

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
May 20, 2026, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Proposed Executive Session – Attorney-Client Communications	
3. Agenda Review	7:30 pm
4. Public Comment	
5. Road Foreman Report	7:35 pm
6. Items for Discussion or Vote a. Town Highway Crack Sealing b. Sand Request for Proposals (2026–27 Season) c. New Road Crew Hire d. Paving Engineering Services Contract e. Enforcing Rules of the Road f. WCSD Patrol Contract Renewal g. Datamann Contract Renewal h. Selectboard Vacancy i. Warrants j. Approval of May 6, 2026 Minutes	7:45 pm
7. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:00 pm
8. Proposed Executive Session – Hiring of Public Employees	
9. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

Zoom Instructions

- Computer or Smartphone
<https://zoom.us/j/95395079923?pwd=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

Purchase of Sand

May 20.2026

Proposals due by
Noon on June 3, 2026

Mail responses to:
Town of Pomfret
Attn: Chair, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053

Contact Information:
Frank Rogers, Pomfret Road Forman
Highway@pomfretvt.us
(802) 457-2767

Introduction

The Town of Pomfret, Vermont (the “Town”) is accepting proposals for written quotes for the ordering and purchasing of sand, from time to time, to be delivered to the Pomfret Town Garage and used by the Town’s road crew for snow and ice traction control primarily on its Class 3 unpaved roads. **In prior years, the Town has purchased an average of about 3,500 tons per year and is expected to purchase a similar amount during the 2026-27 snow and ice season. If prices are proposed in cubic yards, then the estimated price in tonnage should also be included in the bid. Although the Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of material, it is willing to consider exceptions to the bid which requires purchasing a specific quantity.** Please note in any submitted proposal whether or not the Town is required to purchase a specific quantity of material. If not, please note whether or not availability of said materials is guaranteed.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2026-27 snow and ice season.

Delivery of Services

Time for Delivery

The sand shall be delivered to the Town garage before September 1, 2026 at 100 Labounty Road, Pomfret, Vermont.

Minimum Specifications

The Town may review the quality and suitability of the sand prior to approval of quotes. The Town reserves the right to refuse the sand if quality is unacceptable such as excessive fines.

Proposal Schedule

Activity	Date
RFP Issue & Publication	5/20/2026
Proposals Due	6/3/2026 noon
Selectboard Bid Opening	6/3/2026
Anticipated Selectboard Decision	6/3/2026

Instructions to Bidders

Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.

Sealed proposals, clearly marked “Sand Proposal” on the outside, must be received no later than Noon, June 3, 2026 at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard Chair, 5218 Pomfret Road, North Pomfret, Vermont 05053. Complete electronic proposals can also be emailed to the town clerk, clerk@pomfretvt.us. Emailed proposals must contain “Sand Proposal” in the subject line and must be emailed prior to the Noon, June 3, 2026 deadline. Proposals shall be opened at the subsequent Selectboard meeting.

Evaluation of Bids

As provided by the Town’s Purchasing Policy, in evaluating bids, the Selectboard will consider the following criteria:

- Price
- Bidder’s ability to meet bid specifications
- Bidder’s proven ability to perform within the specified time limits
- Bidder’s experience and reputation, including past performance for the Town and references by the bidder’s customers
- Quality of the materials and services specified in the bid and compatibility with existing materials and equipment
- Bidder’s ability to meet other terms and conditions, including insurance and bond requirements
- Bidder’s financial capacity and responsibility
- Bidder’s availability to provide future service, maintenance, and support
- Nature and size of bidder

- Contract provisions that are acceptable to the Town
- For construction projects over \$2,000, the bidder's acceptance of wages in the current wage determination provided as part of the RFP
- Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made before the bid submission deadline, the RFP will be amended and notice shall be sent to any known bidder and bidders who already submitted a bid. If the amendment is substantial, the Selectboard may restart the bidding process. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change for written approval by the bidder and Selectboard.

Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont. I have completed the attached bid form and included as the basis for my bid price estimate.

Signature _____

Date _____

Print Name & Company: _____

TOWN OF POMFRET
PURCHASING POLICY

See attached.



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- Managed Services

Quote #000054 v1

Prepared For:

TOWN OF POMFRET

Ellen DesMueles
5218 POMFRET ROAD
NORTH POMFRET, VT 05053

P: (802) 457-3861

E: Treasurer@pomfretvt.us

Prepared by:

Datamann, Inc.

Jay Lipscomb
1994 Hartford Ave.
P.O. Box 1930
Wilder, VT 05088

P: 802-295-6600 x6

E: jlipscomb@datamann.com

Date Issued:

05.05.2026

Expires:

06.02.2026**We Are Your IT Department**

This plan includes:

Built to replace break/fix with prevention. Datamann Managed IT Services standardize how your technology is monitored, maintained, and protected. We reduce avoidable downtime, tighten security, and give your organization a consistent support experience — without surprise invoices.

Workstations

Monitoring, patching, endpoint security oversight, and business-hours remote support for Windows desktops/laptops.

Servers

Separately priced. Elevated monitoring, patch planning, backup oversight, and performance/availability tracking.

Network Devices

Approved firewalls/switches/APs monitored for uptime and stability, with vendor/ISP coordination when needed.

What You Get Each Month

- **24/7 system monitoring** and alerting
- **Patch management** for supported systems
- **Unlimited remote support** (business hours)
- **Asset inventory** and change tracking

- **Endpoint security monitoring** & escalation
- **Backup monitoring** & failure alerting
- **Vendor coordination** when required
- **Predictable monthly costs**

Service Levels (Response Times — Not Resolution)

Severity	Example	Response
Critical	Server/network outage	1 business hour
High	Multiple users impacted	4 business hours
Normal	Single user issue	Next business day

Response time = acknowledgment and triage during business hours. Resolution time varies by complexity and third-party dependencies.

Monthly Managed Services

Per-User Support Services

INCLUDED IN MONTHLY FEE

Support services are provided on a per-user basis. The monthly fee includes remote help desk support for Authorized Users, including telephone and email support for covered systems and applications. Support for non-covered users, devices, or third-party systems may be billed separately at the standard hourly rate.

Picture	Product Description	Qty
	Managed-Workstation provides continuous monitoring and alerting for covered workstations using an RMM agent installed on each device.	7
	Managed-Server delivers continuous server monitoring and alerting using the installed RMM agent. The service focuses on early detection of server health risks and service-impacting conditions and supports automated ticketing workflows based on monitoring	3
	Managed-Firewall provides continuous monitoring of supported firewall devices using network monitoring methods (commonly ICMP/SNMP depending on your environment).	1
	Managed-Switch provides proactive monitoring of supported switching infrastructure using ICMP for availability and SNMP for health/performance telemetry.	1
Monthly Subtotal:		\$ 

Monthly Cloud Services

USAGE-BASED SERVICE TOOLS

Monthly Cloud Services are the cloud tools and licenses we use to deliver Managed Services (such as backup, antivirus/EDR, and Microsoft 365 backup). Think of these as the software and cloud “coverage” that runs in the background to protect your data and devices. Because these services are usage-based (per user, per device, or per GB), monthly costs may vary based on actual consumption and the protections in place.

Picture	Product Description	Qty
	NinjaOne Server management plus layered endpoint security—combine proactive monitoring with centralized threat protection and policy enforcement for higher-risk systems.4	3
	NinjaOne Workstation management plus layered endpoint security—continuous visibility and proactive support combined with centralized protection to reduce malware and ransomware risk.	7
	NinjaOne Usage-based cloud backup storage—simple per-GB model to scale protection as data grows while maintaining predictable coverage.	250
Monthly Subtotal:		\$ 

Managed Services Terms & Conditions

Notes

This section defines the terms and conditions governing Datamann Inc.'s Managed IT Services.

1. Purpose & Scope

These Terms and Conditions ("Agreement") govern the delivery of managed IT services by **Datamann Inc.** ("Provider") to **TOWN OF POMFRET** ("Client"). This Agreement replaces any prior time-and-materials or break/fix support arrangements unless otherwise agreed in writing.

2. Supported Environment

Managed services under this Agreement apply only to Provider-approved systems, including:

- Microsoft Windows workstations (desktop or laptop)
- Microsoft Windows servers
- Hypervisor Environment
- Network devices explicitly approved by Provider

Non-Windows systems, personal devices, home systems, or unsupported platforms are excluded unless expressly added in writing.

3. Services Included

3.1 Workstation Services (Per Device)

- Remote support during business hours
- Operating system troubleshooting and maintenance
- Patch management for supported operating systems
- Endpoint protection monitoring where deployed
- User account and access assistance

3.2 Server Services (Per Device)

- Availability and health monitoring
- Patch management
- Backup monitoring
- Performance oversight
- Vendor coordination related to server operation

3.3 Cloud Services (Usage based pricing)

- Cloud backup
- Anti-Virus
- Veeam backup and replication
- Disaster recovery

4. Backup Monitoring

This Agreement includes monitoring of approved backup systems only. Data restoration, disaster recovery execution, forensic recovery, or large-scale restore operations are excluded unless separately contracted.

5. Excluded Services

The following services are not included under this Agreement unless added in writing:

- Hardware or software procurement
- Major upgrades, migrations, or project work
- After-hours, weekend, or holiday support
- Data recovery or disaster response
- End-user training beyond basic assistance
- Programming projects
- Support for unsupported or end-of-life systems

6. Service Levels

Provider response times represent acknowledgment and triage during standard business hours and do not guarantee resolution times. After-hours support is available separately and is not covered under managed service response commitments.

7. Client Responsibilities

- Maintain licensed and supported software and hardware
- Replace unsupported or end-of-life equipment when recommended
- Notify Provider of new devices, users, or locations
- Follow reasonable security recommendations
- Designate authorized contacts for support

8. Term & Termination

- Initial term of twelve (12) months unless otherwise stated
- Renews month-to-month thereafter
- Either party may terminate with thirty (30) days written notice
- Immediate termination for non-payment

9. Limitation of Liability

Provider's total liability under this Agreement is limited to the fees paid by Client in the preceding three (3) months. Provider shall not be liable for indirect, incidental, or consequential damages.

Monthly Recurring Summary		Amount
Monthly Managed Services		\$
Monthly Cloud Services		\$
Monthly Total:		\$

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance	
Datamann, Inc.	TOWN OF POMFRET
Jay Lipscomb Signature / Name 05/05/2026 Date	Ellen DesMueles Signature / Name Initials Date

Town of Pomfret Selectboard
DRAFT 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.