out of state must wear a collar or harness with a current license from its home state attached.
- B. A dog that is found without a collar or harness and license may be immediately impounded under authority of 20 V.S.A. § 3806 and shall be managed under the provisions of that statute.

SECTION 6 HUMANE CARE OF DOGS

All dogs and other domestic pets and animals shall be furnished with clean and safe facilities sufficient to protect the animal and the public health. Any dog determined by the constable or county sheriff to be without such clean and safe facilities may be impounded and the owner charged with a violation of this ordinance.

SECTION 7 IMPOUNDMENT

- A. Anyone authorized to enforce the ordinance is authorized to impound a dog.
- B. Any dog which the constable or county sheriff has reasonable grounds to believe to be a vicious dog which presents an imminent danger to people or other animals may be immediately impounded.
- C. Any dog that is found to be without a collar and license may be impounded under authority of 20 V.S.A. § 3806 and shall be managed under the provisions of that statute.
- D. The Selectboard may enter into an agreement with an individual or business to provide care for impounded dogs.

SECTION 8. NOTICE OF IMPOUNDMENT AND RELEASE FROM IMPOUNDMENT.

- A. The constable or county sheriff who impounds a dog shall, within 24 hours, give notice to the owner thereof either personally, by telephone call or voicemail, or by written notice at the owner's dwelling or mailed to the last known address of the owner, stating the reason for the impoundment, the location of the animal and the steps that are necessary to have the animal returned to the owner.
- B. The constable or county sheriff who impounds a dog shall report the impoundment to the selectboard at the next public selectboard meeting.
- C. If an impounded dog has no license or other identification, the person who impounds it shall proceed under the provisions of 20 V.S.A. § 3806
- D. Impounded animals shall be released to the owner only after payment of all impoundment costs and after remedial action by the owner. Impoundment costs shall be set annually by the selectboard and may include but are not limited to boarding costs, veterinary costs and costs incurred by Town officials.

SECTION 9. ENFORCEMENT.

- A. This is a civil ordinance and shall be enforced by the constable or county sheriff in the Vermont Judicial Bureau in accordance with 24 V.S.A. § 1974a et seq.
- B. When the constable or county sheriff has reasonable grounds to believe that a person has violated a provision of this ordinance they may issue a municipal ticket which is prosecuted through the Vermont Judicial Bureau. They shall report the alleged violation and the issuance of municipal tickets to the Selectboard at the next public Selectboard meeting.

SECTION 10. INVESTIGATION OF VICIOUS DOGS

A. When a domestic pet has bitten a person while the domestic pet is off the premises of the owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the legislative body of the municipality. The complaint shall contain the time, date and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the legislative body in conducting its investigation.

B. The legislative body, within seven days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the domestic pet which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date and place of hearing and the facts of the complaint.

C. If the domestic pet or wolf-hybrid is found to have bitten the victim without provocation, the municipal officials shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the domestic pet is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 VSA § 3550.

D. In cases where the dog is determined to be vicious through investigation by a municipal officer, the owner (in addition to being subject to any other sanction or penalty reference in or provided by this Ordinance) may be ordered to remove the animal from the Town of Pomfret or to destroy the animal depending on the seriousness of the violation. Such order shall be subject to appeal by the owner pursuant to the procedure in the immediately preceding paragraph. If the animal in question has bitten or broken the skin of a person or other domestic animal, this animal will be required to be confined for ten (10) days (and may be tested for rabies or any other disease) all at the owner's expense.

E. The procedures provided in the section shall only apply if the domestic pet is not a rabies suspect. If a member of the legislative body or a municipal official designated by the legislative body determines that the animal is a rabies suspect, the provisions of

Subchapter 5 of Title 20, Chapter 193 and the rules of the department of health shall apply.

SECTION 10. PENALTIES AND COSTS.

Except as provided Section 4(E) and Section 10 regarding a vicious dog as defined herein, where additional anctions may be imposed, fines and penalties in addition to costs of impoundment may be imposed as follows:

- A. First offense \$100.00 full penalty/\$50.00 waiver penalty
- B. Second offense \$150.00 full penalty/ \$100.00 waiver penalty
- C. Third and subsequent offenses \$200.00 full penalty/\$150.00 waiver penalty

SECTION 11. OTHER LAWS. This ordinance is in addition to all other Ordinances of the Town of Pomfret and all applicable laws of the State of Vermont.

SECTION 12 SEVERABILITY If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 13 EFFECTIVE DATE This ordinance shall become effective 60 days after its adoption by the Pomfret selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted as amended this First day of October, 2014

Pomfret Selectboard

s/ Phil Dechert

s/ Mark Warner

Adoption History

1. Agenda item at regular Selectboard meeting held on May 21, 2014 and June 4, 2014
2. Read and adopted at regular Selectboard meeting on July 2, 2014
3. Re-adopted at regular Selectboard meeting on October 1, 2014
3. Posted in public places on October 3, 2014.
4. Notice of adoption published in the Vermont Standard newspaper on October 9, 2014 with a notice of the right to petition.
5. Other actions [petitions, etc.]

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: Travis Dobson Phone: [REDACTED] Email: production@vso.org
Mailing Address: 2 Church St., Mezzanine Burlington State: VT Zip: 05401

* * * * *

Event Name: Vermont Symphony Orchestra Summer Tour 2025

Event Date(s): 7/2/2025

Event Hours: 6:30pm-10:00pm Anticipated Attendees: 450

Event Contact Name: Travis Dobson Phone: [REDACTED] Email: production@vso.org

Has the event been held in Pomfret before? ☒ Yes ☐ No If yes, when? multiple years, all concerts have been in the first week of July

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

~~This permit is for the Vermont Symphony Orchestra's annual Summer Tour concert at Saskadeena Six. Traffic control is being provided by the Windsor County Sheriff's Department in order to ensure smooth entry and exit to the event while also minimizing the impact of increased traffic in the immediate area of Saskadenna Six.~~

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 zoning@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.

Travis Dobson

Applicant Signature

Travis Dobson

Applicant Printed Name

5/18/2025

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: _____ By: _____

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

Town of Pomfret Selectboard
DRAFT Meeting Minutes
May 21, 2025

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

Public: Frank Rogers, Cynthia Hewitt, John Moore, Neil Lamson, Joel Faria (Indus Inc.)

1. Ben called the meeting to order at 6:00 pm.
2. Executive Session
 - a. Ben moved and Meg seconded that the Selectboard enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the evaluation of public employees. Unanimous. The Selectboard entered executive session at 6:01 pm.
 - b. The Selectboard exited executive session at 7:00 pm, with no decisions having been made therein.
3. Agenda Review – Meg moved and John seconded that FY 2026 Emergency Grant Application be added immediately before Item 6A (Road Crew Uniforms) and that a single point of contact with Vtrans be discussed during Item 5 (Road Foreman Report). Unanimous.
4. Public Comment – None.
5. Road Foreman Report – The road crew has installed additional ditching and drainage uphill of Caper Street to reduce hydraulic pressure on the Pomfret Road slide area until permanent repairs can be made later this season. Frank will be the primary point of contact between Vtrans and the town and will escalate decisions to the Selectboard as appropriate. The crew has been working on ditching and culverts elsewhere in town, but has been unable to grade the roads due to constant rain.
6. Items for Discussion or Vote
 - a. FY 2026 Emergency Grant Application – Ben moved and Meg seconded submission of the FY 2026 Emergency Grant Application on Vtrans' form. Unanimous. Ben will review with Frank and submit to Vtrans when complete.
 - b. Road Crew Uniforms – Frank presented different options for providing uniforms (including Arborwear, Top Stitch and Amazon). The Selectboard suggested the crew order sample items from each vendor to determine which is most suitable. In the meantime, Frank will cancel the autorenewal of the town's Cintas uniform contract and order a washer and dryer for the garage.
 - c. Excavator Contractor Proposals – Discussion postponed to next meeting.
 - d. Open and Award Town Office Parking Lot Paving Bids – The town received one sealed bid, from Blaktop, Inc., to pave the town office parking lot for \$22,320. John moved and Steve seconded that Blaktop be awarded this work consistent with its bid. Unanimous.
 - e. Award Pomfret Road and Wayside Road Bridge Paving – The town received two sealed bids, one from Pike Industries, Inc. to pave (PG 70-28 asphalt mix) a portion of Pomfret Road for \$290,855, and the other from Blaktop, Inc., to pave (PG 70-28 asphalt mix) a portion of Pomfret Road for \$372,125.60 and to replace the membrane and pave (PG 58-28 asphalt mix) the Wayside Road bridge near the intersection of Route 12 for \$21,246.95. Steve moved and Ben seconded (1) that Pike be awarded the Pomfret Road work consistent with its bid and subject to a reduction in scope of the town does not receive a FY 2026 Class 2 Roadway (Paving) grant, and (2) that Blaktop

be awarded the Wayside Road bridge work consistent with that portion of its bid.
Unanimous.

- f. Due Process Resolution – Steve moved and Emily seconded adoption of a Resolution Affirming Pomfret’s Commitment to Due Process, Equal Protection, and the Rule of Law. Unanimous.
- g. Paving Methods Discussion – Joel Faria of Indus Inc. made a presentation describing the lifecycle of asphalt pavement and the different methods available to maintain, rehabilitate and reconstruct asphalt at different times and price points, potentially offering ways that Pomfret can more efficiently maintain its paved roads. Frank will coordinate a site visit with Joel for the purpose of developing a pavement management plan for Pomfret.
- h. Capital Planning Committee Report – John Moore made a presentation for the Capital Planning Committee describing the committee’s analysis of different highway truck replacement timeframes (5, 7 and 10 years) and the projected costs associated with each.
- i. Replacement Highway Truck (Truck 3) – Steve moved and Meg seconded the sales proposal dated April 15, 2025, to purchase an International 2026 HV515 SFA for \$165,079 (cab and chassis) be approved. Unanimous. Ben will sign the proposal for the town and forward to Frank. Proposals for the truck body will be reviewed and considered for approval at the next meeting.
- j. Warrants – John moved and Steve seconded approval for payment of the following warrants:

25105	\$	11,900.07	Payroll
25106		2,297.77	Payroll
25107		960,658.44	A/P (incl. state edu. payment)

Unanimous.

- k. Approval of May 7 and May 13, 2025 Minutes – Emily moved and Meg seconded approval of the May 7 and May 13, 2025 meeting minutes as presented. Unanimous.
7. Meeting Wrap Up
- a. Correspondence – SP&F Attorneys is proceeding with the 2025 tax sale process.
 - b. Review of Assignments – Frank will notify paving bidders of the Selectboard’s bid decisions, coordinate emergency aid application with Vtrans, cancel Cintas uniform contract, order washer/dryer for garage, forward signed sales proposal to International, schedule pavement plan site visit with Joel from Indus.
 - c. Agenda for Next Meeting – Large Event Permit Application (Vermont Symphony Orchestra, July 2, 2025), Highway Crack Sealing, Right-of-Way Tree Removal, Truck 3 Body Proposal, Excavator Contractor Proposals, Highway Uniform Purchase
8. Adjournment – John moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:39 pm.