

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
June 17, 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. Town Plan Update b. Fire Department Truck Purchase c. Fall Foliage Traffic Management d. WCSD Patrol Contract Renewal e. Datamann Contract Renewal f. Selectboard Vacancy Update g. Town Administrator Hiring Update h. Warrants i. Approval of May 20, June 3 and June 11, 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

Replacement for Engine 1 (RFP)

1 message

Gregory Hartford <hartford.gregory@gmail.com>

Tue, Jun 9, 2026 at 10:51 AM

To: steve.chamberlin@pomfretvt.us, Benjamin Brickner <benjamin.brickner@pomfretvt.us>, emily.grube@pomfretvt.us, john.peters@pomfretvt.us, Cynthia Hewitt <cynthia.hewitt@pomfretvt.us>, Greg Olmstead <olmsteadgreg@hotmail.com>, Jake Astbury <jacobastbury12@gmail.com>, TERRI CHAMBERLIN <ridgelinefarm@aol.com>, Scott Pearce <spearce13@gmail.com>

To: The Pomfret Selectboard

From: Pomfret Teago Volunteer Fire Department

Subject: Update on Engine 1 Replacement – Formal RFP Issued for Stock Tanker

Dear Members of the Pomfret Selectboard,

We are writing to provide a formal update regarding the replacement process for Engine 1 (1993 Unit). To ensure we secure the most competitive pricing and the best possible equipment for our community, the Pomfret Teago Volunteer Fire Department has formally requested three bids for a new apparatus from Bulldog Manufacturing (Fouts), Allegiance Fire and Rescue (Pierce) and Desorcie Emergency Products (EONE).

We are utilizing **Sourcewell Contract #082025** to streamline the procurement process and leverage cooperative purchasing power. Rigorous, competitive bidding has been completed which allows our department to directly benefit from aggressive pricing and better value to our taxpayers. Sourcewell contracts satisfy the competitive RFP requirement in Vermont as a cooperative purchasing contract. I will be putting together a binder with all Sourcewell documents, pricing schedules and a written justification for auditing purposes. After I send those documents to the board, I am requesting approval from the town to utilize this cooperative contract agreement to procure Engine 1s replacement. Other municipalities in Vermont utilize Sourcewell contracts at this time.

For your records, the official Request for Quote (RFQ) was sent out with the following core specifications to meet our department's operational needs:

- **Apparatus Type:** 2-Door Pumper/Tanker
- **Water Capacity:** 2,000-gallon minimum
- **Pump Capacity:** 1,250 GPM minimum
- **Fire Suppression:** Master stream from the roof deck
- **Equipment Storage:** Side ladder racks (with new ladders included) and a portable pond with dedicated portable pond storage
- **Electronics:** Pre-wired for communications equipment, including a radio repeater

We will keep the Selectboard fully informed as the bids are received and evaluated. Our goal remains to acquire a reliable, high-performing vehicle that ensures the safety of our residents while remaining fiscally responsible.

Please let us know if you have any questions or require further details at this stage. As always, our priority is the safety of our residents and their property. We look forward to working with you on this important purchase and appreciate the ongoing support we receive from the Select-board.

Sincerely,

Gregory Hartford

President, Pomfret Teago Volunteer Fire Department



TOWN OF POMFRET, VERMONT

SELECTBOARD

To:	The Pomfret Community
From:	Town of Pomfret Selectboard
Date:	August 20, 2025
Subject:	2025 Foliage Season Traffic Management

I. Introduction

This memorandum summarizes steps the Town of Pomfret will take to manage and ameliorate traffic issues during the 2025 Foliage Season (as defined below) along Cloudland Road (TH #5 and Woodstock TH #44) and Barber Hill Road (TH #5) created primarily by extraordinary tourism interest in private properties.

Foliage season traffic in this area has steadily increased during the last several years, causing significant safety, environmental, aesthetic, and quality of life issues. The steps summarized in this memo are part of a comprehensive effort, in coordination with area residents, to address these issues on the ground, through dialogue with local government partners, and on social and other information media.

Last year, the Town of Pomfret, in coordination with the Town of Woodstock, closed Cloudland Road south of Barber Hill Road and limited Barber Hill Road to one-way traffic westbound from Wednesday, September 25 through Wednesday, October 16, 2024. These traffic pattern changes are described in a memorandum approved by the Pomfret Selectboard on July 17, 2024.¹ Similar changes also were implemented in 2023.

Feedback on the traffic pattern changes implemented during the last two years has been mostly positive, especially among residents in the affected area. For this and other reasons, the Pomfret Selectboard has determined to implement a similar plan for the 2025 Foliage Season, as described herein.

The subject of this memo was discussed at the August 6, 2025, Pomfret Selectboard meeting and reflects feedback provided by interested parties. This memo was approved by the Pomfret Selectboard on August 6, 2025.

¹ Town of Pomfret, "2024 Foliage Season Traffic Management", as approved on July 17, 2024, *available from* https://pomfretvt.us/index.php/download_file/2469/.

II. Temporary Traffic Pattern Changes

Road Closures. From Saturday, October 4 through Sunday, October 19, 2025 (the “2025 Foliage Season”), and subject to the exceptions described below:

- Cloudland Road in Pomfret south of Barber Hill Road will be closed to all motor vehicle traffic.
- All of Cloudland Road in Woodstock will be closed to all motor vehicle traffic, as authorized by the Woodstock Selectboard at its August 19, 2025 meeting.
- All of Barber Hill Road will be limited to one-way traffic westbound and closed to all eastbound motor vehicle traffic.

For an illustration of the traffic pattern changes described above, see *Attachment 1*.

No Parking Areas. During the 2025 Foliage Season, parking will be prohibited:

- On both sides of Cloudland Road from immediately north of the driveway to 3655 Cloudland Road to immediately south of the driveway to 2763 Cloudland Road.
- On both sides of Barber Hill Road from immediately east of the driveway to 1178 Barber Hill Road to the intersection with Cloudland Road.

Exceptions. Notwithstanding the traffic pattern changes described above, the individuals listed below may continue to travel on Cloudland Road and Barber Hill Road in both directions. These individuals are asked to enter and exit the closure area by the shortest available route and to avoid unnecessary travel through the closure area.

- Cloudland Road, Barber Hill Road, Maxham Road (TH #46) and Orchard Hill (private) residents, their guests, deliveries, contractors and service providers
- All other Pomfret and Woodstock residents, but only within the closure area of their respective town
- Individuals actively engaged in the required agricultural practices, accepted silvicultural practices or forestry operations described in 24 V.S.A. 4413(d)(1)
- Operators of emergency vehicles while responding to emergencies

Authority. The temporary traffic pattern changes described above are authorized by 19 V.S.A. 303 and 1110, 23 V.S.A. 1010 and Section 8 of the Pomfret Traffic and Parking Ordinance, and were approved by the Pomfret Selectboard on August 6, 2025, and the Woodstock Selectboard on August 19, 2025. All other traffic and parking regulations continue to apply except as modified herein.

III. Temporary Signage and Barriers

To alert the traveling public of the traffic pattern changes described above, and as required by Section 8.2 of the Pomfret Traffic and Parking Ordinance, prior to the start of the 2025 Foliage Season, the Pomfret Highway Department will install the signage and barriers described in *Attachment 2*. Signage and barriers within the Town of Woodstock will be placed in coordination with the Woodstock Public Works Department and with assistance from area residents.

During the 2025 Foliage Season, the signage and barriers described in *Attachment 2* will be monitored and replaced by area residents as needed, with timely notice of these activities to the Pomfret Highway Department or Woodstock Public Works Department, as applicable. The signage and barriers will be removed by the Pomfret Highway Department after the 2025 Foliage Season.

IV. Pomfret Highway Department Guidance

The Pomfret Highway Department in its discretion may deviate from the signage and barriers described in *Attachment 2* in order to promote the safety of the traveling public, maintain reasonable levels of service on the existing highway system, and protect the public investment in the existing highway infrastructure.

While area residents will be primarily responsible for monitoring and replacing signage and barriers that are disturbed or removed during the 2025 Foliage Season, the Pomfret Highway Department may remove or relocate signage or barriers at any time in order to protect the traveling public or highway infrastructure.

V. Patrol and Enforcement

The Pomfret Selectboard will ask the Windsor County Sheriff's Department to direct forty percent (40%) of existing patrols to the closure area during the 2025 Foliage Season, to enforce the temporary traffic pattern changes described above, and to issue warnings or citations as appropriate. Area residents will coordinate directly with the Sheriff's Department to direct these existing patrols within the closure area.

Area residents at their option, sole cost and expense, may also contract with the Sheriff's Department or other licensed traffic control professional for additional patrols during the 2025 Foliage Season. Area residents will provide advance notice to the Pomfret Selectboard and Woodstock Municipal Manager of any such additional patrols.

VI. Communications and Publicity

Copies of this memo will be provided to the individuals and agencies listed in *Attachment 3*. A summary of the temporary traffic pattern changes described above also will be published by the Pomfret Selectboard in at least two public places as required by 19 V.S.A. 1110, in *The Vermont Standard* on or about September 25, 2025, and on the Pomfret and Woodstock list serves on or about October 2, then weekly thereafter through October 16, 2025.

The public is asked to direct any questions or concerns as follows:

- **Regarding the policies described in this memo**, to the Pomfret Selectboard (<https://pomfretvt.us/index.php/boar/sel/>) or the Woodstock Municipal Manager (<https://townofwoodstock.org/government/town-manager/>)
- **Regarding town highway conditions, maintenance or damage**, to the Pomfret Highway Department (<https://pomfretvt.us/index.php/dep/highway/>) or the Woodstock Public Works Department (<https://townofwoodstock.org/departments/public-works/>)
- **Regarding non-emergency law enforcement matters**, to the Windsor County Sheriff's Department (<https://windsorsheriff.org/contact-us>) or the Woodstock Police Department (<https://townofwoodstock.org/departments/emergency-services/>)
- **For Emergencies, Fire or Ambulance, dial 911**

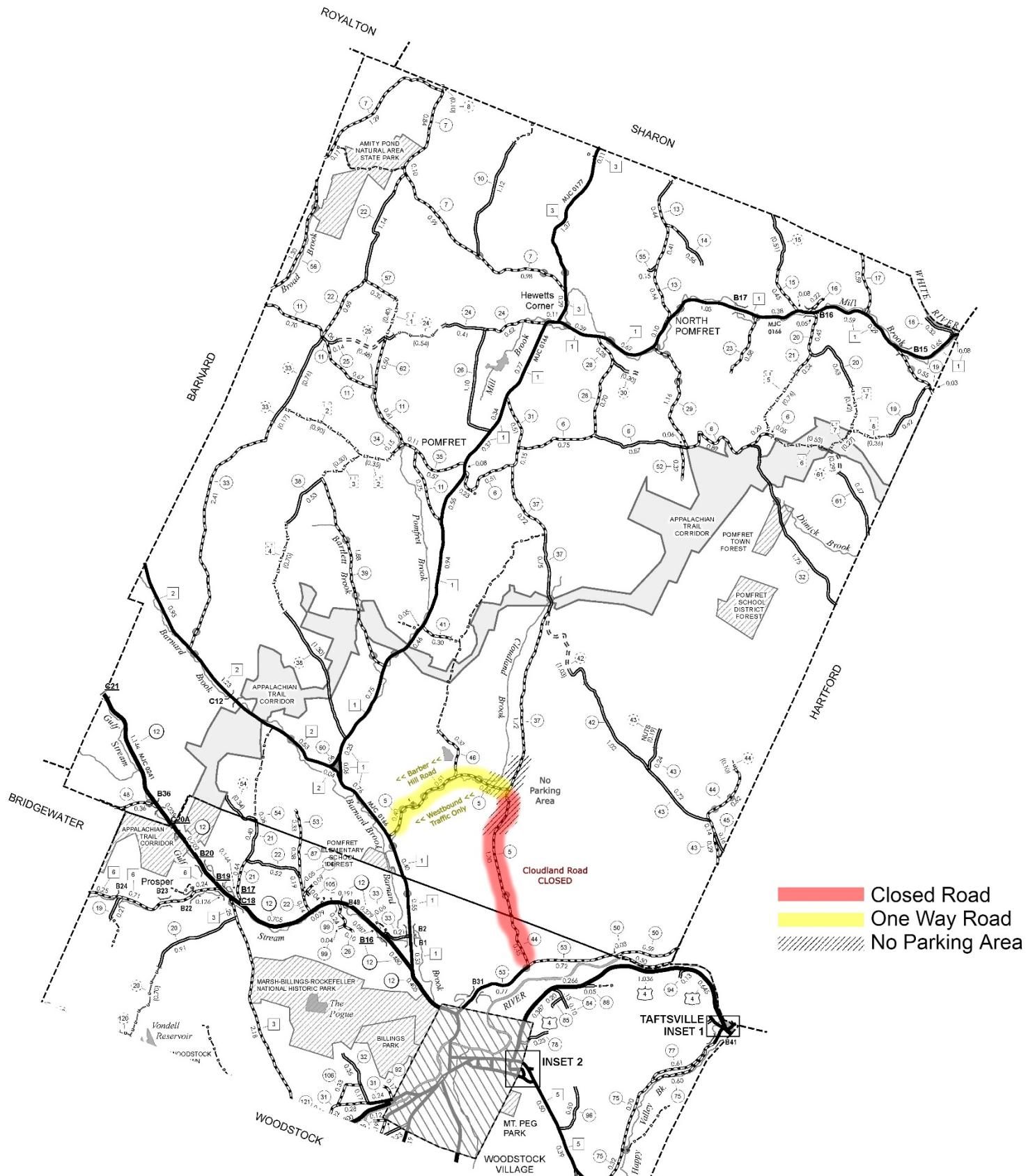
VII. Conclusion

The Pomfret Selectboard recognizes that the traffic pattern changes and other steps summarized in this memo cannot fully address the significant issues created by fall foliage traffic along Cloudland Road and Barber Hill Road. We also appreciate these steps may inconvenience area residents, their guests and others.

Nonetheless, we believe these actions will significantly improve safety and quality of life for residents most severely affected by increased foliage season traffic, as they did the last two years. We thank the Pomfret and Woodstock communities for their patience and careful adherence to these temporary changes so that they may have their intended effect.

[Remainder of page intentionally blank. Attachments follow.]

ATTACHMENT 1
TEMPORARY TRAFFIC PATTERN CHANGES



ATTACHMENT 2
TEMPORARY SIGNAGE AND BARRIERS

Cloudland Road in Woodstock (Woodstock TH #44)

(mileage measured north from the intersection with Old River Road (Woodstock TH #53))

- **0.01 miles** (end of paved surface) –
 - “Road Closed (local residents only)” on both sides facing south
 - Two eight-foot barricades or reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass

Cloudland Road in Pomfret (TH #5)

(mileage measured north from the Woodstock town line)

- **0.00 miles** (immediately north of the Woodstock town line) –
 - “Road Closed (local residents only)” on both sides facing south
 - Two eight-foot barricades or reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass
- **0.22 miles** (immediately north of the driveway to 4169 Cloudland Road) – “Road Closed (local residents only)” on both sides facing south
- **0.76 miles to 1.59 miles** (from immediately north of the driveway to 3655 Cloudland Road to immediately south of the driveway to 2763 Cloudland Road) at regular intervals – “No Parking, Stopping or Standing” on both sides facing both directions (i.e., not facing the travelled way centerline)
- **0.90 miles** (across from the driveway to 3429 Cloudland Road) – Reflective barrels as needed to eliminate space for parking
- **1.10 miles** (immediately south of the driveway to 3281 Cloudland Road) – “Road Closed (local residents only)” on both sides facing north
- **1.21 miles** (immediately south of Barber Hill Road) –
 - “Road Closed (local residents only)” on both sides facing north
 - “Exit” on southbound side directing traffic onto Barber Hill Road
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass
- **4.35 miles** (immediately south of Galaxy Hill Road) –
 - “Road Closed Ahead (local residents only)” on both sides facing north
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass

Barber Hill Road (TH #5)

(mileage measured east from the intersection with Pomfret Road (TH #1))

- **0.00 miles** (in the “wyé” east of Pomfret Road) – “Detour” directing westbound Barber Hill Road traffic to turn left (south) onto Pomfret Road
- **0.01 miles** (immediately east of the “wyé” east of Pomfret Road) –
 - “Road Closed (local residents only)” on both sides facing west
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass, and other traffic to reverse direction around the “wyé”
- **0.89 miles** (immediately north of Maxham Road (TH #46)) –
 - “Road Closed (local residents only)” on both sides facing west
 - Two reflective barrels narrowing travelled way but still allowing local and emergency vehicular traffic to pass, and other traffic to reverse direction in the Maxham Road intersection
- **1.18 miles to 1.41 miles** (from immediately east of the driveway to 1178 Barber Hill Road to the intersection with Cloudland Road) at regular intervals – “No Parking, Stopping or Standing” on both sides facing both directions
- **1.41 miles** (immediately west of Cloudland Road) – Reflective barrels as needed to eliminate space for parking

ATTACHMENT 3
NOTIFICATION LIST

Cloudland Road residents in Pomfret

[on file]

Cloudland Road residents in Woodstock

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Barber Hill Road residents

[on file]

Maxham Road residents

[on file]

Orchard Hill residents

[on file]

Pomfret Highway Department

Frank Rogers, Road Foreman,
highway@pomfretvt.us

Pomfret-Teago Volunteer Fire Department

Jake Astbury, Chief,
jacobastbury12@gmail.com

Pomfret FAST Squad

Frank Perron, Head of Service,
frank@frankperron.com

Woodstock Selectboard

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Public Works

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Police

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Woodstock Fire/EMS

Via Eric Duffy, Municipal Manager,
eduffy@townofwoodstock.org

Windsor County Sheriff's Department

Ryan Palmer, Sheriff,
ryan.palmer@vermont.gov

Vermont State Police

Lt. Jerry Partin, Royalton Barracks Station
Commander, jerry.partin@vermont.gov

Vermont Agency of Transportation

Shauna Clifford, District 4 Administrator,
shauna.clifford@vermont.gov

Chris Bump, District 4 Project Manager,
chris.bump@vermont.gov

U.S. Forest Service

Chris Mattrick, District Ranger,
christopher.mattrick@usda.gov

Appalachian Trail Conservancy

Ilana Goll, igoll@appalachiantrail.org

Green Mountain Club

Emily Mosher,
gmc@greenmountainclub.org



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 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.

Town of Pomfret Selectboard

DRAFT Meeting Minutes

June 3, 2026

Present: Benjamin Brickner, Emily Grube

Public: Frank Rogers, Cynthia Hewitt, Cy Benoit, Norwood Long, Joanna Long, Mary Worrell, Eric Chase, Jocelyn Randles, Cory Smith, Alan Graham, Steve Oatway, Michael Miller

1. **Call to Order** – Ben called the meeting to order at 7:09 pm.
2. **Adjournment to a Time Certain** – There being no quorum present, Emily moved and Ben seconded that the meeting be adjourned to later in the evening. Unanimous. The meeting was adjourned to later in the evening at 7:10 pm.
3. **Call to Order** – Ben called the meeting back to order at 7:39 pm.
4. **Adjournment** – There still being no quorum present, Emily moved and Ben seconded that the meeting be adjourned. Unanimous. The meeting was adjourned at 7:39 pm.

Town of Pomfret Selectboard
DRAFT Special Meeting Minutes
June 11, 2026

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

Public: Frank Rogers, Cynthia Hewitt, Sgt. Austin Soule (VSP), Art Lewin, Stephen Oatway

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's Report** – The crew has installed the three new welcome signs at the Pomfret town line. The Selectboard discussed repainting one of the old signs for the Stage Road town line; Bob Crean will be asked regarding this possibility. Mowing of paved roadsides is completed, and road grading is 50% finished, with completion expected next week. Frank attended meetings for FEMA and the Municipal Road Grant Program (MRGP) regarding documentation and preventative maintenance record-keeping. Frank reported that Mike Blakslee at VTrans confirmed Pomfret will be awarded a Highway Structures grant for replacement of Culvert #59 on Pomfret Road. The Selectboard discussed project supervision, and Emily will reach out to Allyn Ricker to gauge his interest in overseeing the work.
5. **Items for Discussion or Vote**
 - a. **Sgt. Austin Soule – VSP** – Sgt. Austin Soule attended to update the Selectboard on the status of the Royalton Barracks. He reported the barracks are now fully staffed and outlined available resources, including speed sensors and a mental health counselor (Cora). Sgt. Soule and Lt. Matt Sweitzer intend to increase their presence in the patrol area and will investigate a potential patrol contract with the Town of Pomfret, alongside providing traffic data via speed sensors.
 - b. **Large Event Permit Application (VSO at S6, July 1)** – The Selectboard reviewed a permit application for the Vermont Symphony Orchestra's annual summer concert tour at Saskadena Six on July 1. Approximately 450 attendees are expected. John moved and Emily seconded approval. Unanimous roll-call vote.
 - c. **Large Event Permit Application (Oatway, August 21)** – The Selectboard reviewed an application for a wedding welcome party at the Oatway property on August 21. Approximately 120 attendees are expected. Steve moved and Emily seconded approval. Unanimous roll-call vote.
 - d. **Permit for Public Tree Removal Application (Blake)** – Keith and Ann Blake submitted a request to have the town remove a large shade tree at 1854 Pomfret Road, which they believed was top-heavy and potentially hazardous to the right-of-way. Tree Warden Cy Benoit and Frank Rogers inspected the tree and determined it is healthy and poses no threat. The Selectboard determined that since the tree is not a hazard, removal is not required. No action was taken.
 - e. **Zoning Permit Application (Pomfret Historical Society)** – The Selectboard reviewed an application from the Pomfret Historical Society to erect a Veterans' Memorial on town-owned property between the town office and the brick building. As the property owner, the Town must co-sign the application. John moved and Steve seconded that the Selectboard co-sign the application. Unanimous roll-call vote.

- f. **Certificate of Deposit Rollover** – The Selectboard reviewed the rollover of a maturing Certificate of Deposit (CD) that matured approximately one week ago. The rollover was proposed for a few months at an interest rate of over 3%. Emily moved and John seconded approval. Unanimous roll-call vote.
- g. **Datamann Contract Renewal** – The Selectboard discussed the IT service contract renewal. Members expressed a desire for input from Becky and Ellen regarding their experience with the current provider and information they gathered regarding other towns' IT setups. Discussion was postponed to the June 17 meeting.
- h. **Town Highway Crack Sealing** – Frank presented two bids for crack sealing – Nicom (\$35.75/gallon) and Indus (\$19.20/gallon) – both of which included flaggers. The work is planned for the next fiscal year. Steve moved and John seconded awarding the contract to Indus. Unanimous roll-call vote.
- i. **Open Sand RFP Bids (2026–27 Season)** – Bids for winter sand were received from D&D and Pike. The Selectboard discussed the merits of Pike's manufactured "winter blend" washed stone versus mixing brown sand. To ensure consistency and quality, the Selectboard agreed to use Pike's winter blend exclusively for the upcoming season. Steve moved and John seconded the motion. Unanimous roll-call vote. Frank will follow up with D&D, and Ben will sign and return the contract to Pike.
- j. **WCSD Patrol Contract Renewal** – The Selectboard discussed the Windsor County Sheriff's Department contract, which expires at the end of the month. Discussion was postponed to June 17 to allow the Selectboard to further investigate VSP service options.
- k. **Delinquent Dog License Follow-up** – The Selectboard reviewed a list of delinquent dog licenses due April 1. Cynthia will phone the owners to provide reminders.
- l. **Selectboard Vacancy Update** – Ben reported receiving four inquiries regarding the current vacancy. He will invite the candidates to attend the June 17 meeting to introduce themselves, and the Selectboard intends to make an appointment at that time.
- m. **Warrants** – John moved and Steve seconded approval of the following warrants for payment:

26110	\$	9,010.49	Payroll
26111		3,667.87	A/P
26112		2,000.00	A/P (annual scholarships)
26115		8,553.73	Payroll

Unanimous roll-call vote.

6. **Meeting Wrap Up**

- a. **Correspondence** – The Selectboard received 11 applications for the Town Administrator position. The Selectboard agreed to invite seven candidates for preliminary interviews with a screening panel consisting of Ben, John, Ellen, and Becky. Ben will email the candidates to schedule 30-minute interviews.
- b. **Review of Assignments** – Frank will follow up with Indus, Nicom, and D&D. Emily will contact Allyn Ricker about the culvert project and the Planning Commission regarding the Town Plan. Cynthia will call delinquent dog owners and follow up with Sgt. Soule regarding the mental health worker. Ben will submit the Pike contract, email Selectboard candidates, arrange interviews with Town Administrator candidates.

- c. **Agenda for Next Meeting** – Datamann contract; WCSD contract; Selectboard vacancy; Fire Department Engine 1 replacement; Cloudland Road foliage traffic; Town Plan.
- 7. **Adjournment** – John moved and Emily seconded that the meeting be adjourned. Unanimous roll-call vote. The meeting was adjourned at 8:45 pm.