

Town of Pomfret Selectboard
Meeting Minutes
May 6, 2026

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

Public: Frank Rogers, Cynthia Hewitt, Art Lewin, Allyn Ricker, Dia Jenks, Evan Giniger, Lauren Lavoro, Tim Smith, "Michael"

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and John seconded that (1) an Executive Session for contract review be added before Item 7 (Adjournment), (2) the Woodstock Recreation Center highway access permit be added before item 5C (Road Reclamation Engineering Services RFP), and (3) Data Server Replacement be added before Item 5J (Warrants). Unanimous.
3. **Public Comment** – *None*.
4. **Road Foreman Report** – Frank reported that winter work is finished, snow fences are down, and roads have been unposted. Spring grading has begun, though progress is subject to weather conditions. Frank noted he has received several requests to replace town-line road signs, specifically in the Sugarbush, High Pastures, River Road, and Joe Ranger Road areas; he will determine the exact number and cost for the next meeting. Frank and Art are also developing a mounting system for new Pomfret signs to be installed in the coming weeks. Frank reported that the tractor's mower needs a cooler because the oil is boiling, which is inefficient and damaging to the machine. He estimated the cost could be significant and will gather firm pricing. Finally, Frank will arrange with the state to have yellow lines painted now that no paving is scheduled for the year.
5. **Items for Discussion or Vote**
 - a. **Permit Application for Highway Access (Parcel 3312-L Wild Apple Road)** – Dia Jenks and Evan Giniger explained that Mr. Giniger is the prospective purchaser of this 62-acre parcel and is seeking a driveway permit using a portion of a Class 4 road and a Legal Trail. The Selectboard determined that a valid permit from 2012 awarded to Tim Smith remains in effect as long as the driveway specifications and grade remain unchanged. No new action was taken on the highway access permit and Ben will ask Ellen to refund the permit fee paid by the applicant.
 - b. **Trail Permit Application (Parcel 3312-L)** – The Selectboard discussed the request for motorized vehicle access on Legal Trail 2. While the Selectboard noted that abutting property owners are entitled to such a permit by right under the town's trail policy, they decided to wait until the real estate transaction is complete and the title has changed hands before issuing a new permit.
 - c. **Woodstock Recreation Center Highway Access Permit (Prosper Valley School)** – Frank reported that the applicant widened the access, added a lift of hardpack, and protected the asphalt shoulder as requested. Frank approved of the improvements and noted the sight distances are adequate. John moved and Steve seconded approval of the permit. Unanimous.
 - d. **Windsor County Sheriff's Department (WCSD) Patrol Contract Renewal** – The Selectboard decided to postpone this discussion to the May 20 meeting to allow more time to research the capacity of adjacent towns to provide patrol coverage.

- e. **Server Replacement (Datamann)** – The Selectboard reviewed a quote for \$3,400 from Datamann to replace the town’s aging server, noting that \$5,400 was budgeted for computer hardware. Marge moved and John seconded approval of the purchase, authorizing the Town Treasurer to proceed. Unanimous.
 - f. **Fuel Oil Contracts** – Emily will contact Dead River to request an itemized accounting of fuel and propane usage, as Frank expressed concern regarding the high volume of propane reported as consumed. The Selectboard noted that current contracts run through September 30 and agreed to delay negotiations until August, hoping for more favorable market pricing.
 - g. **Road Reclamation Engineering Services RFP (Review)** – Ben and Allyn Ricker met to review four bids received. The Selectboard discussed additional soil boring requirements that may increase the initial bid prices. Further deliberation on the award was deferred to Executive Session later in the meeting.
 - h. **Dust Control and Winter Liquids** – The Selectboard reviewed pricing for magnesium chloride from Innovative Surface Solutions. John moved and Marge seconded contracting with Innovative for 13,000 gallons per year for three years at a price of \$1.20 per gallon, which includes the lease and maintenance of a spray unit. Unanimous.
 - i. **Road Crew Member Hiring** – The Selectboard discussed the need for a fourth crew member, specifically one with excavator experience, versus the potential cost savings of contracting certain services like snow plowing or mowing. John will perform a cost analysis comparing an additional employee to a contractor model and report back at the May 20 meeting. Frank will mark up the existing job description for review.
 - j. **Road Flagger Hiring** – Frank reported that the crew will be removing approximately 15 to 18 trees below Rudge Road and requires flaggers for safety. Several quotes were reviewed. Steve moved and John seconded hiring Twin State Traffic Control at their quoted hourly rates. Unanimous.
 - k. **Excavator Repairs** – Frank presented an estimate from Anderson Equipment Company for \$12,262 to perform a 2,000-hour service, hydraulic pump updates, bucket bushing replacement, and track frame repairs on the 18-year-old machine. Ben moved and Marge seconded approval of the repairs. Unanimous.
 - l. **Warrants** – John moved and Marge seconded approval of the following warrants for payment:

26101	\$ 8,423.79	Payroll
26104	49,958.58	A/P

 Unanimous.
 - m. **Approval of April 15, 2026 Minutes** – Steve moved and John seconded approval of the minutes of the April 15 regular meeting as presented. Unanimous.
6. **Meeting Wrap Up**
- a. **Correspondence** – The Selectboard received a request from the Vermont 100 race organizers to eliminate the police detail at the Stage Road and Wild Apple Road intersection due to a shift to a runner-only station with no crew vehicles. Emily suggested requiring the sheriff for one more year to assess the impact of these changes. Frank also requested a review of the previous VHB scoping study for South Pomfret to assist with future paving plans. Ben will forward the final scoping study to Frank.

- b. **Review of Assignments** – Frank will price replacement signs and the mower cooler and update the road crew job description; Ben will coordinate the trail permit refund and send the job description to Frank; Emily will contact Dead River; John will prepare the crew versus contractor cost comparison.
 - c. **Agenda for Next Meeting** – Crack sealing; Sand RFP; Road crew job description; WCSD contract; Review of Town Administrator job applications.
- 7. **Executive Session**
 - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(A) to discuss contracts, and to make a finding that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 8:51 pm.
 - b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 9:35 pm.
- 8. **Road Reclamation Engineering Services RFP (Award)** – Steve moved and Emily seconded the award of the Road Reclamation Engineering RFP to VHB. Unanimous.
- 9. **Adjournment** – Steve moved and Emily seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 9:50 pm.