

Town of Pomfret Selectboard
Special Meeting Minutes
July 26, 2025

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

Public: Frank Rogers, Cynthia Hewitt, Robert Baskett

1. Ben called the meeting to order at 5:03 pm.
2. Agenda Review – None.
3. Public Comment – None.
4. Items for Discussion or Vote
 - a. Pomfret Road Slide Construction Contract – The work had initially been awarded to Northwoods Excavating based on the Request for Proposals (RFP). The RFP specified a completion date of August 29, primarily due to the emergency nature of the work, the fact that school begins that week and Pomfret Road is on the bus route, and concerns about foliage traffic in September/October, as well as the need to be out of the brook by October.

Northwoods subsequently informed the town that the earliest they could begin work was September 15, with completion expected three to four weeks after starting, placing completion in the first half of October.

Discussions with Northwoods, mainly by Frank, indicated they could move their schedule and start as early as September 2 (the day after Labor Day), potentially completing work by the end of September. However, this was still significantly outside the RFP timeframe.

The second-highest bidder, Avery Excavation, is able to begin work within a week (early August) and complete the project by September 15. Avery's bid was higher, with the difference to the town being approximately \$12,400 (as the state would cover 90% of the project cost).

Concerns were raised about Northwoods not adhering to the RFP criteria, the risk of rain impacting project completion or further damaging one-way Caper Street, the critical need to be out of the brook by October, the emergency situation given there is no alternate route for Caper Street residents, and potential issues with foliage traffic.

Chris Bump at VTrans indicated that the decision was ultimately the town's, and VTrans would consider an amendment to the grant agreement. The contract with Northwoods had not been signed.

Meg moved and Steve seconded that the Selectboard award the Pomfret Road slide construction contract to Avery Excavating with an outside completion date of September 15th. Motion carried (Brickner, Chamberlin, Emmons and Grube in favor; Peters opposed).

Emily moved and Steve seconded that the Selectboard authorize Ben to sign the construction contract on the Selectboard's behalf once Avery signs. Unanimous.

Frank will notify Northwoods of the change after Avery signs the contract, with a formal explanatory letter to follow as professional courtesy.

- b. Pomfret Road Slide Emergency Grant Amendment – The Selectboard also discussed the need to amend the grant agreement with VTrans due to the change in contractor and cost. Emily moved and Meg seconded that the Selectboard approve the submission of an amendment to the grant agreement, attaching a letter explaining the reasons for the change. Motion carried (Brickner, Chamberlin, Emmons and Grube in favor; Peters opposed).
 - c. Request to Cater Permit Application (Trapp Fam. Lodge at S6) – Meg moved and John seconded approval of a request to cater permit application by the Trapp Family Lodge, for a sampling event at Saskadena Six on August 17 from 12 PM to 3 PM., with 100 persons expected to attend. Unanimous.
 - d. Right-of-Way Crossing Permit Application (538 Skyline Drive) – Robert Baskett explained he would like to trench under Skyline Drive to bring electrical power to his workshop. Work is expected to begin around August 1. The work will be done to GMP specifications, with single lane closures and a traffic coordinator on site. Steve moved and John seconded approval of the application with the following conditions: (1) two business days' notice to Pomfret Road Foreman before commencing work; and (2) top of conduit to be a minimum of 48 inches below surface of the traveled way. Unanimous.
 - e. Warrants – John moved and Emily seconded approval for payment of the following warrants:

26007	\$ 9,291.04	Payroll
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Unanimous.
5. Meeting Wrap Up
- a. Correspondence – None.
 - b. Review of Assignments – Ben to distribute Construction Contract, prepare letter to Northwoods, prepare VTrans grant agreement amendment, notify Becky and Baskett about approved permit applications.
 - c. Agenda for Next Meeting – See Section 6C of the July 16, 2025 Selectboard meeting minutes.
6. 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 of which would clearly place the Selectboard at a substantial disadvantage, and pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. The Selectboard entered executive session at 5:46 pm.
 - b. Steve moved and John seconded exiting executive session. The Selectboard exited executive session at 6:20 pm, with no decisions having been made therein.
7. Adjournment – Steve moved and Meg seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 6:20 pm.