

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
January 7, 2026, 6:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	6:00 pm
2. Proposed Executive Session (Contracts, Public Employees)	
3. Agenda Review	
4. Public Comment	
5. FY 2027 Budget Informational Meeting	7:05 pm
6. Road Foreman Report	7:45 pm
7. Items for Discussion or Vote a. Certificate of Deposit Rollover b. Law Enforcement Services c. FY 2027 Budget Discussion d. 2025 Annual Report Deliverables e. VTrans Small Scale Local Highway Safety Grant f. Emergency Grant Application (Pomfret Road Slide) g. Warrants h. Approval of December 17, 2025 Minutes	8:00 pm
8. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
9. 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

Item 5
FY 2027 Budget Informational Meeting

Item 7C
FY 2026 Budget Discussion

available at

<https://pomfretvt.us/index.php/boar/sel/budget/>

**WARNING
TOWN OF POMFRET
ANNUAL TOWN MEETING 2026¹**

The legal voters of the Town of Pomfret, Vermont are hereby warned and notified to meet at the Pomfret Town Offices, 5218 Pomfret Road, on Tuesday, March 3, 2026, between 8:00 AM and 7:00 PM, to vote by Australian ballot upon the articles of business listed herein.

An informational hearing to discuss the articles to be voted upon will occur at the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 21, 2026 at 9:00 AM]². Instructions for joining the informational hearing appear at the end of this Warning.

The legal voters of the Town of Pomfret, Vermont are further notified that voter qualification, registration and absentee voting relative to said voting by Australian ballot shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated. For more information, please visit <https://sos.vermont.gov/elections/voters/early-absentee-voting/> or call the Pomfret Town Offices at (802) 457-3861 during normal business hours (Monday, Wednesday and Friday, 8:30 AM to 2:30 PM).

1. To elect the following Town officers:
 - Town Moderator, 1-year term;
 - Town Clerk, 1-year term;
 - Selectboard Member, 3-year term;
 - Selectboard Member, 2-year term;
 - Treasurer, 1-year term;
 - Cemetery Commissioner, 3-year term;
 - Lister, 3-year term;
 - Lister, 2 years to finish a 3-year term;
 - Auditor, 3-year term;
 - Auditor, 2 years to finish a 3-year term;
 - Auditor, 1 year to finish a 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 3-year term;
 - Library Trustee, 2 years to finish a 3-year term; and
 - Trustee of Public Funds, 3-year term.
2. Shall the voters authorize the Treasurer to collect current taxes, pursuant to 32 V.S.A. 4791?

¹ **NTD:** Additional articles to consider:

- Authorization of Selectboard to appointment one or more presently elected officers
- Elimination of elected Auditors in favor of a public accountant
- Elimination of elected Listers in favor of a professionally qualified assessor
- Adoption of local options tax

² **NTD:** Selectboard to confirm.

3. Shall the voters approve the combined budget for Fiscal Year 2027 of \$[] for general purposes (\$[]) and for highway purposes (\$[]), of which \$[] will be raised by current year taxes and \$[] by other sources?

Note: The amounts in this Article 3 exclude the appropriations proposed in Articles 4 through [15] below.

4. Shall the voters appropriate \$44,500 to the Abbott Memorial Library?
5. Shall the voters appropriate \$20,000 to the Pomfret Cemetery Commission?
6. Shall the voters appropriate \$3,950 to the Visiting Nurse and Hospice for VT and NH in support of care provided in patients' homes?
7. Shall the voters appropriate \$4,800 to the Woodstock Area Council on Aging (d.b.a. The Thompson Senior Center) to be used for operational expenses to provide meals on wheels, transportation, wellness and social activities, medical equipment, and other Aging at Home support services to benefit Town residents?
8. Shall the voters appropriate \$979 to Health Care and Rehabilitation Services for support of services provided to residents of Windsor County?
9. Shall the voters appropriate \$2,500 to the Empower Up - Windsor Central Mentoring Program (formerly known as the Ottauquechee Community Partnership) to support their Mentor and Buddy Program?
10. Shall the voters appropriate \$750 to the Spectrum Teen Center for support of activities at the center?
11. Shall the voters appropriate \$[900] to Pentangle Arts for providing artistic endeavors in the community?
12. Shall the voters appropriate \$2,500 to the Ottauquechee Health Foundation (OHF) for funding and support for individuals with limited financial means to help meet critical health and wellness needs such as medical and dental care, eyeglasses, hearing aids, dentures, prescription co-payments and short-term caregiver services?
13. Shall the voters appropriate \$400 to the Women's Information Service (WISE) of the Upper Valley for support of activities at the service?
14. Shall the voters appropriate \$[50] to Green Up Vermont for Green Up Day supplies and services?³
15. Shall the voters re-appropriate \$[66,998]⁴ of the unassigned General Fund balance to reduce Fiscal Year 2027 taxes to be raised?

³ **NTD:** Pending receipt of valid petition. If successful, 2026 will be the last year in which Green Up Vermont will need to petition annually to request an appropriation.

⁴ **NTD:** Selectboard to confirm.

Note: Approval of this article would leave \$[44,665] in the General Fund balance, which amount would remain subject to re-appropriation by the voters at a later date.

16. Shall the voters require that taxes be paid in U.S. funds in two installments, pursuant to 32 V.S.A. 4773, and that the first installment of such taxes be due and accepted at the Treasurer's office on or before 2:30 PM on [August 21]⁵, 2026, and that the balance be due at the same location on or before 2:30 PM on [February 5]⁶, 2027, and that overdue taxes bear interest at a rate of 1.0% per month or fraction thereof from the due date of each installment pursuant to 32 V.S.A. 4873, and that all delinquent taxes be subject to an 8.0% penalty pursuant to 32 V.S.A. 1674?

[Remainder of page intentionally blank. Signature page follows.]

⁵ **NTD:** Ellen to confirm.

⁶ **NTD:** Ellen to confirm.

Dated this [] day of January, 2026,
by the Selectboard of the Town of Pomfret:

Benjamin Brickner, Chair

John Peters Jr., Vice-Chair

Steve Chamberlin

Meg Emmons

Emily Grube

* * * * *

AUSTRALIAN BALLOT
INFORMATIONAL HEARING INSTRUCTIONS

An informational hearing to discuss the articles to be voted upon will occur at the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on [Saturday, February 21, 2026 at 9:00 AM]⁷. You may join this informational hearing by telephone, computer or smartphone as follows:

Computer or Smartphone

<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>

Landline or Mobile Phone

Dial (301) 715-8592. When prompted, enter Meeting ID 953 9507 9923 and Passcode 306922.

⁷ **NTD:** Selectboard to confirm.

SELECTBOARD REPORT

Last year was a challenging but productive year for the Selectboard as we responded to an infrastructure emergency, navigated staffing transitions, managed significant capital projects, and addressed fiscal and budgetary pressures. We welcome this opportunity to share highlights from 2025.

Emergency Infrastructure Response. On May 10, 2025, a significant landslide occurred on Pomfret Road north of the North Pomfret post office, with subsidence of Caper Street requiring partial closure. The Selectboard immediately engaged engineering and construction expertise to stabilize the embankment and restore access. Working with VTrans and a local engineer, we developed a comprehensive remediation plan and solicited competitive bids. The project proceeded through summer and fall 2025, with Avery Excavation undertaking slope stabilization, underdrainage installation, guardrail placement, and pavement restoration, and Harrington Civil Engineers providing engineering services. The work is now complete. This emergency demonstrated the value of maintaining experienced road and administrative personnel and strong relationships with state and regional partners.

Highway Department Staffing and Equipment. After the departure of long-serving Road Foreman Jim Potter and crew member Justin Ricard in fall 2024, Frank Rogers came to Pomfret as Road Foreman in November 2024, joining veteran Art Lewin, and soon adding new crew members including AJ Stevens. The team also recently welcomed Peter Gourley and continued building capacity for the town's extensive road maintenance responsibilities. Equipment investments included a new equipment trailer, additional generator for reliability during power outages, and grading attachments to improve efficiency. A new tandem truck is expected for delivery later this year. The crew remained busy with grant-funded improvements on Allen Hill Road and Sugarbush Road (VTrans Grants in Aid Program), culvert replacements, routine grading and ditching, and roadside mowing.

Paving and Transportation Projects. Despite not receiving a state-funded paving grant, the town proceeded with high-priority projects including resurfacing of the Wayside Road bridge at Route 12 and paving of the town office parking lot. Core sampling was conducted on Pomfret Road to inform future maintenance strategies. The town also continued managing foliage season traffic challenges through temporary road closures on Cloudland Road and one-way conversion of Barber Hill Road in coordination with the Town of Woodstock and with support from Cloudland Road residents.

Municipal Administration and Planning. The town commenced its octennial (every 8 years) town plan update, with the Planning Commission holding a public hearing last summer and the Selectboard holding its own hearing in November. The Two Rivers-Ottawaquechee Regional Commission provided feedback on the current draft, which will be considered as the Selectboard works toward final adoption by the August 2026 deadline. The Selectboard also addressed challenges in completing the Fiscal Year 2025 audit after two elected auditors departed, contracting with a licensed public accounting firm to ensure completion. The town continued to advance planning for Town Hall renovations to address accessibility and code compliance issues, with design concepts developed and cost estimates being refined.

Emergency Services and Regional Coordination. Following extended negotiations, the Selectboard entered into ambulance service agreements with both the Town of Woodstock and the Town of Hartford to optimize emergency response times. Hartford now provides ambulance service for the northeast corner of Pomfret, including areas with faster response times from Hartford's expanded

Station No. 2 in Quechee. The town continues coordinating with regional partners on mutual aid arrangements, emergency management planning, and service delivery optimization.

Community Assets and Grant Funding. The town received grants for various projects, including a Municipal Planning Grant for the town plan update and state Emergency Aid funding for the Pomfret Road slide emergency response. Grant funding, combined with strategic use of the town's accumulated reserves and the last remaining ARPA funds, enabled significant capital improvements. The town began planning for a Veterans Memorial and continued engagement through the Vermont 250th Anniversary Committee to develop programming commemorating the state's 250th anniversary in 2026–27.

Fiscal Stewardship in Challenging Times. Pomfret, like all Vermont municipalities, faces pressure from rising costs in areas largely beyond local control. Vermont's affordability crisis continues to deepen as costs stretch Vermonters' budgets thin, with home sale prices swiftly increasing since the Covid-19 pandemic, constraining the tax base while increasing demand for municipal services. Health insurance premiums for small employers continued their relentless rise, a burden that municipalities bear for their employees. Pressures in the pension system, health care, and human services have created additional cost obligations statewide. Additionally, the cost of road maintenance materials has escalated dramatically, with paving and asphalt prices also rising significantly since 2020.

Despite these statewide pressures, the Selectboard has worked diligently to control spending growth and keep municipal tax increases as low as practicable. This year, the Selectboard's proposed budget reflects a tax increase of approximately [REDACTED]% – substantially lower than last year's increase.

This more moderate increase was achieved through careful scrutiny of every budget line item, grant procurement, strategic use of reserve funds, improved operational efficiency, and optimization of risk-free returns by negotiating higher rates on our Mascoma Bank balances. Nevertheless, certain cost increases were unavoidable: health insurance premiums for town employees, increases in paving and road maintenance material costs, and rising fuel expenses. The Selectboard has also determined that modest additional staffing to address increasing complexity in municipal administration is necessary to manage the town's growing regulatory obligations and to maintain existing municipal services.

The Selectboard appreciates that property tax growth of any magnitude contributes to the affordability pressures facing Vermont residents and businesses. We remain committed to maintaining fiscal discipline, pursuing outside funding whenever possible, and managing the town's finances in a way that balances residents' ability to pay with the town's delivery of essential services.

Fiscal Year 2027 Budget Narrative. The combined Fiscal Year 2027 Town and Highway budget of \$[REDACTED] (including voted appropriations) represents a [REDACTED]% increase from Fiscal Year 2026's total budget of \$2,007,578. The proposed Fiscal Year 2027 General Fund budget is \$[REDACTED], compared to Fiscal Year 2026's \$615,875, and the proposed Highway Fund budget is \$[REDACTED], compared to Fiscal Year 2026's \$1,391,703.

If voters approve all voted appropriations and re-appropriate a portion of prior year fund balances to offset taxes to be raised, the amount to be raised in taxes for Fiscal Year 2027 will be [REDACTED]% higher than in Fiscal Year 2026. The General Fund ended Fiscal Year 2025 with an unassigned fund balance of \$[REDACTED] and is anticipated to end Fiscal Year 2026 with an unassigned fund balance of \$[REDACTED]. The

Highway Fund ended Fiscal Year 2025 with an unassigned fund balance of \$[REDACTED] and is anticipated to end Fiscal Year 2026 with an unassigned fund balance of \$[REDACTED].

The primary drivers of Pomfret's municipal budget increases are the continued rapid rise in liability insurance and fuel costs, equipment expenses, health insurance premiums, asphalt and road maintenance material costs, and modest additions to support municipal administrative capacity. Many of these factors reflect national market pressures and statewide trends affecting all Vermont employers.

The Selectboard continues to seek grant funding and manage reserves prudently to keep municipal tax increases in line with inflation while maintaining service quality and funding for future infrastructure needs.

* * * * *

We thank each department, officer, appointee and board that draws tax dollars for carefully reviewing their needs and making difficult choices to support Pomfret's residents and infrastructure. We also thank all who volunteer to serve their town.

Selectboard meetings are open to the public and we thank those who participate and offer their opinions and guidance. You can find our contact information at pomfretvt.us/index.php/boar/sel. We look forward to seeing you at our meetings and around town.

Benjamin Brickner, Chair
John Peters, Jr. Vice-Chair
Steve Chamberlin
Meg Emmons
Emily Grube

Item 7E
VTrans Small Scale Local
Highway Safety Grant

available at

<https://vtrans.vermont.gov/contract-admin/bids-requests/notice-funding-opportunities>

TOWN OF POMFRET									
EMERGENCY SLOPE REMEDIATION PROJECT - CAPER STREET AND POMFRET ROAD									
ACTUAL QUANTITIES TABULATION									
Pay Item No.	Item of Work	Unit	Estimated Quantities	Contractor Quantities	Unit Price	Price based on Contractor Quantities	Engineers Quantities	Unit Price	Price based on Engineers Quantities
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	1.00	18500	18500.00	1.00	18500	18500.00
203.15	Common Excavation	CY	2980	2980.00	22.00	65560.00	2596.40	22.00	57120.80
301.35	Subbase of Dense Graded Crushed Stone	CY	880	1393.44	56.00	78032.64	1035.00	56.00	57960.00
401.10	Aggregate Surface Course	CY	160	200.00	48.00	9600.00	200.00	48.00	9600.00
406.35	Superpave Bituminous Concrete Pavement	Ton	20	9.00	550.00	4950.00	9.00	550.00	4950.00
613.15	Rip Rap, Light Type	CY	400	373.33	125.00	46666.25	373.33	125.00	46666.25
613.16	Rip Rap, Heavy Type	CY	11	448.66	175.00	78515.50	448.66	175.00	78515.50
621.021	Remove and Reset Guardrail	LF	380	340.00	28.00	9520.00	340.00	28.00	9520.00
621.205	Steel Beam Guardrail, Galvanized With 8 Feet Posts	LF	170	377.00	36.00	13572.00	377.00	36.00	13572.00
621.207	Steel Beam Guardrail Galvanized, Nested With 8 Feet Posts	LF	125	125.00	45.00	5625.00	125.00	45.00	5625.00
621.152	Anchor For Steel Beam Guardrail	EA	3	3.00	1600.00	4800.00	3.00	1600.00	4800.00
635.11	Mobilization/Demobilization	LS	1	1.00	12800.00	12800.00	1.00	12800.00	12800.00
641.10	Traffic Control	LS	1	1.00	28000.00	28000.00	1.00	28000.00	28000.00
649.11	Geotextile for Roadbed Separator	SY	900	888.88	4.00	3555.52	888.88	4.00	3555.52
651.40	Grubbing Material	SY	1010	1252.77	36.00	45099.72	1252.77	36.00	45099.72
900.620	Special Provision - Throat Manhole Structure, Special Provision	EA	2	2.00	9200.00	18400.00	2.00	9200.00	18400.00
900.640	Special Provision - Underdrain Pipe, 6 Inch, All Inclusive	LF	550	550.00	36.00	19800.00	550.00	36.00	19800.00
900.640	Special Provision - Drainage behind Rip Rap, 6 Inch, All Inclusive	LF	360	360.00	28.00	10080.00	360.00	28.00	10080.00
900.640	Special Provision - Boulder Toe Wall	LF	210	225.00	225.00	50625.00	225.00	225.00	50625.00
900.640	Special Provision - 24 Inch, HPPP, All Inclusive	LF	115	115.00	175.00	20125.00	115.00	175.00	20125.00
900.640	Special Provision - 18 Inch, HPPP, All Inclusive	LF	40	40.00	155.00	6200.00	40.00	155.00	6200.00
900.640	Special Provision - Stone Swale, All Inclusive	LF	670	300.00	42.00	12600.00	300.00	42.00	12600.00
900.645	Special Provision - Pomfret Road Stream Bank Restoration	LS	1	1.00	18200.00	18200.00	1.00	18200.00	18200.00
TOTAL AMOUNT =						580826.63			552314.79

Name of Engineer completing this form:

Jonathan Harrington, P.E.

HIGHLIGHTED CELLS REPRESENT DIFFERENCES IN CALCULATED QUANTITIES BETWEEN CONTRACTOR AND ENGINEER.

Date:

12/30/2025

Authorized Signature:



HARRINGTON CIVIL ENGINEERS, INC.

P.O. Box 283, North Pomfret, VT 05053-0283

Phone: (802) 457 - 1299 Email: HarringtonCivilEngineers@gmail.com

Civil Engineering - Planning - Permitting - Construction Assistance

POMFRET SLOPE REMEDIATION PROJECT

PAY REQUEST

QUANTITY CALCULATION CHECKS

CALC'D BY: Jonathan Harrington, P.E.

DATE: 11-01-25, **Last Revised 12-30-25**

NOTE: "Lump Sum" and "Each" Items not included in calculations check below.

ITEM 203.15 – Common Excavation, CY – in place measurements – Contract documents reference VTrans specifications. Vtrans spec requires in place measurements for common excavation. See Attachment A – volume reports

Bid Quantity = **2980 cubic yards**

Avery Quantity = **2980 cubic yards** – from number of truck trips with an assumed volume per trip and reduction assumed for swell factor.

HCEI Quantity:

1. Field measurement method (in place) - based on existing and asbuilt survey
 - o Road cut = 1516.8 cubic yards (survey total station) – attachment A
 - o Slope cut = 749.0 cubic yards (average end area method measured on CAD) – Attachment A
 - o Add trench cut edge road = 5' x 8' x 105' = 155.6 cubic yards *
 - o Add trench cut bottom slope = 175 cubic yards **

Total HCEI quantity = **2596.4 cubic yards**

* Approximate, not measured, conservative assumption based on field observation

** trench volume per contractor

2. Load Conversion – 3800 yards hauled away in truck (per contractor)
– 2980 / 3800 = 78% or 22% swell factor. This seems low. Swell factor for dry loam is estimated at 50%, source FHWA website.. <https://highways.dot.gov/federal-lands/pddm/dpg/earthwork-design>
3. Calculated swell factor using in place calculations above - 2596 cubic yards / 3800 cubic yards – ~32% swell factor – seems within reason, common ex assumed to be mostly loamy material but also softer till mat'l, use volume measurements above.

12/30/2025

ITEM 301.35 Subbase Dense Graded Crushed Stone, CY – in place measurements

Bid Quantity = **880 cubic yards**

Avery quantity: from pay req = **1393.4 cubic yards** - This is based on 1939 tons of dense grade (from truck slips) divided by a tonnage conversion factor of ~1.39 tons per cubic yard to convert to in place.

HCEI quantities:

1. HCEI Tonnage conversion method:
from slips - Use conversion factor of 1.49 (loose density, per verbal information from Pike – Pike's unit weight test of the 3" dense grade material)

$$1939 \text{ tons} / 1.49 \text{ tons/cy} = 1301.3 \text{ cubic yds} *$$

(* - this quantity includes dense grade used to fill in rip rap voids, conservative)

Total compacted = 1301 cubic yds / 1.15 (compaction factor per Vtrans spec) =
1131.6 cubic yards

2. Slope - avg end area method: 569 cy (includes key trench) + (roadside trench=5' deep x105'long x6' wide) 116.7 cy = 685.7 cy

Add road base - 1' deep x 23' wide* x 410' long = 349.3 cy

Total = **1035.0 cubic yards**

Notes:

1. In my opinion, average end area quantity (method 2) and the HCEI tonnage conversion (method 1) reconcile each other, given some of the 1132 cy (less than 100 cubic yards) quantity above was used to fill voids in the rip rap. The specs and plans require filler material in the 613 rip rap items to be paid for as incidental to the rip rap item. 1131.6 cy – 1035 cy = 96.6 cy (estimated filler material).
2. Recommendations: The contract requirements follow VTrans requirements, and based on this the volume associated with method 2, 1035 cubic yards of dense grade material should be used, as the actual in place contract quantity.

ITEM 401.10 – Aggregate Surface Course, CY – in Place Measurements

Bid Quantity = **160 cubic yards**

POMFRET SLOPE QUANTITIES - CHECK

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Avery Quantity = **200 cubic yards** – believed to be from load slips and reducing by a 1.35 factor to adjust for in place

HCEI Quantity:

Field measurements – 20 feet width x 510 feet long* x 0.5 feet deep = 189 cubic yards

Add 11 cubic yards for tapers at end to blend in – Total HCEI quantity = **200 cubic yards**

* - sta 190 to sta 600

Note: quantities match recommend payment

ITEM 406.35 – Superpave, Ton – load slips since specified as weight

Bid Quantity = **20 Tons**

Avery Quantity = **9 tons** – load slips were provided by contractor

HCEI Quantity: use contractor quantity based on load slips – **9 tons**

Note: Quantity matches slips, recommend payment

ITEM 613.15 Rip Rap Light Type, CY – per spec, in Place Measurements

Bid Quantity – 400 CY Light Rip Rap

Avery quantity from pay request = based on slips provided- 504 tons (light) . Avery used a conversion factor of 1.35 tons. 504 tons total / 1.35 tons/cy = **373.33 cubic yds total**

HCEI Estimate – neat line quantity using asbuilt measurements =

Big Slope – dimensions: 105 feet long x 15 feet * wide x 2 feet ** thick = 116.67 cubic yds

Small slope – 250 feet long x 14 feet wide x 2 feet thick = 259.26 cubic yds

Total = 375.93 cubic yards – this is more than the Avery quantity of 373.33 cubic yards, HCEI measurements (particularly slope widths) were on the conservatively high side with assumed thicknesses, recommend using Avery volumes and payment of same.

Note:

1. * - Light rip rap width on large slope was not measured, it was assumed. Total large slope width was measured to be 55 feet** - Thickness dimension above was not measured, used plan thickness for heavy rip rap.
2. Contractor used more “heavy rip rap” versus “light rip rap” on big slope

POMFRET SLOPE QUANTITIES - CHECK

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613.16 Rip Rap Heavy Type, CY – in Place Measurements

Bid Quantity – 240 CY Heavy Rip Rap

Avery quantity from pay rec = (628 tons(heavy)). Avery used a conversion factor of ~1.40 tons. 628 tons total / 1.40 tons/cy = 448.66 cubic yds total (heavy)

HCEI Estimate – neat line quantity =

Big Slope – dimensions: 105 feet long x 40 feet wide* x 3 feet thick** = 466.66 cubic yds

Total = SAY 466.67 cubic yards – this is more than Avery quantity of 448.66 – HCEI measurements (particularly slope widths) were on the conservatively high side with assumed thicknesses, recommend using Avery volumes and payment of same.

Note:

1. * - Light rip rap width on large slope was not measured, it was assumed. Total large slope width was measured to be 55 feet** - Thickness dimension above was not measured, used plan thickness for heavy rip rap.
2. Contractor used more “heavy rip rap” versus “light rip rap” on big slope

ITEM 621.021 Steel Beam Guardrail, Remove and Reset, LF

Bid Quantity – 380 feet

Avery quantity from pay rec = 340 feet

HCEI measured quantity – 275 feet

Note:

1. Many posts were only 5 foot long and had to be replaced. Also, remove and reset guardrail was nested at top of the big slope, this is a reason why quantity is higher than measured. Recommend payment.

ITEM 621.205 Steel Beam Guardrail with 8 foot posts, LF

Bid Quantity – 170 feet

Avery quantity from pay rec = 377 feet

HCEI measured quantity – 353 feet Pomfret Road plus 12 feet on Caper Street = 365 feet

Note: contractor added 8 foot posts for much of the guardrail on Caper Street and nested guardrail on Caper Street, recommend payment

POMFRET SLOPE QUANTITIES - CHECK

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ITEM 621.207 Steel Beam Guardrail, Nested with 8 foot posts, LF

Bid Quantity – 125 feet

Avery quantity from pay rec = 125 feet

HCEI measured quantity – 125 feet

ITEM 649.11 – Geotextile for Roadbed Separator, SY – in Place Measurements

Bid Quantity = **900 square yards**

Avery Quantity = **889 square yards**

HCEI measured quantity: Not able to measure exactly since fabric was buried. Contractor quantity seems reasonable, recommend payment.

Field measurements – 20 feet width x SAY 400 feet long = **889 square yards**

“* - sta 200 to sta 600

ITEM 651.40 8” Grubbing Material, SY

Avery quantity from pay rec = 1252.8 square yds

HCEI measurement:

Big Slope – dimensions: 110 feet long x 55 feet wide = 673 square yads

Small Slope – dimensions: 322 feet long x 16 feet wide = 572 square yards

Total = 1245 square yds

Note: quantity reconciliation is close, recommend payment.

ITEM 900.640 – Underdrain, LF

Bid Quantity = **550 linear feet**

Avery Quantity = **550 linear feet**

HCEI Quantity: 550 Linear feet

Note: quantity matches, recommend payment

ITEM 900.640 – Drainage behind rip rap, LF

Bid Quantity = **360 linear feet**

POMFRET SLOPE QUANTITIES - CHECK

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Avery Quantity = **360 linear feet**

HCEI Quantity: stone behind rip rap was impossible to measure since buried behind topsoil

Note: quantity seems reasonable, recommend payment.

ITEM 900.640 – Boulder Toe Wall, LF

Bid Quantity = **210 linear feet**

Avery Quantity = **225 linear feet** (measured)

HCEI measured quantity: **195 Linear feet**

Note: Per input from Town, the contractor stated that the wall extended 10 to 15 feet into bank on off either end. Based on this total length = $195 + 15(2) = 225$ feet. Use 225 feet based on contractor input.

ITEM 900.640 – 24” HPPP, LF

Bid Quantity = **115 linear feet**

Avery Quantity = **115 linear feet**

HCEI Quantity: impossible to measure on slope. Seems correct – 75’ (slope) plus 40’ (Pomfret Road). Recommend payment.

Note: used HDPE pipe instead of HPPP pipe with elbow fittings in between two structures. HDPE pipe to allow for a shorter lead time on pipe order

ITEM 900.640 – 18” HPPP, LF

Bid Quantity = **40 linear feet**

Avery Quantity = **40 linear feet**

HCEI measured Quantity: 32 linear feet *

‘* Note: Contractor installed culvert by Hotaling driveway, culvert was provided by the Town, should account for the additional 8 feet. Recommend payment.

ITEM 900.640 – Stone Swale, LF

Bid Quantity = **570 linear feet**

Avery Quantity = **300 linear feet**

POMFRET SLOPE QUANTITIES - CHECK

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HCEI Quantity: not measured

Note: Approximately 570 feet of grass swales were installed instead of stone swale. Stone was used in some locations under swale topsoil. The 300 linear feet ($300 \times \$42/\text{ft} = \$12,600$) seems reasonable to compensate for partial stone placement and grass swales, recommend payment.

Town of Pomfret Selectboard
DRAFT Meeting Minutes
December 17, 2025

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

Public: Cynthia Hewitt, Frank Rogers, James Rattigan, Bob Crean, Liz Wellington, Mila Korobkova

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and Meg seconded adding the following items to the agenda: Town Line Signs before Item 5B (North Pomfret Cemetery Association Lands), and VTrans Meeting Debrief and Woodstock Ambulance Meeting Debrief before Item 5F (Warrants). Unanimous.
3. **Public Comment** – None.
4. **Road Foreman Report** – Truck #3 had the oil pan replaced; it rusted through and the vendor asserts it is not covered by warranty. Frank will check the warranty terms. Truck #4 (2015 one-ton) is going to Ted Green Ford on December 31 for inspection and brakes. Steve suggested that tree work be done if the weather cooperates. The soils report was reviewed. Emily suggested an RFP for engineering on the Pomfret Road paving project be conducted early next year, to allow the engineering work to be completed ahead of an RFP for paving in 2027.
5. **Items for Discussion of Vote**
 - a. **Letter of Support re: Local Schools** – This is a revised version of the draft considered at the December 3 meeting. It expresses Pomfret's commitment to maintaining a middle and high school in Woodstock as a regional hub. The revisions reflect Selectboard consideration of governance reform, state funding inequities, and maintenance of career and technical education opportunities. The letter references Pomfret's experience with Act 46, which resulted in the transfer of the town's elementary school to the supervisory union seven years ago without delivering promised education equity or efficiency. Public comment emphasized the importance of local schools to community economic vitality, family stability, and educational opportunity. After discussion, Ben moved and Meg seconded approval of the letter as presented. Unanimous. Ben will prepare an execution version for Selectboard members to sign and will circulate the signed copy to MVSU board members and state legislators.
 - b. **Town Line Signs** – Bob Crean sent photos of the newly designed town line signs. John moved and Steve seconded approval of **Vermont Green** (HEX #007834) as the color for the signs. Unanimous.
 - c. **North Pomfret Cemetery Association Lands** – During the meeting, John Moore emailed to say the deeds were not yet ready for review. As a result, discussion was deferred to the January 21, 2026 meeting.
 - d. **FY 2025 Town Report Deliverables** – Ben circulated a draft of the combined Selectboard Report and Budget Narrative report for review. The Selectboard was pleased with the draft and had no changes at this time. The initial draft of the warning was also discussed, and the Selectboard confirmed that the required informational hearing to discuss the articles to be voted upon will occur at the Pomfret Town Hall, 5233 Pomfret Road, and via Zoom on Saturday, February 21,

2026 at 9:00 AM. Other town departments and committees have begun submitting their reports to Cynthia as well.

- e. **FY 2027 Budget Discussion** – The Fire Department is switching insurance carriers, reducing their insurance cost by approximately one-third. The Selectboard continues to await final insurance pricing and other pending information needed to complete the budget for voter approval on town meeting day. Emily raised the concept of adding funding for a town administrator to assist with administrative functions and provide qualified municipal expertise. A line item for this was added and the Selectboard will discuss further at the January 7 meeting.
 - f. **Hydraulic Gate Changeover** – Frank reports that Fisher Auto Parts will purchase the old equipment and install new for the price of \$1,265.40. The Selectboard gave Frank the go-ahead to proceed with the changeover.
 - g. **VTrans Meeting Debrief** – Frank and Ben, along with project engineer Jon Harrington, met with VTrans staff to discuss the Pomfret Road Slope Stabilization Project. The primary issue discussed was a discrepancy between the quantities of work invoiced by Avery Excavation and the quantities calculated by Jon based on field surveys. VTrans indicated they likely will base grant reimbursement on Jon's verified calculations, which currently show a difference of approximately \$33,000 (representing approximately \$30,000 in additional town cost after accounting for the required 10% local match). Jon is re-verifying his numbers and will submit final calculations to VTrans. The tone of the meeting was generally constructive, with all parties attempting to resolve outstanding questions on project timing and expenses. Reimbursement of most or all project costs is expected in Q1 of 2026.
 - h. **Woodstock Ambulance Meeting Debrief** – Ben met with Woodstock finance staff regarding delinquent ambulance bills and difficulties encountered while attempting to collect past due amounts. They explained that they had turned collections over to an outside agency as of October 1. This year's delinquency now stands at approximately \$26,000, with six months of collections effort still remaining. The Selectboard will monitor collections results as the new outside agency process is implemented. Outstanding balances will be transferred to Pomfret in July 2026.
 - i. **Warrants** – Emily moved and John seconded approval for payment of the following warrants:

26053	\$	1,900.40	A/P
26055		12,845.00	Payroll
26056		57,546.89	A/P

Unanimous.
 - j. **Approval of December 3, 2025 Minutes** – John moved and Meg seconded approval of the December 3 meeting minutes as presented. Unanimous.
6. **Meeting Wrap Up**
- a. **Correspondence** – None.
 - b. **Review of Assignments** – Ben to circulate the approved local schools letter, invite Becky and Ellen to join the Selectboard at its January 7 meeting.
 - c. **Agenda for Next Meeting** – FY 2027 Budget Information Session, FY 2027 Budget Discussion, 2026 Annual Meeting Warning.
7. **Adjournment** – Steve moved and John seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:34 pm.