

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
April 15, 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. Road Reclamation Engineering Services RFP (Open Bids) c. Local Emergency Management Plan (LEMP) Update d. Dust Control and Winter Liquids e. Town Administrator Job Description f. WCSD Patrol Contract Renewal g. Highway Access Permit Application (Woodstock Rec. Dept.) h. Permit to Hold Road Event (Prouty) i. Warrants j. Approval of April 1, 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=ZjBEe3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

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.



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.	

*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.

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

Position title	Duties associated with that position
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

Name	Qualified position(s) and notes
Tory Littlefield	
Kevin Rice	
Steve Chamberlin	/ steve.chamberlin@pomfretvt.us
Robert Coates	
Neil Lamson	
Bill Emmons	
Frank Perron	
Terri Chamberlin	
Jake Astbury	
Benjamin Brickner	/ benjamin.brickner@pomfretvt.us

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

Local Emergency Management Plan

	☐ food prep
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.

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.

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	603-276-3201
Pipes, sewer, valves	Ferguson Waterworks	603-298-5275
Sand	D&D Excavating	802-436-2417

Other local resources (if applicable)

Type of resource	Name	Contact information
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Local Emergency Management Plan

Excavating/heavy equipment	Chase Site Services		
Excavating/heavy equipment	Tom Havill		
Forestry equipment	Chippers		
Excavating/heavy equipment	OK Chase & Sons		
Excavator	Frank Perron		
Excavator	John Moore		
Carpenter	Josh Trimpi		
Tree Service	Musson Brothers Tree Surgeons		
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

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.

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

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.

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
The Hub (Woodstock Community Trust)	apply@thehubneighbors.org	Local community support for financial resources

5/7/2025[placeholder]

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, 802-457-1125	
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]. Ben Brickner [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:		

Municipality: Town of Pomfret

Date Updated:

5/7/2025[placeholder]

Local Emergency Management Plan

	Internet and phone available
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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				
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				
Vermont State Police	VSP Royalton Barracks				
Windsor County Sheriff					
Road foreman	Frank Rogers				
Town garage					
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 EmmonsMarge Wakefield				meg.emmons marge.wakefield @pomfre
Selectboard Member	Emily Grube				emily.grube@pomfretvt.us
Selectboard AA	Cynthia Hewitt				Cynthia.hewitt@pomfretvt.us
Town clerk	Becky Fielder				clerk@pomfretvt.us
Town treasurer					

Town of Pomfret LEMP - Contact Information

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



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 Saskadena 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 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:~~

The Town Administrator will serve in three complementary capacities: as assistant to the Town Treasurer, as assistant to the Town Clerk, and as chief administrative officer of the Selectboard. Specific responsibilities will include:

- Providing substantial day-to-day assistance to the Town Treasurer, including processing payroll and accounts payable, accepting and posting tax payments, reconciling accounts, maintaining accurate financial records, preparing monthly and annual financial reports, preparing tax bills, and assisting with year-end procedures.
- Providing substantial day-to-day assistance to the Town Clerk, including maintaining land records and vital records, processing fees, coordinating with the Zoning Administrator, and assisting with election preparation and town meeting logistics.
- Helping to modernize town recordkeeping and office systems, including transitioning to digital records where appropriate, and organizing municipal records for efficient retrieval and long-term retention.
- Attending all Selectboard meetings, including executive sessions, and preparing meeting agendas and minutes for Selectboard review and approval.
- Acting as chief executive officer of the Town to efficiently develop 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, and assisting with the Capital Planning Committee, and annual budget preparation in coordination with input from department heads and other stakeholders.
- ~~[Preparing a preliminary annual budget for the Town, with input from department heads and other stakeholders,]¹ and submitting the same to the Selectboard for review and approval.~~
- Coordinating with other employees of the Town (currently four) and providing recommendations to the Selectboard on the appointment and personnel matters including hiring of officials and employees, the setting of salaries, the management of benefits, and the discipline or discharge of employees.
- ~~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.~~

¹—Note to Selectboard: Do we wish to include this responsibility? The Selectboard historically has closely managed all stages of budget development.

- ~~• Administering regulatory compliance programs, including Commercial Driver's License random drug testing, periodic driving record reviews, and related database management.~~
- ~~• Seeking out and applying for state and federal grants, administering awarded grants, and preparing requests for proposal and competitive quotations for equipment, supplies, and services.~~
- Coordinating town insurance matters through the Vermont League of Cities and Towns (VLCT); and administering regulatory compliance programs.
- ~~• 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~~ Assisting with preparation of the annual Town Report.
- Liaising between with 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

The Candidate

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, strong computer skills, and a willingness to engage and become part of the community.

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

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.

responsibilities described above. Candidates must be able to commute to the Pomfret town offices on a regular basis.

The Process

A hiring committee consisting of two Selectboard members, the Town Treasurer, and ~~two members of the public~~Town Clerk will hold a first round of interviews. A second round of interviews will be held by the full Selectboard ~~and will 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~~May 20, 2026]. This position will remain open until filled.



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.

TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT (Application fee of \$100 payable to Town of Pomfret)

Access Road Type (check one): ☐ Private Drive* ☐ Agricultural ☐ Forestry

Applicant Name: WOODSTOCK RECREATION Phone: (802) 457-1502 Email: JCAREY@WOODSTOCKRECREATION.COM

Applicant Mailing Address: 54 RIVER STREET WOODSTOCK State: VT Zip: 05091

(Complete only if Applicant is not the Landowner)

Landowner Name: 14TH VIEW SUPERVISORY UNION Phone: (802) 457-1213 Email: _____

Landowner Mailing Address: 70 AINSDEN WAY WOODSTOCK State: VT Zip: 05091

The undersigned Applicant requests permission to develop, construct, or change the grade of the access road type indicated above.

Access Road Location: on the _____ (cardinal direction) of POMFRET ROAD (town highway name)

at approximately _____ (feet) from the intersection of _____ (nearest town highway intersection).

Please provide a brief description of the work to be done: ADD HARD PACK MATERIAL TO THE
FIELD ACCESS WHILE REINFORCING THE ROAD EDGE TO THE POMFRET RD.

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, or grade changed access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A \$100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the Applicant or its agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

* Each residence is limited to one driveway access.

Design Standards[†]

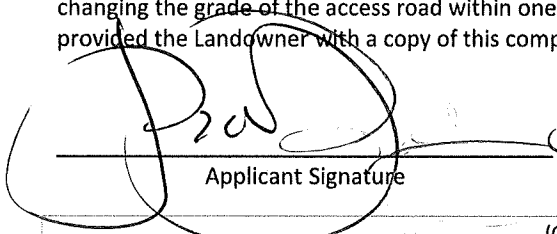
1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5 feet on the drive at a point 15 feet back from edge of the traveled way (when entering upon paved portions of town highways) or 10 feet back from edge of the traveled way (when entering upon any other portion of a town highway). The "posted speed" shall be deemed to be 45 mph (when entering upon an unposted Class 2 highway) or 25 mph (when entering upon any other unposted highway).

Minimum Sight Distance

<i>Posted Speed (mph)</i>	<i>Minimum Sight Distance (feet)</i>
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if deemed necessary by the Selectboard or its designee and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

The undersigned Applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or changing the grade of the access road within one year of the date of approval. If Applicant is not the Landowner, Applicant has provided the Landowner with a copy of this completed Application and obtained the Landowner's signature below.


Applicant Signature

JOEL CAREY
Applicant Printed Name

4/2/24
Date

(Complete only if Applicant is not the Landowner)

The undersigned Landowner acknowledges they have received a copy of this completed Application.


Landowner Signature

Devyn Workman
Landowner Printed Name

4/3/24
Date

[Remainder of page intentionally blank. Application form continues on next page.]

[†] Any of the standards listed herein may be waived or varied upon the Applicant's request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

OFFICIAL USE ONLY

Application fee of \$100 received on _____, 20____ by _____.

Culvert Required (*min. 18-inch diameter*)? ☐ Yes ☐ No

Additional conditions, standards and restrictions; waivers of design standards (if any):

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner

Selectboard Chair

FINAL APPROVAL. The work described in this permit has been constructed in accordance with the above conditions, standards and restrictions and is acceptable under State and local regulations.

Road Commissioner

Selectboard Chair

Date

Form adopted by the Pomfret Selectboard June 21, 2023. Supersedes all prior dated forms.



200ft

-72.525 43.652 Degrees

TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

PHONE (802) 457-3861
FAX (802) 457-8180

APPLICATION FOR A PERMIT TO HOLD AN EVENT
ON PUBLIC STREET(S) OR HIGHWAY(S)

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Body of the Town herewith regulate the use of public highways for events.

APPLICANT / ORGANIZATION: Friend of Dartmouth Cancer Center

PHONE: [REDACTED]

ADDRESS: 35 Centerra Parkway, 3rd Floor, Lebanon, NH 03766

CONTACT PERSON: Christopher McCown

PHONE [REDACTED] (cell)

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT: Hanover, NH

ROUTE ON PUBLIC HIGHWAYS (attach map showing route):

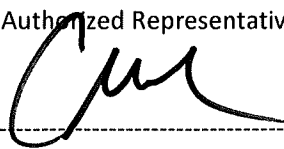
TRAFFIC CONTROL (if any): Caution Bike Event Signage at corner of Pomfret and Stage Rds

EVENT DATE(S): Friday July 10, 2026 HOUR (start): 6am in Hanover (end): Approx: 4pm in Hanover

ESTIMATED NUMBER OF PARTICIPANTS: 125

Authorized Representative

Date



4.3.26

CONDITIONS:

Approved

Denied

Town Representative

Date

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

**Phone: (802) 457-3861
Fax: (802) 457-8180**

**LIABILITY HOLD-HARMLESS AGREEMENT
for use with
Outside Special Events within the Municipality**

In consideration of the agreement of the **Town of Pomfret** to allow my organization access to town roads and highways, Friends of Dartmouth Cancer Center(organization) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the **Town of Pomfret**, its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the organization or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the organization, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of the **Town of Pomfret**.

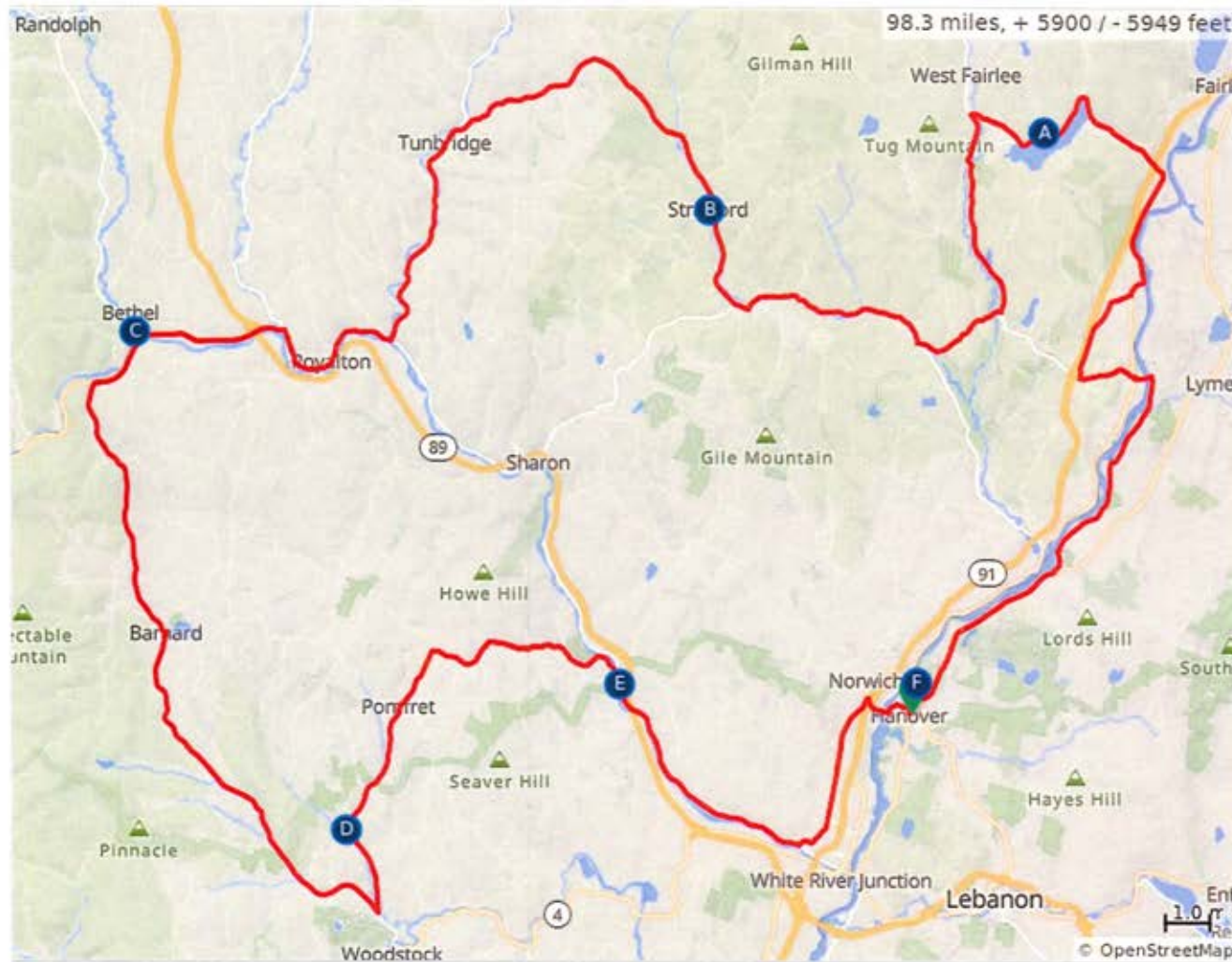
Date: 4.3.26

Print Name: Christopher McCown

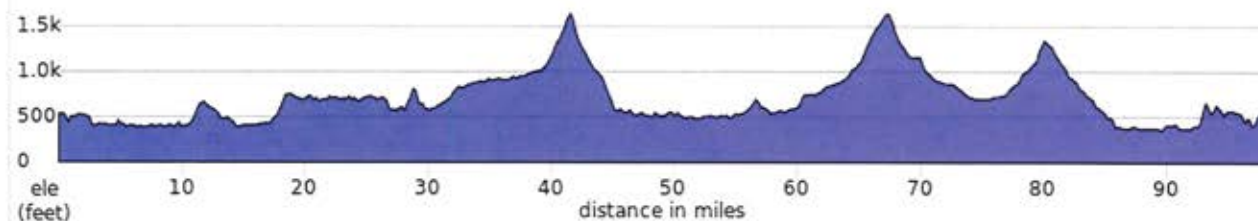
Sign Name: _____

Witness: _____

Prouty Ultimate Day 1 100-Mile Route 2026



- A. Camp Horizons SAG
- B. Strafford SAG
- C. Bethel SAG
- D. Pomfret SAG
- E. West Hartford SAG
- F. DOC House



Prouty Ultimate Day 1 100-Mile Route 2026

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0		Sharp L	0.0
2.	0.0	0.0		R onto North Main Street	0.0
3.	0.0	0.0		L	0.0
4.	0.1	0.0		L	0.1
5.	0.1	0.1		Slight L	0.0
6.	0.2	0.0		R	0.0
7.	0.2	0.0		L onto College Street	0.4
8.	0.5	0.4		Continue onto Lyme Road	0.8
9.	1.4	0.8		Keep R onto Lyme Road	0.0
10.	1.4	0.0		At roundabout, take exit 3 onto Lyme Road	0.7
11.	2.1	0.7		Keep R onto Lyme Road	0.0
12.	2.1	0.0		At roundabout, take exit 1 onto Lyme Road	2.7
13.	4.8	2.7		L onto River Road	5.3
14.	10.1	5.3		L onto East Thetford Road	0.4
15.	10.5	0.4		R onto U.S. Route 5	0.1
16.	10.5	0.1		L onto Vermont Route 113	1.3
17.	11.8	1.3		R onto Latham Road	2.4
18.	14.2	2.4		L onto U.S. Route 5	3.1
19.	17.3	3.1		L onto Vermont Route 244	3.9
20.	21.2	3.9	 	Camp Horizons SAG	0.7
21.	21.8	0.7		R onto West Fairlee Road	1.3
22.	23.2	1.3		Sharp L onto Vermont Route 113	4.7
23.	27.9	4.7		Sharp R onto Tucker Hill Road	2.3
24.	30.2	2.3		R onto Route 132	4.8
25.	34.9	4.8		R onto Justin Morrill Memorial Highway	2.3
26.	37.2	2.3	 	Strafford SAG	8.2
27.	45.4	8.2		L onto Vermont Route 110	5.4

45.4 miles. +2683/-2653 feet

Num	Dist	Prev	Type	Note	Next
28.	50.8	5.4	→	R onto Vermont Route 14	3.5
29.	54.4	3.5	←	L onto Vermont Route 107	0.5
30.	54.9	0.5	↗	Keep R onto Vermont Route 107	2.9
31.	57.8	2.9	↙	Slight L onto River Street	0.2
32.	57.9	0.2	<i>i</i> C	Bethel SAG	1.7
33.	59.6	1.7	←	L onto Creek Road	15.2
34.	74.9	15.2	↖	Sharp L onto Pomfret Road	2.0
35.	76.9	2.0	↗	Keep R onto Pomfret Road	0.0
36.	76.9	0.0	<i>i</i> D	Pomfret SAG	9.8
37.	86.7	9.8	←	L onto Quechee West Hartford Road	0.1
38.	86.8	0.1	<i>i</i> E	West Hartford SAG	0.0
39.	86.8	0.0	→	R onto Vermont Route 14	5.8
40.	92.5	5.8	←	L onto Christian Street	2.2
41.	94.7	2.2	←	L onto Christian Street	1.7
42.	96.4	1.7	↗	Keep R onto U.S. Route 5 South	0.1
43.	96.5	0.1	→	R onto Main Street	0.6
44.	97.1	0.6	↖	Sharp L onto Tuck Drive	0.5
45.	97.5	0.5	←	L onto Tuck Mall	0.1
46.	97.7	0.1	←	L onto North Main Street	0.2
47.	97.9	0.2	↑	Continue onto Rope Ferry Road	0.3
48.	98.2	0.3	←	L onto Hilton Field Road	0.0
49.	98.3	0.0	←	L	0.0
50.	98.3	0.0	<i>i</i> F	DOC House	0.0

52.9 miles. +2908/-2899 feet

Town of Pomfret Selectboard
DRAFT Meeting Minutes
April 1, 2026

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

Public: Frank Rogers, Cynthia Hewitt, Casey Carmichael, Michael Rebentisch, Ellen DesMeules, Becky Fielder, Cory Swingle, Ron Rhodes, Eric Chase, Zack Potter, Joe Slakas, "Michael"

1. **Call to Order** – Ben called the meeting to order at 7:01 pm.
2. **Agenda Review** – Frank requested that item 5B (Dust Control and Winter Liquids) be removed from the agenda and continued to the April 15 meeting, as he had not yet received pricing from vendors. Marge moved and Emily seconded removal of item 5B. Unanimous.
3. **Public Comment** – *None*.
4. **Road Foreman Report** – Frank reported that the highway crew is in the transition period between winter and spring operations, managing potholes and monitoring mud season conditions. Salt and sand supplies held through the season. Frank noted that one prospective proposer had made inquiries about the road reclamation engineering RFP, with proposals due April 15. Frank also reported that the cab and chassis of the second replacement truck has been manufactured and delivered to Allegiant for outfitting, though arrival in Pomfret remains months away.
5. **Items for Discussion or Vote**
 - a. **Appointment of Public Officers**
 - i. *Zoning Board of Adjustment* – Casey Carmichael, a Stage Road resident of seven years, appeared and expressed interest in serving on the Zoning Board of Adjustment. He described his desire to contribute to the community and his understanding of the ad hoc nature of the board's meeting schedule. Emily moved and John seconded appointment of Casey Carmichael to the Zoning Board of Adjustment for a three-year term through March 31, 2029. Unanimous. The Selectboard will consider additional candidates for the second ZBA appointment on April 15.
 - ii. *TRORC Transportation Advisory Committee* – Joe Slakas appeared via Zoom and introduced himself. After learning more about the committee's scope and meeting frequency, Joe indicated he was looking for something with more activity and withdrew his interest. Zak Brohinsky was unable to attend but submitted a written statement describing his background and interest in the position. The Selectboard reviewed his statement. John moved and Marge seconded appointment of Zak Brohinsky as Pomfret's representative to the TRORC Transportation Advisory Committee for a one-year term. Unanimous.
 - iii. *Constable* – Michael Rebentisch, a Norwich Police Department officer and retired NYPD officer who lives in North Pomfret with his family, appeared at the invitation of current Constable Doug Tuthill, whose term is expiring. Mike described his interest in traffic safety in the community. The Selectboard discussed the history of the constable position, noting that a prior town vote removed law enforcement powers from the constable. Mike indicated that his primary interest was in traffic enforcement, and that absent law

enforcement authority the constable role was a less good fit. The Selectboard agreed to follow up with Doug to ask whether he wishes to continue serving under existing parameters. If the Selectboard wishes to restore law enforcement authority to the constable position in the future, that would require a town vote.

- iv. *Collector of Delinquent Taxes* – The prior appointment expired on March 31. Given the pending tax sale and related follow-up matters, the Selectboard agreed that a 90-day reappointment through June 30, 2026 was appropriate. John moved and Emily seconded reappointment of Karen Osnoe as Collector of Delinquent Taxes through June 30, 2026. Unanimous.
- b. **Town Administrator Job Description** – The Selectboard discussed the job description at length, with Ellen and Becky present. Multiple draft versions were before the Selectboard, including a revised comprehensive full-time draft, a revised part-time draft prepared by Marge, and a separate assistant treasurer role description prepared by Ellen. Ellen noted the particular value of having someone in place before fiscal year-end in order to train on tax billing and year-end processes. The Selectboard agreed to proceed with a full-time position, to incorporate material from both Ellen’s description and the changes discussed tonight and at the prior meeting, and to involve Becky and Ellen in the hiring and interview process. The goal is to circulate a revised draft for comment by all parties and finalize the description at the April 15 meeting so that the posting can go live shortly thereafter. Cynthia will assist with the revision.
- c. **WCSD Patrol Contract Renewal** – The Selectboard reviewed a proposed contract renewal from the Windsor County Sheriff’s Department. The new contract is substantially identical to the prior year’s. The Selectboard discussed the value of the current arrangement, noting that the contract provides for general law enforcement including traffic enforcement and emergency response during the contracted hours. Ron Rhodes raised concerns based on prior experiences where law enforcement assistance was not available. The Selectboard also discussed potential alternatives, including the possibility of contracting with the Norwich Police Department for patrol coverage, and the potential use of radar feedback signs as a traffic calming measure. The Selectboard agreed to continue to April 15. Ben will contact Norwich Town Manager Brennan Duffy to explore whether a patrol arrangement might be possible.
- d. **Local Emergency Management Plan (LEMP) Update** – Marge reported that Kevin Rice and Victoria Littlefield had met to work on the LEMP update, and Ben noted that he had received a draft from Victoria. The LEMP appears to require few substantive changes. The Selectboard agreed to add approval of the updated LEMP to the April 15 agenda. The Selectboard also noted that Hartford’s request for comments on its Local Hazard Mitigation Plan is due by the end of April, and Marge will follow up with Kevin to confirm that he and Victoria are on track to provide any comments.
- e. **Warrants** – Emily moved and John seconded approval of the following warrants for payment:

26091	\$	2,344.09	Payroll (highway only)
26092		11,234.92	Payroll
26093		42,189.48	A/P
26094		14.96	Tax Refund

- Unanimous.
- f. **Approval of March 18 and March 26, 2026 Minutes** – John moved and Emily seconded approval of the minutes of the March 18 regular meeting and the March 26 special meeting as presented. Unanimous.
6. **Meeting Wrap Up**
- a. **Correspondence** – Emily forwarded information on the BRIC (Building Resilient Infrastructure and Communities) grant program from the Department of Public Safety. The Selectboard noted this could potentially be used to fund radar feedback signs. Emily will review further. The Selectboard also received a request, through outside counsel, from Andy Mann’s attorney for permission to perform maintenance work within the town’s right-of-way at the bottom of Dinsmoor Road to address water running across the road. The Selectboard noted that Andy’s existing access permit requires him to maintain the access in accordance with permit conditions, and agreed to direct Andy to his permit and have Frank review any proposed work to confirm it would not interfere with road crew operations. Finally, Marge noted that she had identified a town electronic communications policy with an acknowledgement form that Selectboard members do not appear to have signed. Ben will circulate copies for members to sign.
 - b. **Review of Assignments** – Ben will contact Brennan Duffy, Town Manager of Norwich, to explore a possible patrol arrangement; follow up with Doug Tuthill regarding the constable position; and assist with revision of the Town Administrator job description. Emily will follow up on the BRIC grant. Marge will follow up with Kevin Rice regarding the LEMP and Hartford LHMP review. Cynthia will confirm officer appointments and follow up with Andy Mann regarding the Dinsmoor Road permit conditions.
 - c. **Agenda for Next Meeting** – Dust control and winter liquids; road reclamation engineering RFP (open proposals); WCSD contract; LEMP approval; ZBA appointment (second seat); Town Administrator job description.
7. **Adjournment** – John moved and Marge seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:01 pm.