

Town of Pomfret Selectboard
Meeting Minutes
April 15, 2026

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

Public: Frank Rogers, Tori Littlefield, Charles Lucot, Cory Swingle, Eric Chase, Ellen DesMeules, John Peters, Sr., Jon Harrington, "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 the highway crew continues the transition from winter to summer operations, taking down snow fence and cleaning up. He noted that the crew will finish work on the town office parking lot and resume tree removal, specifically near the Appalachian Trail before paving projects begin. Frank also reported that one truck had an air valve replaced and has returned to duty.
5. **Items for Discussion or Vote**
 - a. **Appointment of Public Officers** – Charles Lucot and Cory Swingle attended the meeting to express interest in the second Zoning Board of Adjustment position. Both candidates introduced themselves and explained their backgrounds and interest in serving the community. The Selectboard decided to deliberate on the appointment in Executive Session at the end of the meeting.
 - b. **Road Reclamation Engineering Services RFP (Open Bids)** – Four bids were received and opened: DuBois & King, Inc., Harrington Civil Engineers, Inc., MSK Engineers, and Vanasse Hangen Brustlin, Inc. (VHB). The Selectboard agreed to scan and circulate the bids to members and Allyn Ricker for review and technical analysis. A decision is expected to be announced and a contract awarded at the May 6 meeting.
 - c. **Local Emergency Management Plan (LEMP) Update** – Tori Littlefield presented the completed 2026 LEMP. She noted minor updates, including changes to the Selectboard roster and updating the Fire Warden to Jake Astbury. John moved and Marge seconded approval of the report. Unanimous.
 - d. **Dust Control and Winter Liquids** – Frank presented bids from Innovative Surface Solutions and All States Materials Group. All States quoted \$1.28 per gallon for calcium chloride, while Innovative offered magnesium chloride at \$1.20 per gallon. Innovative Solutions also offers a spray unit lease arrangement included in the price per gallon. Frank will request further information from both vendors regarding minimum purchase commitments and pricing stability for a potential three-year term. Discussion will continue at the May 6 meeting.
 - e. **Town Administrator Job Description** – Following extensive discussion regarding the scope of the role, final revisions were made to clarify the role as being "administrative" and not "executive" and to refine recommendations on personnel matters. John moved and Marge seconded approval of the description. Unanimous. Ben will work with Cynthia to post the position on VLCT, LinkedIn, Indeed, local listservs, the town website, and the state registry.
 - f. **WCSD Patrol Contract Renewal** – The Selectboard continued its discussion of the Windsor County Sheriff's Department contract and explored alternate law

enforcement arrangements, including potential patrol coverage from neighboring towns or the use of radar feedback signs. Discussion was continued to the May 6 meeting.

- g. **Highway Access Permit Application (Woodstock Rec. Dept.)** – This permit application concerns the access at The Prosper Valley School athletic field. The Selectboard noted that the existing hardpack addition is currently inadequate to protect the pavement. Frank will coordinate with the petitioner to ensure the access meets town design standards.
- h. **Permit to Hold Road Event (Prouty)** – The Selectboard reviewed a permit application from the Friends of Dartmouth Cancer Center for the Prouty Bike Race on July 10, 2026. Ben moved and Marge seconded approval pending receipt of a Certificate of Insurance and the placement of signs alerting motorists one week in advance. Unanimous.
- i. **Warrants** – Steve moved and John seconded approval of the following warrants for payment:

26095	\$ 714.07	VMERS Residual
26097	10,806.57	Payroll
26098	36,052.25	A/P
26099	462.41	Tax Refund

Unanimous. The Selectboard noted that Dead River fuel prices for propane and heating oil did not match the quoted contract prices. John will contact Dead River to determine if the contract gallonage was exhausted.

- j. **Approval of April 1, 2026 Minutes** – Emily moved and Steve seconded approval of the minutes of the April 1 regular meeting as presented. Unanimous.

6. **Meeting Wrap Up**

- a. **Correspondence** – The Selectboard noted a recent tax sale has reduced total delinquent taxes to less than \$60,000. Ben also reported an inquiry from the *Valley News* regarding difficulties finding contractors; the Selectboard observed that the primary challenge is finding tradespeople for smaller jobs like plumbing and painting.
- b. **Review of Assignments** – John will contact Dead River; Frank will address the highway access permit and gather more information on dust control; Ben will sign the LEMP, continue researching law enforcement options, and circulate the engineering bids.
- c. **Agenda for Next Meeting** – Dust control; engineering contract award; WCSD contract; hiring of a fourth road crew member.

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 appointment of public officers. Unanimous. The Selectboard entered executive session at 9:06 pm.
- b. Marge moved and Steve seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 9:21 pm.

8. **Appointment of Public Officers** – Marge moved and Steve seconded the appointment of Charles Lucot to the Zoning Board of Adjustment for a three-year term ending March 31, 2029. The motion passed 3-0-2, with John and Emily abstaining.

9. **Adjournment** – Emily moved and Marge seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:22 pm.