

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
April 1, 2026, 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. Appointment of Public Officers b. Dust Control and Winter Liquids c. Town Administrator Job Description d. WCSD Patrol Contract Renewal e. Local Emergency Management Plan (LEMP) Update f. Warrants g. Approval of March 18 and March 26, 2026 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. 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



~~Draft~~ March 23, 2026

TOWN OF POMFRET, VERMONT
SELECTBOARD

JOB DESCRIPTION
TOWN ADMINISTRATOR

The Town of Pomfret seeks professional, collaborative, and broadly skilled applicants for the new position of Town Administrator. To apply, please send a confidential PDF cover letter and resume via email to selectboard@pomfretvt.us. Receipt of applications will be acknowledged via email. Questions may be directed to the same address.

The Town of Pomfret is an equal opportunity employer.

The Town

Pomfret (population 916) is a rural residential and farming community with a small commercial hamlet anchored by the Skandena Six Ski Area, Teago General Store and Artistree Community Arts Center. Recently described as “one of the most beautiful locations in New England,” Pomfret is home to long term residents and newer arrivals attracted by the Town’s tremendous scenery, recreational opportunities, and convenient location. Remarkably diverse for its small size, Pomfret has a strong sense of community and civic spirit. Excellent schools, high quality of life, peace, and quiet place Pomfret among the most desirable places to live in Vermont.

The Position

The Town Administrator will be an employee of the Town of Pomfret, with general supervision and control over certain affairs of the Town, subject to the direction and oversight of the five member Selectboard. As a newly created position, the first Town Administrator will help define the role and how its responsibilities are discharged. [Pomfret anticipates the Town Administrator initially will be a part-time position requiring 25 to 30 hours per week.](#)

~~Pomfret anticipates the Town Administrator initially will be a full-time position. The position will be based in the Pomfret town offices and is not a remote or hybrid role. The position requires regular in-person attendance during town office hours and requires attending in-person meetings and events outside normal business hours. Specific responsibilities will include:~~

Commented [o1]: Would a part-time position receive benefits such as health insurance? PTO? If so, we should add that to the job description.

5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PH. 802-457-3861
FAX 802-457-8180

[HTTP://POMFRET.VT.US](http://pomfretvt.us)

Specific responsibilities will include:

- Acting as chief executive officer of the Town to efficiently and effectively carry out policies adopted by the Selectboard.
- Attending all Selectboard meetings, including executive sessions, and serving on Selectboard committees ex officio.
- Preparing Selectboard meeting agendas in consultation with the Selectboard chair, and preparing meeting minutes for Selectboard review and approval.
- Preparing and submitting reports and making recommendations to the Selectboard as directed or as the Town Administrator deems advisable.
- ~~Supporting the Selectboard in~~ Developing policies for the general direction of Town affairs, including long range planning documents and capital plans in consultation with the Capital Planning Committee, and with input from department heads and other stakeholders.
- ~~{Preparing a preliminary~~ • Assist the Selectboard in preparing the annual budget for the Town ~~with~~ by gathering input from department heads and other stakeholders ~~† and submitting the same to the Selectboard for review and approval.~~
- ~~Coordinating with~~ Supervising other employees of the Town (currently four) and ~~providing recommendations to the Selectboard~~ advising on the appointment and hiring of officials and employees, the setting of salaries, the management of benefits, and the discipline or discharge of employees.

[†] ~~Note to Selectboard:~~ Do we wish to include this responsibility? The Selectboard historically has closely managed all stages of budget development.

- ~~Supporting the Town Clerk and Town Treasurer in the discharge of their duties, including assisting with routine clerk and treasurer transactions, payroll, tax billing, recordkeeping, and other office functions as needed.~~

- Administering regulatory compliance programs, including Commercial Driver's License random drug testing, periodic driving record reviews, and related database management.
- Coordinating town insurance matters through the Vermont League of Cities and Towns (VLCT).
- Overseeing building maintenance and facilities-related issues for municipal buildings.
- Preparing requests for proposal and obtaining competitive quotations, reviewing the same, and making recommendations to the Selectboard on purchases of equipment, supplies and services in accordance with the Town's Purchasing Policy.
- Making application for and administering state and federal grants.
- Preparing monthly and annual financial reports in coordination with the Town Treasurer, and gathering information for and assisting with preparation of the annual Town Report.
- Liaising between the public and the Selectboard, including during regular office hours on days and at times to be determined by the Selectboard.
- Other responsibilities as may be assigned by the Selectboard.²

Commented [o2]: Since this relates to the Hwy Dept, I suggest either delete as it is covered in under supervising other employees of the Town.

Commented [o3]: I would omit the list of other responsibilities as in your note. We can deal with that if and when it happens.

Commented [o4]:

The Candidate

² ~~**Note to Selectboard:** Other possible responsibilities not listed above include zoning administration and delinquent tax collection, if/when the incumbents decline to continue in those roles. Depending on the individual hired and the evolution of the role, one or both functions could be incorporated at a later date.~~

The ideal candidate will be a collaborative leader who can inspire confidence in the public, Town department heads and employees, and other government leaders. The Town Administrator should be an effective communicator, both in person and in writing. This is a public-facing position for an individual who genuinely enjoys engaging with people and marshaling available resources to solve problems, complete projects and deliver services. Pomfret seeks applicants with public sector management experience, preferably in New England town government, though the Selectboard is also open to non-traditional candidates. An associate's degree is required, preferably in a relevant discipline. Candidates must demonstrate working knowledge of local government management, the ability to resolve conflict and solve problems, budget development and management experience, and a willingness to engage and become part of the community. Anticipated starting salary is between \$[40,000] and \$[55,000] commensurate with qualifications and experience. Candidates should have a reasonable commuting distance as the role will require attending in-person meetings and events outside normal business hours.

~~Anticipated starting salary is between \$[65,000] and \$[80,000] commensurate with qualifications and experience, reflecting the full-time nature of the position and the range of responsibilities described above. Candidates must be able to commute to the Pomfret town offices on a regular basis.~~

The Process

A hiring committee of two Selectboard members ~~and two members of the public~~ will hold ~~at the~~ first round of interviews. A second round of interviews will be held by the entire Selectboard and ~~will include~~ may include interactions with other employees and elected officials. Applicants will remain confidential through at least the first round. An initial review of resumes is anticipated on or about [April 15, 2026]. This position will remain open until filled.

Commented [o5]: Leave this range

Commented [o6]: Do not include this on the job posting.

Commented [o7]: I think this needs to be kept inhouse with just SB conducting the interviews.

Commented [o8]: Date needs to be changed???

Suggested Assistant Treasurer

March 2026

This is a training position to become the town treasurer, with the expectation that after becoming fluent in the position, the candidate will consider how to change the work to take advantage of digital record retention, and other up-to-date technologies to streamline / modernize the tasks. As there are some tasks that occur on an annual basis, others quarterly, there is a significant training period.

At this time, the position involves more than statutory municipal treasurer duties.

Hours: 8:30-2:30, Monday, Wednesday, and Friday.

Preferred candidate would be a Pomfret resident. Bookkeeping experience would be valuable, but can train...if other work experience is complimentary.

This is an in-person job, as it involves staffing the office during business hours.

Some specific training on NEMRC municipal software will be needed.

Training as Notary Public will be required.

Duties: answer phones, emails; process payroll, bill paying, accept and post tax payments, maintain accurate records and reconcile town accounts. Calculate tax rate in conjunction with listers; prepare annual tax bills and maintain records of revised tax bills. Ensure that duties are handled according to established policies and procedures.

Good time management, organizational skills and ability to work independently needed.

Required computer knowledge: Excel, Word, Microsoft office and cloud offerings, as well as knowledge of computer security, email scams, and other hacking techniques to maintain secure computer records.

Digital record keeping will become necessary; how to achieve and organize this will be a significant change to current operations. Whether digital or paper-based, organized, timely and accurate record keeping is necessary.

Standard language: works well with others and the public, good communication skills both verbal and written, accuracy whether with numbers or other records is crucial. Positive attitude...

Annual salary or hourly? Would hope for minimum of \$25/hour or more based on resume and experience, with ability to rapidly increase along with job knowledge and competence.

No health insurance, or other benefits. 11 holidays/year and flexibility with vacations that involves coordinating with other office staff.



WINDSOR COUNTY SHERIFF'S DEPARTMENT

LAW ENFORCEMENT SERVICES CONTRACT

WINDSOR COUNTY SHERIFF'S DEPARTMENT

LAW ENFORCEMENT SERVICES CONTRACT

The following agreement is between the Windsor County Sheriff's Department (hereinafter referred to as "Sheriff's Department") and the Town of Pomfret, a governmental entity (hereinafter referred to as "Town") (individually, "Party," collectively, the "Parties").

RECITALS

The parties recite and declare:

- A. The Sheriff's Department, as part of its normal business, provides law enforcement services on a contractual basis to governmental and nongovernmental entities.
- B. The Town needs additional police presence in the Town to respond to police emergencies, enforce criminal laws, and enforce certain municipal ordinances, including the regulation of speed in the Town of Pomfret and other ordinances that the Town identifies to the Sheriff's Department.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other valuable consideration provided, and intending to be legally bound by the terms of this Agreement, the Parties hereby agree to the following:

SECTION ONE

SERVICES TO BE PROVIDED

- A. The Sheriff's Department shall provide to the Town fully equipped and trained Deputy ~~Sheriff's~~ Sheriffs in patrol vehicles, and the Deputy ~~Sheriff's~~ Sheriffs shall patrol the Town as follows. The patrol services shall average Ten (10) hours per week, to be spread over no less than Two (2) days per week. Patrol services shall be on days and times as agreed to by the Sheriff's Department and the Town. The Town may identify certain areas of the Town for particular focus by the Sheriff's Department, and the Sheriff's Department shall then concentrate its patrol in those areas. In addition to regular patrols, the Sheriff's Department shall provide emergency response services as needed.
- B. It is understood and agreed that the above-mentioned services shall include, and not be limited to, the following activities: investigations; office work, such as compiling reports and arrest records; and court proceedings, which may include meeting with prosecutors, participating in depositions, and court appearances for hearing and trials.



- C. The Town, from time to time, and no less than quarterly, shall provide the Sheriff's Department with its written assessment of the town's priorities likely to require law enforcement action. Patrol activities shall be scheduled to focus on these priorities. The Sheriff's Department shall provide quarterly reports to the Town that outline department statistics and activity, and the parties shall engage in discussions as needed to evaluate any issues or concerns, in order to keep a good working relationship.

SECTION TWO

TERM OF AGREEMENT

The Services to be provided under this Agreement will be for the period of July 1, ~~2025~~2026 to June 30, ~~2026~~2027.

SECTION THREE

LAW ENFORCEMENT

The Sheriff's Department shall enforce all state laws during the Agreement. In the event the Town identifies one or more Town ordinances to be enforced by the Sheriff's Department, and provides copies of said ordinances to the Sheriff's Department, the Sheriff's Department shall enforce said ordinances. Notwithstanding the foregoing, the Sheriff's Department shall enforce any Town ordinance regulating the speed of motorized vehicles, regardless of whether the Town has identified that ordinance or provided a copy of that ordinance to the Sheriff's Department.

SECTION FOUR

CHARGES AND FEES

- A. Regular Fee: The Sheriff's department shall charge an hourly fee of (i) ~~\$60~~75.00 ~~until for the later of (x) December 31, 2025, and (y) the date on~~ services set forth in Section One, which at least 260 hours have been delivered under this Agreement, and (ii) \$75.00 thereafter ("Regular Fee"). ~~The Regular Fee~~ shall be invoiced and paid ~~monthly~~per month ("Regular Fee"). Mileage and regular office expenses are included in the Regular Fee. As provided in Section Five, the Sheriff's compensation is also included in the Regular Fee.
- B. Extra Patrol Services may be requested and billed at \$75.00 an hour for non- holidays. Extra Patrol services on State Holidays shall be billed at \$100.00 an Hour. The Sheriff's Department will work to fill these requests, when possible, but they are not guaranteed.
- C. Monthly Report: The Sheriff's Department shall provide a monthly summary of services provided during the month by the tenth (10th) day of each month following



the month services were incurred. The report will detail the hours worked and services provided.

SECTION FIVE

SHERIFF'S COMPENSATION INCLUDES AN AMOUNT FOR ADMINISTRATION

Pursuant to 24 VSA § 291a(c), the Sheriff, as administrator of the services to be provided under this Agreement, is entitled to compensation at a rate not to exceed 5% of the contract for work performed by the Sheriff's Department. The Sheriff's portion of the Regular Fee is already included in the Regular Fee set forth above.

SECTION SIX

PAYMENT OF FEES AND CHARGES

The Town agrees to pay the monthly portion of the Regular Fee, as defined herein, to the Sheriff's Department in full no later than 30 days following the receipt of each invoice.

SECTION SEVEN

EQUIPMENT

The Sheriff's Department shall provide whatever equipment its officers might need in order to carry out its duties under this Agreement. If any funds are provided to the Sheriff's Department from any source to purchase equipment that is used in the Town, the Town waives any ownership interest in any of that equipment.

SECTION EIGHT

OFFICER CONTROL AND DISCRETION

The Sheriff's Department shall, at all times, retain control of all police practices and decisions, except that Deputy Sheriff's shall not use their own private vehicles. These decisions shall include, but are not limited to, the forwarding of criminal offenses to the prosecutor and the follow-up of evidence of criminal activity. The Sheriff's Department and the Town agree that the duties and work assignments are to be conducted after mutual agreement by the Sheriff's Department and the Town as set forth in Section One. The



Town shall provide a single point of contact to the Sheriff's Department, for example, the Selectboard Chair or their designee, to deal with all issues related to this Agreement.

SECTION NINE

ENTIRE AGREEMENT

This Agreement shall constitute the entire agreement between the parties and that any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either Party except to the extent incorporated in the Agreement.

SECTION TEN

MODIFICATION OR TERMINATION OF AGREEMENT

- A. The parties may amend this Agreement at any time by mutual agreement, evidenced by a writing signed by each Party or an authorized representative of each Party.
- B. Any Party may terminate this Agreement at any time by providing at least thirty days' written notice thereof to the other Party.

SECTION ELEVEN

NOTICES

- A. Any notice provided for or concerning this Agreement shall be in writing and deemed sufficiently given when sent by certified or registered mail or hand delivered, to the respective address of each Party, as provided below:

Town of Pomfret
~~Windsor County Sheriff's~~
~~Dept.~~ 5218 Pomfret Road
~~PO Box 478~~
Pomfret, VT 05053

Windsor County Sheriff's Dept.
62 Pleasant Street
Woodstock, VT 05091

- B. In the event either Party changes its mailing address, the Party shall promptly provide written notice thereof to the other Party.



SECTION TWELVE

INSURANCE

The Sheriff's Department shall carry ~~liability~~liability insurance coverage, workmen's compensation for its officers, and such other insurance coverage, no less than the amounts set forth on the insurance certificate attached to this agreement as Schedule A, including coverage for any vehicles used in the performance of this agreement. The Sheriff's Department agrees to indemnify, defend and hold harmless the Town from any, and all, claims related to its work under this Agreement.

SECTION THIRTEEN

DISPUTE RESOLUTION

The Parties shall try to resolve any dispute between them by negotiation. In the event they are unable to resolve their dispute in a timely manner, not to exceed forty-five (45) days, the Parties agree to submit their dispute to mediation and to share equally in any mediation fee.

Dated: _____ ~~Dated:~~ _____

Town of Pomfret

Windsor County Sheriff's ~~Office~~ _____

By: _____

_____ Dept.

By: _____

By: _____

~~Ryan P. Palmer, Sheriff~~ ~~Benjamin~~

~~Brickner~~ By: _____

Windsor County Sheriff's Representative

Dated: _____

Town Manager or Selectboard Chair



Schedule A

Insurance Certificate

Attached.

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

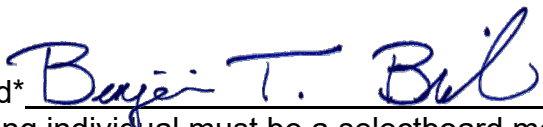
REMC Representatives	
REMC Emergency Services Appointee	Jake Astbury
Email	
EMD REMC Representative	Kevin Rice
Email	

Municipality	Pomfret
LEMP Adoption Date	May 7, 2025
NIMS Adoption Date	May 7, 2014
EMD Name	Kevin Rice
Position	EMD
Primary Phone	
Alternate Phone	
Email	
Public contact information	802-457-3861
POC 2 Name	Benjamin Brickner
Position	Selectboard Chair
Primary Phone	
Alternate Phone	
Email	benjamin.brickner@pomfretvt.us
POC 3 Name	Tory Littlefield
Position	EMC
Primary Phone	
Alternate Phone	
Email	

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* /s/ Kevin Rice Printed Name: Kevin Rice
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed*  Printed Name: Benjamin Brickner, Selectboard chair
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption		
☐	Completed Municipal Adoption Form	
☐	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
☐	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
☐	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
☐	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
☐	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
☐	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
☐	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
☐	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan**1. Emergency management planners**

These are the people who wrote and maintain this plan. This must include the EMD.

Kevin Rice (EMD), Tory Littlefield (EMC)

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?

EMD, EMC, Selectboard, Fire Chief

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EMD	Supervises and directs all EOC activities coordinating municipal support and response
EMC	Staffs phones and radio
	Tracks and answers any Requests For Information (RFI)
	Tracks and coordinates any Requests For Support (RFS)
Town Clerk	Produces and posts public information and press releases
Selectboard	Authorizes or (in case of emergency) ratifies service contracts obligating the Town.

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Tory Littlefield	
Kevin Rice	
Steve Chamberlin	/ steve.chamberlin@pomfretvt.us
Robert Coates	
Neil Lamson	
Bill Emmons	
Frank Perron	
Terri Chamberlin	

Primary EOC location

Facility address:	Pomfret Town Office / 5218 Pomfret Road
Phone numbers:	802-457-3861
Equipment and notes:	☒ generator ☒ internet ☒ phone line ☐ computers ☒ copy machine ☒ projector or large screen ☐ food prep

Local Emergency Management Plan

Alternate EOC location (if applicable)	
Facility address:	Teago Fire Station/ 2026 Pomfret Road
Phone numbers:	802-457-1125
Equipment notes:	☒ generator ☒ internet ☒ phone line ☐ computers ☒ copy machine ☒ projector or large screen ☒ food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
Selectboard, as authorized or (in case of emergency) ratified by a quorum of the Selectboard at a publicly posted meeting. There are no established emergency spending limits.		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
Town or city owned resources (if applicable)		
Type of resource	Name	Contact information
Town Garage – 1 grader, excavator, equipment trailer, 4 dump trucks, loader, wood chipper, sand/gravel, traffic cones, road closure signage	Frank Rogers, Road Foreman	802-369-0225
Pomfret-Teago Fire Department – rescue truck, portable generator, 1 all-terrain vehicle, 1 brush truck, 2 pump engines, traffic cones	Jake Astbury, Fire Chief	
Businesses with standing municipal contracts (if applicable)		
Type of resource	Name	Contact information
Gravel/stone	Pike Industries	
Pipes, sewer, valves	Ferguson Waterworks	
Sand	D&D Excavating	
Other local resources (if applicable)		
Type of resource	Name	Contact information
Excavating/heavy equipment	Chase Site Services	
Excavating/heavy equipment	Tom Havill	
Forestry equipment	Chippers	

Local Emergency Management Plan

Excavating/heavy equipment	OK Chase & Sons	802-457-3499
Excavator	Frank Perron	802-457-3402
Excavator	John Moore	802-457-3433
Carpenter	Josh Trimpi	802-280-5898
Tree Service	Musson Brothers Tree Surgeons	802-299-1404
Food	Teago General Store	802-457-1626
State support that is usually at no cost to the municipality: • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency State support and resources the municipality will normally eventually have to pay for: • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering					2	Water Valve Maintenance Truck				N/A	

*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

Local Emergency Management Plan**4. Public Information and Warning**

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management: 800-347-0488 Put link on website Put information cards in tax bill
Important local websites or social media channels (if applicable):	Pomfretvt.us Listserv
Local newspaper, radio, TV (if applicable):	Vermont Standard Valley News
Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641 . Two must be in town and the third must be in or near the town clerk's office.	Teago General Store No. Pomfret post office Town office
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i>	

Local Emergency Management Plan**5. Organizations and communities requiring additional coordination**

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)	EMD and Incident Commander can contact local PSAP or Watch Officer at 1-800-347-0488 during or in the days before an incident in order to receive CARE registry information
Thompson Senior Center	802-457-3277	Meals on Wheels, senior support
Vermont Disaster Animal Rescue Team	802-828-2421	Disaster related support for animals
Vermont Large Animal Technical Rescue Coalition	802-355-7219	Large animal rescue support
American Red Cross	800-464-6692	Sheltering and financial assistance
Prosper Valley School	802-457-1234	5 th and 6 th grade students
Upper Valley Haven	802-295-6500	Poverty and unhoused people support
Artistree Community Arts Center	802-457-3500	Large network of area residents to send information out
Abbott Memorial Library	802-457-2236	Network of residents to send information out
Mountain Views Supervisory Union	802-457-1213	Local school district to send information out

Local Emergency Management Plan**6. Shelters**

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Teago Fire Station / 2026 Pomfret Road	
Facility contact(s):	Jake Astbury / Terri Chamberlin, [REDACTED]	
Shelter manager:	Terri Chamberlin	
Staff requirements:	Two staff needed while open	
Services (select all the apply):	☒ Warming center ☐ Showers ☐ Cooling center ☒ Generator ☐ Overnight shelter ☐ Pets allowed ☒ Food preparation	
Daytime capacity:	10	
Overnight capacity: (if applicable)	n/a	
Notes:	Internet and phone available	

Alternate local shelter (if applicable)

Location and address:	Town Office / 5218 Pomfret Road	
Facility contact(s):	Becky Fielder. Emily Grube, 802-457-3861, [REDACTED]	
Shelter manager:	Becky Fielder	
Staff requirements:	Two staff are needed while open	
Services (select all that apply):	☒ Warming center ☐ Showers ☐ Cooling center ☒ Generator ☐ Overnight shelter ☒ Pets allowed ☐ Food preparation	
Daytime capacity:	10	
Overnight capacity:	n/a	
Notes:	Internet and phone available	

Local Emergency Management Plan

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Town of Pomfret LEMP - Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Kevin Rice				
EM Coordinator	Tory Littlefield				
Local response organization contacts					
Pomfret Teago Fire Chief	Jake Astbury				
North Pomfret Station	Jake Astbury				
Assistant Fire Chief	Terri Chamberlin				
Assistant Fire Chief	Greg Olmstead				
Fast Squad Chief	Frank Perron				
Local dispatch center	Woodstock Police & Fire	802-457-1420			
Vermont State Police	VSP Royalton Barracks	802-234-9933			
Windsor County Sheriff		802-457-5211			
Local public works contacts					
Road foreman	Frank Rogers	802-369-0225	802-457-2767		
Town garage		802-457-2767			
Municipal government contacts					
Selectboard Chair	Ben Brickner				Benjamin.brickner@pomfretvt.us
Selectboard Vice Chair	John Peters, Jr.				john.peters@pomfretvt.us
Selectboard Member	Steve Chamberlin				steve.chamberlin@pomfretvt.us
Selectboard Member	Meg Emmons				meg.emmons@pomfretvt.us
Selectboard Member	Emily Grube				emily.grube@pomfretvt.us
Selectboard AA	Cynthia Hewitt				Cynthia.hewitt@pomfretvt.us
Town clerk	Becky Fielder	802-457-3861			clerk@pomfretvt.us
Town treasurer					
Town health officer	Hugh Hermann				

Town of Pomfret LEMP - Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Forest fire warden	Frank Perron	[REDACTED]	[REDACTED]		[REDACTED]
Tree Warden	Cy Benoit				[REDACTED]
Animal control officer/Constable	Doug Tuttle	[REDACTED]			[REDACTED]
E911 Coordinator	Becky Fielder	802-457-3861	[REDACTED]	[REDACTED]	[REDACTED]
Prosper Valley School	Bob Crean	[REDACTED]	[REDACTED]		[REDACTED] bob.crean@mtnviews.org
Mountain View Supervisory Union	Devyn Workman	802-457-1234 ext1801			devyn.workman@mtnviews.org
Other contacts (including neighboring EMDs)					
Town of Woodstock	Eric Duffy (EMD)	802-457-3456			eduffy@townofwoodstock.org
Town of Hartford	John Haverstock	802-295-9353			
Town of Barnard	Mike Manning	802-234-9211			
Town of Sharon	Nathan Potter	802-333-9696			
Town of Bridgewater	Owen Astbury				[REDACTED]

Town of Pomfret Selectboard
DRAFT Meeting Minutes
March 18, 2026

Present: Benjamin Brickner, John Peters, Steve Chamberlin, Emily Grube, Marge Wakefield

Public: Frank Rogers, Cynthia Hewitt, Eric Chase, Doug Tuthill, Jonathan Vass, Ellen DesMeules, Cyrus Benoit, John Moore, Patrick Potter, Sandra Filiault, "Michael"

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – *None*.
3. **Public Comment** – *None*.
4. **Road Foreman Report** – Frank reported that all equipment is in good working order. The highway crew is transitioning from winter to spring operations, addressing potholes and managing mud season conditions. The crew grades and applies hard pack in the early morning hours while roads remain frozen. No further equipment updates were reported.
5. **Items for Discussion or Vote**
 - a. **Road Reclamation Engineering Services RFP** – Emily reported that she, Frank, and Allyn Ricker prepared the RFP, which was included in the meeting packet. The RFP contemplates issuance on March 18, with proposals due April 15, questions due April 1, and answers by April 8. The Selectboard will award at the May 6 meeting. The RFP covers three separately bid phases: detailed specification of treatment options; final design; and bid analysis assistance. Existing boring and core sample data will be included as an exhibit. The RFP will be posted to the town website, the Vermont construction bid registry, and the Local Roads listserv. John moved and Steve seconded approval of the RFP as presented. Unanimous.
 - b. **Road Reclamation Clerk of the Works** – Emily recommended Allyn Ricker to serve as Clerk of the Works, overseeing the road reclamation project on the town's behalf through bid review and construction. Mr. Ricker previously served in this role for the Cloudland Road bridge project. He has agreed to serve on an as-needed basis at \$90 per hour with no benefits. Total hours are unlikely to reach the 167-hour threshold requiring competitive procurement. Emily moved and Steve seconded approval of the engagement of Allyn Ricker as Clerk of the Works at \$90 per hour. Unanimous.
 - c. **Dust Control and Winter Liquids** – Frank reported that the town does not yet have a contract for the upcoming season. He has been in contact with two vendors: AllState (calcium chloride, current-year pricing expected in April) and Innovative Solutions (magnesium chloride, with a new spray system included under a three-year service contract). Frank will obtain formal written quotes from both vendors, with product and equipment costs itemized separately, for the April 15 meeting.
 - d. **Certification of Compliance Update (Codes and Standards)** – Following the Selectboard's execution of the Certificate at the March 4 meeting, VTrans notified the town that the standards had been updated and the form was not current. The new January 2026 Town Road and Bridge Standards include one substantive change: a new Section 5 requiring minimum 18-inch culverts, which Pomfret already follows. The optional sections are not adopted, consistent with prior years. Ben moved and John seconded adoption of the January 2026 standards and

certification of the town's compliance. Unanimous. The Selectboard signed the updated Certificate of Compliance. Ben will submit it to VTrans.

- e. **Appointment of Public Officers** – Cynthia reported that she had contacted all appointees whose terms are expiring and received responses from most. Emily moved and John seconded the appointments listed below. Unanimous. Ben noted for the record that his spouse appears on the list.

- i. *Library Trustee* – Jan Salstrom (until next annual town meeting)
- ii. *Library Trustee* – Katie Brickner (until next annual town meeting)
- iii. *Citizen Trustee of the LaBounty Fund* – Mike Doten (until March 31, 2027)
- iv. *E911 Coordinator* – Becky Fielder (until March 31, 2027)
- v. *ECFiber* –
 1. Alan Graham (*primary*) (until last Monday in April 2027)
 2. Betsy Rhodes (*1st alternate*) (until last Monday in April 2027)
 3. Eric Jahn (*2nd alternate*) (until last Monday in April 2027)
- vi. *Emergency Management Director* – Kevin Rice (until March 31, 2027)
- vii. *Planning Commission* –
 1. Cy Benoit (until March 31, 2029)
 2. Bill Emmons (until March 31, 2029)
- viii. *Town Service Officer* – Sheila Murray (until March 31, 2029)
- ix. *Tree Warden* –
 1. Cy Benoit (until March 31, 2027)
 2. Alan Graham (*deputy*) (until March 31, 2027)
- x. *TRORC Board of Directors* –
 1. Bill Emmons (*primary*) (until March 31, 2027)
 2. Tyler Wellington (*alternate*) (until March 31, 2027)
- xi. *Vermont Ethics Commission Liaison* – Becky Fielder (until March 31, 2027)
- xii. *Zoning Board of Adjustment* – Michael Schmell (until March 31, 2029)

The following positions remain vacant: Constable; three auditor positions; TRORC Transportation Advisory Committee member; and two Zoning Board of Adjustment positions.

- f. **Homestead Declaration Filing Penalty** – Ben introduced this item as a discussion of whether to adopt the state-authorized penalty for late filing of Homestead Declarations (HS-122 forms). Ellen provided background on the billing process and noted that 17 to 23 taxpayers per year have filed late in recent years. The Selectboard discussed concerns about the all-or-nothing nature of the 3% minimum penalty and the difficulty of distinguishing deliberate non-filers from taxpayers relying on accountants who filed extensions. Ellen noted that the state has recently hired personnel to monitor homestead declaration compliance. The Selectboard agreed to take a wait-and-see approach for the current year and revisit the question in 2027.
- g. **Town Administrator Job Description** – A draft job description was circulated in the meeting packet. The Selectboard discussed several areas for revision: the position should be designated as in-person; the hours should be increased toward full-time; the description should more clearly reflect an administrative rather than managerial role; and the salary range should be adjusted accordingly. The Selectboard agreed to review the draft individually and submit written revisions to Ben within the week. Cynthia will prepare a revised draft for discussion at the April 1 meeting.

- h. **Permit to Hold Road Event (Runamuck 50k)** – Jonathan Vass appeared to present his application for the Runamuck 50k on April 11, 2026, starting and finishing at Saskadena Six. The course traverses various Pomfret roads. Jonathan expects up to 100 entrants and will provide course marshals, adequate signage, and medical support. His annual insurance certificate from USA Track and Field is pending and will be sent to the Town Clerk upon receipt. Emily moved and John seconded approval of the road event permit, conditioned on receipt of the insurance certificate prior to the event. Unanimous.
- i. **Large Event Permit (Runamuck 50k)** – John moved and Emily seconded approval of the Large Event Permit for the Runamuck 50k at Saskadena Six, conditioned on receipt of the insurance certificate prior to the event. Unanimous. Ben will send the approved permit documents to Mr. Vass.
- j. **Liquor License Renewals (Abracadabra Coffee Company)** – The Selectboard considered three renewals: first class, third class, and outdoor consumption licenses. John noted for the record that his daughter is an employee (not an owner) of Abracadabra and that he does not believe this constitutes a conflict of interest. The Selectboard briefly discussed the outdoor consumption license and noted that Abracadabra’s use of that license remains subject to their zoning approvals. Ben will again ask the Department of Liquor and Lottery to annotate the license accordingly, and will ask Zoning Administrator Preston Bristow to remind the company of the parameters of their outdoor consumption license. Steve moved and Marge seconded approval of all three renewals. Unanimous.
- k. **Liquor and Tobacco License Renewals (Teago General Store)** – Emily moved and Marge seconded approval of renewals of the second-class and tobacco licenses for the Pomfret Road General Store (Teago General Store). Unanimous.
- l. **Town Plan Update Process and Timeline** – Ben introduced this item to discuss how to proceed with the town plan. The Planning Commission has approved a draft; TRORC declined to approve it and provided written comments. The Selectboard must hold a hearing and approve a plan by August or the process restarts. Doug Tuthill, John Moore, and others commented on the TRORC comments and the broader context of Act 181. Mr. Moore noted a provision of 24 V.S.A. § 4302 allowing a planning body to identify specific state goals as not relevant or attainable, provided it describes the situation in the plan. He also noted that he had contacted Brandy Saxton of Place Sense in Windsor – a consultant who previously assisted Pomfret – to inquire about her availability to help address TRORC’s technical comments. Emily moved and John seconded authorization for the Planning Commission to engage Brandy Saxton to address TRORC’s technical comments, and to proceed toward a Selectboard hearing once those corrections are made. Unanimous.
- m. **Warrants** – John moved and Emily seconded approval for payment of the following warrants:

26086	14,296.66	Payroll
26087	91,031.92	A/P
26088	9.53	Tax Refund

 Unanimous.
- n. **Approval of March 4, 2026 Minutes** – John moved and Emily seconded approval of the minutes of the March 4, 2026 regular Selectboard meeting as presented. Unanimous.

6. **Meeting Wrap Up**

- a. **Correspondence** – Ben reported receiving an inquiry regarding driveway access upon a legal trail and will research the matter.
- b. **Review of Assignments** – Cynthia to post the RFP to the Local Roads network; invite Mike Rebentisch and Casey Carmichael to the April 1 meeting. Ben to post the RFP to the town website and the VTrans bid registry; send permit documents to Jonathan Vass; submit the Certificate of Compliance to VTrans; contact Preston Bristow and the Department of Liquor and Lottery regarding the Abracadabra outdoor consumption license; compile Selectboard revisions to the Town Administrator job description; post remaining officer vacancies on the listserv. All members to send written revisions to the Town Administrator job description to Ben within the week. Frank to obtain itemized written quotes from AllState and Innovative Solutions for the April 15 meeting.
- c. **Agenda for Next Meeting** – Town highway grant applications; Town Administrator job description; constable discussion (Mike Rebentisch); ZBA appointment (Casey Carmichael).

7. **Executive Session**

- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous. The Selectboard entered executive session at 9:19 pm.
- b. Marge moved and Steve seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 10:12 pm, with no decisions having been made therein.

8. **Adjournment** – John moved and Marge seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:12 pm.

Town of Pomfret Selectboard
DRAFT Special Meeting Minutes
March 26, 2026

Present: Benjamin Brickner, John Peters, Emily Grube, Marge Wakefield

Public: Frank Rogers, Ellen DesMeules

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – None.
3. **Public Comment** – None.
4. **Items for Discussion or Vote**
 - a. **Town Highway Structures Grant Application** – The Selectboard reviewed an application for a VTrans Highway Structures grant to replace a culvert on Pomfret Road. Frank presented the application, which was based on the prior year's submission with updated dates, contact information, and a revised cost estimate. Based on updated pricing, the Selectboard agreed to reduce the requested amount to \$225,000. The Selectboard also discussed detour routing during construction, including potential use of Dana Road and Johnson Road. Emily moved and Marge seconded approval. Unanimous roll-call vote.
 - b. **Town Highway Class 2 Roadway Grant Application** – The Selectboard reviewed an application for a VTrans Class 2 Roadway grant for paving on Pomfret Road. The Selectboard discussed the applicable road segment, noting that the precise location will depend on the results of the ongoing engineering study. The application was amended to include a note that the location may shift pending results of the engineering study, expected to be complete in summer 2026. Emily moved and Marge seconded approval of the application as amended. Unanimous roll-call vote.
 - c. **SFY27 Municipal Road Grant-in-Aid Letter of Intent** – The Selectboard reviewed a letter of intent for state fiscal year 2027 Municipal Road Grant-in-Aid funding to support continued roadside ditching. Frank confirmed the letter was ready to submit. Emily moved and Marge seconded approval. Ben will sign and submit the letter of intent to VTrans on behalf of the Selectboard. Unanimous roll-call vote.
 - d. **Certification of Compliance Update (Codes and Standards)** – The Selectboard took up the VTrans Certification of Compliance with Codes and Standards again. Ben explained that after the Selectboard's prior submission – which had checked "no" for optional standards, consistent with the town's 2019 practice – VTrans called to advise that doing so could reduce FEMA disaster relief eligibility in the event of a declared disaster. VTrans recommended that the town check "yes" for all standards, given that Frank confirmed Pomfret already abides by them. The Selectboard reviewed Section 6 of the updated form and, with Frank's input, revised the sub-base specifications: for gravel roads, from 15 inches with a 3-inch top course to 18 inches with a 6-inch top course; and for paved roads, to an 18-inch sub-base. The Selectboard also left blank a field calling for the date of adoption of town-specific standards, as Pomfret has not adopted separate local standards. Marge moved and Emily seconded approval. Unanimous roll-call vote.
 - e. **Town Administrator Job Description** – Ben presented a revised draft job description incorporating changes discussed at the prior meeting. The Selectboard discussed the scope of the position at length. Topics included: the expectation that

the position will be full-time and the associated budget implications, given that the FY2027 budget line was set at \$59,500 against a proposed salary range of \$65,000–\$80,000; whether highway payroll could appropriately be used to offset a portion of the cost given the administrative duties the position would perform for the highway department; the appropriate balance between supporting the Selectboard, assisting the Town Treasurer, and assisting the Town Clerk; and the hiring process. With respect to the hiring committee, the Selectboard agreed to remove the provision for two members of the public on the first-round interview committee, on the grounds that the position is an internal support role requiring specialized understanding of municipal operations. The Selectboard agreed that the description should be pared down and made more concise, and that support for the Town Clerk and Town Treasurer should be elevated to a more prominent position in the description, with language underscoring that such support will be substantial. Discussion to continue at the April 1 meeting.

- f. **Liquor License Renewal (Woodstock Resort Corporation)** – The Selectboard reviewed three liquor license renewal applications for the Woodstock Resort Corporation at Saskadena Six, covering beer and wine for on-premises consumption, liquor for on-premises consumption, and liquor for outside consumption on the deck. Emily moved and Marge seconded approval of all three renewals. Unanimous roll-call vote.

5. **Meeting Wrap Up**

- a. **Correspondence** – Emily forwarded an opioid settlement distribution. An email was received from Keri Bristow, a Woodstock resident organizing 250th anniversary events planned for July 3–5, 2026, requesting volunteers and financial contributions. Ben forwarded the email to Pomfret's 250th Anniversary Committee, which is already in contact with the Woodstock organizing committee. The Selectboard agreed that the 250th Anniversary Committee is the appropriate channel for coordination on this matter. Hartford circulated a draft Local Hazard Mitigation Plan (LHMP) to adjacent towns for review and comment, with feedback requested by the end of April. Kevin Rice, Pomfret's Emergency Management Director, is coordinating the review with assistance from a neighbor with relevant expertise. Marge will follow up with Kevin. Ben will coordinate with Preston Bristow, zoning administrator, on a potential driveway access permit.
- b. **Review of Assignments** – Ben will submit the VTrans grant applications, notify Becky of the liquor license renewals, and follow up with Preston regarding the access permit matter. Marge will follow up with Kevin regarding the Hartford LHMP review and send input on the Town Administrator job description ahead of the next meeting.
- c. **Agenda for Next Meeting** – Town Administrator job description; appointment of officers; LHMP/LEMP; dust control and winter liquids.

6. **Executive Session**

- a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous roll-call vote. The Selectboard entered executive session at 8:21 pm.
- b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous roll-call vote. The Selectboard exited executive session at 8:46 pm.

- 7. **Personnel Matter** – Ben moved and Marge seconded that the Town of Pomfret terminate the employment of the road crew member discussed in executive session, effective

March 27, 2026, and that the chair be authorized to notify the employee of the same in writing on behalf of the Selectboard. Unanimous roll-call vote.

8. **Adjournment** – Emily moved and Marge seconded that the meeting be adjourned. Unanimous roll-call vote. The meeting was adjourned at 8:47 pm.