

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
June 3, 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. Sgt. Austin Soule – VSP b. Large Event Permit Application (VSO at S6, July 1) c. Large Event Permit Application (Oatway, August 21) d. Permit for Public Tree Removal Application (Blake) e. Zoning Permit Application (Pomfret Historical Society) f. Datamann Contract Renewal g. Thomas Ware Paintings Relocation and Restoration h. Town Highway Crack Sealing i. Open Sand RFP Bids (2026–27 Season) j. WCSD Patrol Contract Renewal k. Selectboard Vacancy Update l. Warrants m. Approval of May 20, 2026 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. Adjournment	
<i>Time frames are approximate. Members of the public wishing to attend for specific business items are encouraged to arrive before the time indicated.</i>	

Zoom Instructions

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

TOWN OF POMFRET
APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

Applicant Name: Travis Dobson Phone: [REDACTED]
Mailing Address: 2 Church St., Mezzanine Burlington State: VT Zip: 05401

* * * * *

Event Name: Vermont Symphony Orchestra Summer Tour 2026
Event Date(s): 7/1/2026
Event Hours: 6:30pm-10:00pm Anticipated Attendees: 450

Event Contact Name: Travis Dobson Phone: [REDACTED]

Has the event been held in Pomfret before? ☒ Yes ☐ No If yes, when? multiple years, all concerts have been in the first week of July

Please provide a brief description of your event and its location: _____

This permit is for the Vermont Symphony Orchestra's annual Summer Tour concert at Saskadeena

Six. Traffic control is being provided by the Windsor County Sheriff's Department in order to ensure

smooth entry and exit to the event while also minimizing the impact of increased traffic in the immediate area of Saskadenna Six.

Will your event involve any of the following?

Use of a Town Highway or Right of Way	☐ Yes ☒ No	If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us .
Use of other Town Property	☐ Yes ☒ No	If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us .
Catering of Alcoholic Beverages	☐ Yes ☒ No	If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov .

Additional Requirements

Zoning: Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at zoning@pomfretvt.us.

Sanitation: Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.

Parking: Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.

Safety: Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.

Nuisance: Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.

Travis Dobson

Applicant Signature

Travis Dobson

Applicant Printed Name

5/19/2026

Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: _____ By: _____

Zoning Permit Required? ☐ Yes ☐ No ☐ Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20____.

Selectboard Chair

Copies of approved permits to:

Chief, Pomfret-Teago Volunteer Fire Department
Head of Service, Pomfret FAST Squad

TOWN OF POMFRET
APPLICATION FOR LARGE EVENT PERMIT

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Applicant Name: Stephen Oatway Phone: [REDACTED] Email: [REDACTED]
Mailing Address: 3862 Pomfret Road, South Pomfret State: VT Zip: 05067

* * * * *

Event Name: Katy and Vincent Wedding Welcome Party

Event Date(s): August 21, 2026

Event Hours: 5:30-9:00 Anticipated Attendees: 120

Event Contact Name: Stephen Oatway Phone: [REDACTED] Email: [REDACTED]

Has the event been held in Pomfret before? ☐ Yes ☒ No If yes, when? _____

Please provide a brief description of your event and its location: _____

Welcome Party for Family and Friends. In field next to pond on barn side. Tent if required.

Will your event involve any of the following?

- | | | |
|---------------------------------------|---|---|
| Use of a Town Highway or Right of Way | ☐ Yes ☒ No | If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact clerk@pomfretvt.us . |
| Use of other Town Property | ☐ Yes ☒ No | If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact clerk@pomfretvt.us . |
| Catering of Alcoholic Beverages | ☐ Yes ☒ No | If yes, a Request-to-Cater Permit may be required. Please visit www.liquorcontrol.vermont.gov . |

Additional Requirements

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at zoning@pomfretvt.us.
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

Applicant agrees to adhere to the specifications, requirements and conditions forming a part of this permit. Applicant acknowledges that this permit is issued in accordance with 24 V.S.A. 2291(14) and may be voided in the event of misrepresentation, substantial inaccuracy or failure to hold the event in accordance with the specifications, requirements and conditions indicated herein.


Applicant Signature

Stephen Oatway

Applicant Printed Name

05/15/2026

Date

Please mail or email completed application to: Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053
Attention: Town Clerk, clerk@pomfretvt.us

OFFICIAL USE ONLY

Date Received: _____ By: _____

Zoning Permit Required? ☐ Yes ☐ No ☐ Unknown If yes or unknown, referred to Zoning Administrator on: _____

Condition(s) of Approval: _____

PERMIT APPROVED this _____ day of _____, 20____.

Selectboard Chair

Copies of approved permits to:

Chief, Pomfret-Teago Volunteer Fire Department

Head of Service, Pomfret FAST Squad

Permit for Public Tree Removal

Person requesting tree removal:

Name: KEITH AND ANN BLAKE

Date: 5-11-26

Mailing address: P.O. Box 6

Town: SOUTH POMFRET ZIP code: 05067

Physical property address: 1854 POMFRET RD ~~ST~~ So. Pomfret VT

Phone: [REDACTED]

Purpose of Removal

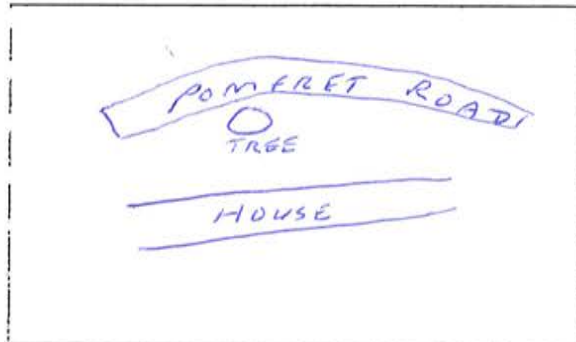
- ☒ Hazard
- ☒ Utility Line issue
- ☐ Line of Sight

Other UPPER BRANCHES ARE
VERY LARGE AND APPEAR
TO MAKE THE TREE
VERY TOP HEAVY

Tree Location (Description):

APPROX. 10-12 FT ON
EDGE OF ROAD IN FRONT
OF HOUSE

Tree Location (Map):



Request for Tree Removal

- ☐ Granted
- ☐ Required Public Hearing

Tree Warden's Signature _____ Date: _____

Pomfret Tree Warden, Pomfret Town Offices, 5218 Pomfret, Road, North Pomfret VT 05053

Town of Pomfret, Vermont
ZONING PERMIT APPLICATION

Permit No.

ZP26-

0	1	4	8	-	
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Parcel ID number

\$ 20,000

Est. cost of project

App. fee**

Applicant **Alan C. Graham**

8	0	2
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Phone Number (daytime)

Address **PO Box 141****South Pomfret, VT 05067**

Lot Size: _____

Email _____

Street Address of Property **838 Bartlett Brook Road, South Pomfret**Property Owner (if not same as Applicant) **Town of Pomfret**Address **5218 Pomfret Road, North Pomfret****DESCRIPTION OF PROPOSED WORK**

Description of proposed work (incl. dimensions): _____

The Pomfret Selectboard approved plans for a Pomfret Veteran Memorial designed by the Pomfret Historical Society (Alan C. Graham). The location of the memorial will be between the Pomfret Town Offices and the Red Brick Building (The Pomfret Historical Society). It will consist of a timber frame structure (12'x12') which will feature the 450-pound church bell in the Pomfret Town Hall choir loft. The bell will be restored and mounted on a 3'x3' square wooden frame on the ground so that it can be rung on Veterans Day each year.

Closest distance between new structure/addition and the following property lines (as shown on sketch):

front/street: **114** ft. back: **48** ft. right: **95** ft. left: **152** ft.Height: **20** ft. No. & type of farm animals for farm structures: _____

NOTICE: Permits must be approved a minimum of 15 days before commencing new use or construction. Use or construction authorized by this permit must be commenced within one year of issue unless delayed by ligation or permit expires.

ACTION OF THE ADMINISTRATIVE OFFICER

ID of zoning district: _____ ID and classification of use: _____

Application is REFERRED to the ☐ ZBA or ☐ PC for the following review and approval:☐ Ridgeline ☐ Variance ☐ Conditional Use ☐ Other: _____

		-		-	2	6
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 AO Signature: _____
FINAL ACTION OF THE ADMINISTRATIVE OFFICER
☐ APPROVED

 ☐ APPROVED with conditions noted

 ☐ DENIED

 ☐ NO PERMIT REQUIRED

Comments: _____

		-		-	2	6
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 AO Signature: _____

WARNING: State permits may be required for this project. Call 802-885-8850 to speak to the State Permit Specialist before beginning construction.

**See current fee schedule. Make check payable to Town of Pomfret.

PROPERTY SKETCH**ZP26-**

INSTRUCTIONS: Draw a lot outline and proposed construction within the lot showing distances to boundaries, existing buildings and location of roads, drives and parking. Show septic facilities and water supply for new residences. Indicate North on your sketch. Use another sheet or attach plans if appropriate.

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information on this application is true and accurate, consents to its submission, and understands that if the application is approved, the zoning permit and any attached conditions will be binding on the property. Further, the undersigned authorizes the Administrative Officer access, at reasonable times, to the property covered by the permit issued under this application, for the purposes of ascertaining compliance with said permit.

(Selectboard Chair)

Property Owner's signature

Date

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted on and with this application is true and accurate.

(Pomfret Historical Society)

Applicant's signature

Date

OFFICE USE ONLY

- - **2** **6**
Received

\$ - - **2** **6**
Fee Paid or deposited

- - **2** **6**
Application deemed complete

An applicant and/or interested person (as defined in 24 VSA §4464) may appeal any decision of the Administrative Officer to the Zoning Board of Adjustment (ZBA) within 15 days of the date of the decision. Said notice shall be in writing, mailed or delivered to the Clerk of the ZBA, and give the reasons for the appeal. Failure to appeal this decision may prevent any party from arguing against its elements in a future hearing or appeal. 24 VSA §4472.

Thomas Ware Paintings

Jocelyn Randles [REDACTED]

Tue, May 19, 2026 at 6:10 PM

To: benjamin.brickner@pomfretvt.us, john.peters@pomfretvt.us, steve.chamberlin@pomfretvt.us, emily.grube@pomfretvt.us, Alan Graham [REDACTED]

Cc: Abbott Memorial Library <abbottlibrary@gmail.com>, Heather Durkel [REDACTED], Katie Brickner [REDACTED], Jan Salstrom [REDACTED], Jim Robinson [REDACTED], Mary Worrell [REDACTED]

Dear Pomfret Select Board and Pomfret Historical Society,

As you know, we have been in discussion with Matt Powers at the Woodstock History Center about the Thomas Ware paintings. The seven paintings have been on loan to the History Center since 1981 as they are able to store them in climate controlled conditions. The paintings are listed as assets for the Town of Pomfret.

However, The History Center does not want to store the paintings any longer unless they can be restored. Their condition is deteriorating and they do not feel that they can be exhibited in their current state. They suggested that the town gift them the paintings so that they can restore them. The paintings are probably worth \$4-7K each. A look into library records suggests that a condition of the donation of the paintings to the library/town is that they cannot be gifted or sold (this was verified by lawyers in the 1980's).

Thomas Ware lived in Pomfret (Cloudland Rd.), painted many oil on panel portraits in a naïve style, and died young in 1836. The most valuable of the seven paintings is a rare self portrait. There are three other portraits of known sitters (Martin Snow, Lydia Hayes Snow, Annis Orr Chandler) and two of unidentified sitters. We recently had an art restorer (Laura Le, a conservator recommended by contacts of Matt Powers and Alan Graham) come out to estimate the cost of restoration. Her estimates of treatment were given as a range for each piece and averaged at about \$5K for each.

We are unsure how to proceed and don't know if it is our decision to make. Would you like to meet to discuss the matter?

Sincerely,

Jocelyn Randles, Mary Worrell, Jim Robinson, Katie Brickner, Heather Durkel, Jan Salstrom (Abbott Memorial Library Trustees) and Cory Smith (Pomfret Librarian)

Sent from my iPad



PROPOSAL

May 14, 2026

Attn: Frank Rogers

Project: Town of Pomfret, VT – 2026 Crack Sealing

NC Reference #6608

Scope of Work:

- Includes traffic control.
- Based on a “blow and go” operation
- Proposal based on 2026 work.
- Excludes sweeping
- Excludes “alligatored” areas
- Performance bond available. Call for pricing.

*Proposal valid for 45 days

BID DESCRIPTION	TOTAL
Crack Sealing	\$ [REDACTED] per Day

Please don't hesitate to contact me with any questions.

Accepted By:

_____ **Date:** _____

Thank you,

Evan Kropa
Estimator

Proposal



825 Granite Street, Braintree, MA 02184

phone 781.428.3400

fax 781.428.3430

indusinc.com

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

Phone: 802 457-3861

5/19/2026

FAX: 802 457-8180

Pomfret, VT - PCRM Crack Seal (proposal) 2026

Pomfret, VT

BID DATE: May 20, 2026 12:00 pm

QUOTED BY: Joel Faria 7814283785

PCRM Crack Sealing

Furnish all labor, material and equipment to perform the following item(s) of work.

ITEM NO	QUANTITY	DESCRIPTION	PRICE	EXTENDED PRICE
	781 GAL <i>2 flaggers per day</i>	PCRM Cracksealing With Fibers (W/Flaggers)	█/GAL	\$1█

Quote Notes:

1. Final quantities to be determined by actual field measure
2. Traffic control pricing as noted above.
3. No work is to be performed on weekends or holidays unless stated otherwise in the items above.
4. This quote is valid through 12/01/26.
5. Prices are subject to asphalt price adjustments to be determined at time of work; the base asphalt price used for this quote is █/Ton\$ (VT May - 2026)

Grand Total:

\$█

NOTE: Please sign and return. Submit Tax Exempt Certificate if applicable.

All material is guaranteed to be as specified. All work to be in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature:

Joel Faria

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms are net upon completion, unless stated otherwise.

Date of Acceptance: _____

Signature: _____



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 Selectboard
DRAFT Meeting Minutes
May 20, 2026

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

Public: Frank Rogers, Art Lewin, Eric Chase, Beriah Smith, Neil Lamson, "Michael"

1. **Call to Order** – Ben called the meeting to order at 7:03 pm.
2. **Executive Session**
 - a. Ben moved and Emily seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services. Unanimous. The Selectboard entered executive session at 7:03 pm.
 - b. John moved and Steve seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 7:30 pm.
3. **In Memoriam, Marge Wakefield** – Ben acknowledged the passing of Selectboard member Marge Wakefield, noting her commitment, preparation, and extensive service to the town as a Selectboard Member, Trustee of Public Funds and Justice of the Peace. The Selectboard held a moment of silence in her memory.
4. **Agenda Review** – *None.*
5. **Public Comment** – *None.*
6. **Road Foreman Report** – Frank reported that a cooler for the tractor mower costs \$4,500 for parts, which the crew can install. The 2015 Ford 550 is experiencing serious wiring harness issues; replacing the harness is estimated at \$3,000 for parts and labor. The Selectboard discussed the vehicle's age but agreed to the repair to preserve the investment. Frank noted that 12 town line signs are needed at \$1,185 total; the Selectboard approved the purchase. This week the crew removed approximately a dozen trees along Pomfret Road using hired flaggers, though work was occasionally interrupted by emergency calls for fallen trees elsewhere. The grader's 2,000-hour service was completed, which also required a new main wiring harness. The new Innovative spray unit is installed, and dust control with magnesium will begin next week. Frank also discussed pavement issues and speed limit sign placement in South Pomfret.
7. **Items for Discussion or Vote**
 - a. **Town Highway Crack Sealing** – Frank received two quotes (Nicom and Indus) but noted they were difficult to compare because one was a daily rate and the other was a per-gallon rate. He will ask Nicom for a per-gallon rate to allow for an equivalent comparison. Discussion to continue at the June 3 meeting.
 - b. **Sand Request for Proposals (2026–27 Season)** – The Selectboard reviewed the RFP prepared by Emily. John moved and Steve seconded that the RFP request a one-year contract only, citing the volatility of diesel and trucking costs. Unanimous.
 - c. **New Road Crew Hire** – John provided a preliminary analysis comparing a new full-time hire (estimated at \$178,000 annually including benefits and equipment) against contracting specific seasonal tasks like mowing or plowing. Steve expressed concern that the town has already fallen behind capital planning recommendations for equipment. The Selectboard decided to postpone the issue to June 3 to allow John and Frank to refine the cost analysis and job description.

- d. **Paving Engineering Services Contract** – The Selectboard clarified that VHB should handle its own flagging and proceed with optional additional core sampling to validate pavement thickness.
 - e. **Enforcing Rules of the Road** – Ben reported a resident complaint regarding bicyclists failing to stop at signs or ride single-file to allow traffic to pass. The Selectboard discussed safety concerns and legal requirements for cyclists. Ben will follow up with the Sheriff and local biking groups.
 - f. **WCSD Patrol Contract Renewal** – Postponed to June 3.
 - g. **Datamann Contract Renewal** – The Selectboard noted the annual contract cost has significantly increased. Emily suggested obtaining quotes from other firms to ensure the suite of services remains adequate and cost-effective. Becky and Ellen will be asked to attend the June 3 meeting to discuss service needs.
 - h. **Selectboard Vacancy** – Ben outlined options for filling the seat vacated by Marge Wakefield’s passing, noting the legal requirement to appoint a qualified voter “forthwith”. The Selectboard will post a legal notice on the listserv. The application deadline is June 15, with an appointment target for the June 17 meeting.
 - i. **Warrants** – Steve moved and Emily seconded approval of the following warrants for payment:

26106	\$	8,513.94	Payroll
26107		889,170.24	A/P

 Unanimous.
 - j. **Approval of May 6, 2026 Minutes** – Steve moved and John seconded approval of the minutes of the May 6 regular meeting as presented. Unanimous.
8. **Meeting Wrap Up**
- a. **Correspondence** – Ellen presented a CD renewal (\$190,000); the Selectboard recommended rolling it over for three months. The Abbott Memorial Library Board requested a decision on the Thomas Ware paintings currently in storage; a library representative will be invited to the next meeting.
 - b. **Review of Assignments** – Frank will update the job description, obtain an updated crack sealing bid, and work with John on financials; John will meet with Frank; Ben will contact VHB, send the sand RFP, post the vacancy notice, and forward FEMA funding info to the Fire Department.
 - c. **Agenda for Next Meeting** – VSO permit; Large event permit; WCSD contract; Data Management; Ware paintings; Sand RFP review.
9. **Executive Session**
- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous. The Selectboard entered executive session at 9:11 pm.
 - b. Steve moved and John seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 10:16 pm.
10. **Adjournment** – John moved and Steve seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 10:16 pm.