

Town of Pomfret Selectboard
Meeting Minutes
July 2, 2025

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

Public: Frank Rogers, Cynthia Hewitt, Nick Mahood, Quinn Uva, Bob Crean, Alex Flinn

1. Ben called the meeting to order at 7:00 pm.
2. Agenda Review – Ben moved and Meg seconded adding Review of Construction Contract Form immediately before 5D (Open and Review Pomfret Road Slide Construction Bids). Unanimous.
3. Public Comment – Bob Crean offered a positive comment, stating, “I just wanted to say I think you’re doing a great job. It’s nice to see things getting done.”
4. Road Foreman Report – Frank reports the crew has been busy ditching, grading, replacing culverts around town. Frank described work needed on River Road including a culvert replacement. Frank will follow up with Hartford directly about their intentions regarding Hartford’s segment of River Road as this may guide Pomfret on how much time and material to put into maintaining its segment. In the meanwhile, the crew will replace a damaged culvert and generally tidy up the road. A resident on Stonewall Road has agreed to allow the town to temporarily store construction materials on his property while the road slide area of Pomfret Road is repaired this summer. Ben will prepare a short agreement to memorialize the arrangement. Frank asked the Selectboard to consider hiring part-time help if the open road crew position is not filled soon. The new equipment trailer is scheduled to be delivered on or about July 16. Frank will prepare a description of the old equipment trailer and Ben will prepare a listserv ad offering the same for sale.
5. Items for Discussion or Vote
 - a. Large Event Permit Application (WAMBA, Aug. 16–17) – This is the fourth year this event has been held (previously known as the “Eastern States Cup”). Nick Mahood and Quinn Uva were present to answer the Selectboard’s questions. Ben moved and Steve seconded approval of the application with the following conditions: (1) all activities audible from neighboring properties to cease no later than one (1) hour after sunset; and (2) all exterior-type lighting to be extinguished (except as necessary for safety) no later than one (1) hour after sunset. Unanimous.
 - b. Application for Event on Public Street (WAMBA, Aug. 16–17) – Ben moved and Meg seconded approval of the application with the following conditions: (1) roadside signs alerting motorists of event to be set out along route at least three (3) days before event; and (2) certificate of liability insurance to be provided at least one (1) week before event. Unanimous.
 - c. Highway Access Permit Application (Pomfret Road) – Alex Flinn of Winterset, Inc., the company repairing the Pomfret Road bridge at Stimets Road in Woodstock was present to answer the Selectboard’s questions. Mr. Flinn explained that Winterset is temporarily storing construction debris from the project at the proposed temporary highway access location. Ben moved and Steve seconded approval of the application with the following conditions: (1) Traffic Control: Permittee must utilize trained flaggers when construction vehicles are entering or exiting the town road; (2) Pavement Protection: Permittee must install hard pack material along the pavement edge to prevent damage from construction vehicle traffic; (3) Site

Restoration: Upon completion or expiration of permit, permittee must promptly restore the access area to its original condition, subject to inspection and approval by the town road foreman; and (4) Permit Expiration: The permit expires August 31, 2025, and all use of the access must cease on or before that date. Unanimous.

- d. Review of Construction Contract Form – Ben presented a draft form of construction contract prepared by SP&F Attorneys for use with the Pomfret Road slide repair project. Project engineer Jon Harrington reviewed and provided several comments, all of which were accepted. John moved and Steve seconded approval of the contract form as amended. Ben was authorized to approve minor edits to the form on the Selectboard’s behalf between meetings if any such edits are requested by the selected contractor. Unanimous.
- e. Open and Review Pomfret Road Slide Construction Bids – Three bids were received:

Avery Excavation Inc.	\$ 520,160.00
Northwoods Excavating Inc.	396,284.60
Nott’s Excavating Inc.	750,546.00

John moved and Meg seconded approving the bid from Northwoods Excavating Inc. Unanimous. Ben will communicate the award and send the proposed construction contract to Northwoods. Frank will notify the other bidders.
- f. Open and Review Tree Removal Bids – Three bids were received:

ArborScape, Inc.	\$ 9,300.00
Chippers, Inc.	17,150.00
Avelino H. Romero, Inc. (d/b/a Timber Tender)	11,925.00

John moved and Meg seconded approving the bid from ArborScape, Inc. Unanimous. Frank will notify ArborScape and the other bidders.
- g. Truck Body 3 Proposals – Following discussion of the relative merits of a 4-season truck body versus a standard truck body with a slide-in sand and salt spreader, John moved and Emily seconded the purchase of the 4-season truck body. Unanimous.
- h. Schedule Road Crew Member Application Interviews – Advertisements continue to run in area publications. In the meantime, Steve, John and Frank will conduct a screening interview of Applicant A.^[1]
- i. Town Highway Crack Sealing – Frank has received no response from multiple vendors. John suggested trying Ray-Tech Infrared in Charlestown, NH. Frank will do so and report back to the Selectboard.
- j. Road Crew Uniforms Reimbursement Policy – Ellen reports that handling reimbursements throughout the fiscal year entails minimal additional work on her part and suggests revising the policy to allow reimbursement requests to be submitted at any time. Ben moved and Meg seconded that the Road Crew Uniforms Reimbursement Policy adopted at the Selectboard’s June 4, 2025 meeting be revised to allow road crew members to request reimbursement at any time during the fiscal year (not just during the month of July). Unanimous. Reimbursements remain capped at \$750 per crew member per fiscal year.
- k. FY 2026 Paving Scope – Pomfret’s Town Highway Class 2 Roadway Program grant to repave a portion of Pomfret Road will not be funded by the state this year. As a result, there is significantly less funding available for paving this fiscal year. The

^[1] **Editor’s Note:** On advice from the VLCT, to protect Applicant A’s current employment, the name of “Applicant A” is being withheld unless and until an offer of employment has been made and accepted.

Wayside Road Bridge and Town Office Parking Lot projects will still proceed (these projects were not part of the grant application). Steve will consult with Pike Industries on whether repaving portions of the Class 2 roads is advisable given reduced funding. Other vendors will also be contacted for input on maximizing cost-effectiveness of available funds.

- l. Financial Management Questionnaire – Ben moved and John seconded acknowledgement of receipt of the Financial Management Questionnaire from the town treasurer and authorized Ben to sign on the Selectboard’s behalf. Unanimous.
 - m. Labounty Trust Probate Documents – Ben moved and John seconded approval by the Selectboard, as trustees of the Trust of Aldea Labounty, of the (1) Summary of Account of Trustee and (2) Motion to Allow Account. Unanimous.
 - n. FY 2026 Cost of Living Adjustment – Following the same methodology adopted by the Selectboard in 2022 and used each year since then,^[2] the cost of living increase for the new fiscal year is 3.5%. John moved and Steve seconded that hourly employees of the town receive a 3.5% cost of living adjustment, effective July 1. Unanimous.
 - o. Warrants – Emily moved and John seconded approval for payment of the following warrants:

25121	\$ 18,664.44	Payroll (1 of 2)
25122	796.80	Payroll (2 of 2)
25123	134,151.74	A/P
26001	58,846.84	A/P (incl. \$1,891.00 May debit card expenses)

Unanimous.
 - p. Approval of June 18, 2025 Minutes – John moved and Steve seconded approval of the June 18, 2025 meeting minutes as presented. Unanimous.
6. Meeting Wrap Up
- a. Correspondence – Caper Street resident Jon Harrington suggested sprucing up the “Pomfret” signs at the Sharon, Hartford, and Woodstock town lines. Bob Crean recalled that a mold was used to create the existing signs. He is investigating and will come back to the Selectboard with suggestions for their rehabilitation or replacement. UVM’s Center for Rural Studies is leading a statewide initiative, the Vermont Evaluation of Rural Technical Assistance (VERTA), with help from TRORC. Meg volunteered to attend the July 17 introductory meeting; Meg will forward this information to Becky, who may also wish to attend. Meg would like to invite Hunter Ulf to present his Town Hall report to the Selectboard at the same time as the Town Hall Revitalization Committee members; she will check with Mr. Ulf on scheduling.
 - b. Review of Assignments – Frank to send Ben a description of the old equipment trailer, notify vendors of bid awards, arrange consultation with Herb at Blaktop. Steve to arrange a paving consultation with Caleb at Pike. Ben to send notice of award and proposed contract to Northwoods, advertise old equipment trailer on area listserves, and prepare a temporary materials storage agreement for the Stonewall Road resident. Meg to communicate with Becky and Hunter Ulf.

^[2] **Editor’s Note:** From the Selectboard’s June 15, 2022 meeting minutes:

The board decided to use an analogous methodology to figure our COLAs as the state uses for VMERS (see 24 V.S.A. 5067). That is, the 12-month percent change in the Northeast Region CPI-U as of the December prior to the COLA effective date. The Northeast Region CPI-U is reported here: https://www.bls.gov/regions/mid-atlantic/news-release/consumerpriceindex_northeast.htm.

- c. Agenda for Next Meeting – FY 2026 Town and Local Agreement Tax Rates; Town Welcome Signs; Road Crew Plan Update; Town Highway Crack Sealing; FY 2026 Paving Scope; Town Garage Roof Painting.
- 7. Adjournment – John moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:14 pm.