

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
July 1, 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. Fire Department Communications and Paving b. Pomfret Road Reclamation Engineering Contract c. Purchase of New Highway Truck d. Structures Grant (Pomfret Road Culvert #59) e. Highway Maintenance Contracting f. Road Crew Member Hiring g. Fall Foliage Traffic Management h. Residential Driveway Application (426 Sessions Meadow) i. FY 2027 Cost of Living Adjustment j. Town Line Sign Restoration k. Town Hall Railing Installation Estimate l. 250th Anniversary Committee Expenditures m. Warrants n. Approval of June 17, 2026 Minutes	7:15 pm
6. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	8:45 pm
7. Proposed Executive Session – Employment of Public Employees	
8. 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=ZjBEeDZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

Final Fire Department Projects

Gregory Hartford <[REDACTED]>

Sun, Jun 28, 2026 at 9:45 PM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, Cynthia Hewitt <cynthia.hewitt@pomfretvt.us>, emily.grube@pomfretvt.us, Eric Chase <eric@chasesiteservices.com>, john.peters@pomfretvt.us

Selectboard,

Thank you for your time as I know all of you are incredibly busy. We have a couple projects we'd like permission to move forward with.

Communications Equipment

We have been monitoring the status of the communications equipment up at the tower for some time and have grown concerned that the current system could experience a catastrophic failure at any moment. We had the site inspected and the electronics box was being overtaken by insects and critters, which tell us the box is not weathertight and we could soon lose it. We have located a company that has the skillset (really hard to find) and ability to complete the work that is required without delay. Due to some savings from our new insurance plan (among others) this year we have some funds in our FD budget account that would cover the equipment replacement without delay. We are asking for permission to utilized funds that are currently in our remaining town account to make the necessary repairs and get a new weathertight box and battery bank up at the tower. It would be a few hours of work and we've communicated to the caretaker of the property that a service call for repairs is in the near future. (invoice from Belltronics attached)

Teago Driveway

We have recently received a quote to repair the driveways at each station, as we are concerned they need some significant attention due to their age. We have identified Teago as needing that repair this year, which would result in a 1 inch top coat to be added to Teago that would give us many more years of service. We have enough in our own department funds to cover \$4,000 of the repair ourselves and we would like to use what's remaining in our town department budget to cover \$5,750 of the repair. The repairs are \$[REDACTED] in total. (quote attached)

Please let me know if you have any questions and thank you for your time,

Greg Hartford

2 attachments

 **Quote # JL26-0616A-1.PDF**

209K

 **proposal_WH6TKV7J-001_20260623T160729.pdf**

243K



240 MAIN DUNSTABLE ROAD
NASHUA, NH 03062

Voice: 603-402-4144

Fax: 603-386-6344

INVOICE

Inv Number: 6/16/26
Inv Date: 6/19/26 2:18 PM
Page: 1

Reference: JL26-0616A

Bill To:

Pomfret-Teago Volunteer Fire
2026 Pomfret Rd
North Pomfret, VT 05053

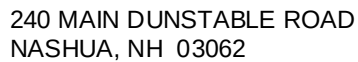
Ship To:

Pomfret-Teago Volunteer Fire
2026 Pomfret Rd
North Pomfret, VT 05053

Customer ID		Payment Terms	Sales Rep
Pomfret-Teago Fire		Net 30 Days	Labrie, Jeffrey C.

Quantity	Line Item ID	Description	Unit Price	Amount
1.00		50"H X 25"W X 34"D (26 RU) HEAVY DUTY OUTDOOR ENCLOSURE W/ FRONT / REAR ACCESS. LOCKING SYSTEM Item Information: OD-50DDC Cabinet w/ 15 year warranty, front/rear door, locking system, aluminum construction	4,264.93	4,264.93
1.00		110v Dual Fan Kit w/ Adjustable Thermostat, 210CFM Item Information: F25-115T	302.09	302.09
1.00	405-4360-1	19"w x 21"d Battery Tray, 400 lbs Max, Black Item: #405-4360-1 (Tessco)	498.00	498.00
1.00		19" Cantilever Flush Mount Shelf, Black (for Motorola repeater) Item: 9011-1918 (Tessco)	175.00	175.00
1.00	Shipping-Inbound	Shipping& Insurance - Inbound (Freight from Company)	791.00	791.00
8.00	SLBR	2 Techs x 4 hours (1/2 day)	125.00	1,000.00
1.00	Travel Time	Travel Time Charge	110.00	110.00
1.00	MISC PARTS	MISC PARTS (connectors) **Items to be Added to Cabinet** *PFD Repeater *PFD Tone Board *HWY Repeater *Combiner *All Batteries ***NOTE: This unit may assist with future	20.00	20.00

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



Fax: 603-386-6344

Inv Number: 6/16/26
Inv Date: 6/19/26 2:18 PM
Page: 2

Reference: JL26-0616A

Pomfret-Teago Volunteer Fire
2026 Pomfret Rd
North Pomfret, VT 05053

Pomfret-Teago Volunteer Fire
2026 Pomfret Rd
North Pomfret, VT 05053

Quantity	Line Item ID	Description	Unit Price	Amount
		expansion or change of repeater equipment		

Subtotal	7,161.02
Sales Tax	
TOTAL	7,161.02



Blaktop Inc.
73 Elm Street West
West Lebanon, NH, 03784
(800) 894-8886

Contact
Kyle Cardillo
kyle@blaktop.com
(603) 359-1548

Proposal

Estimate ID
KC Proposal -1266-001

Bid date
Jun 23, 2026

Expires
Sep 13, 2026

Attention

Greg Hartford
Pomfret Fire Department
PO Box 1
South Pomfret, VT 05067

Project name

Pomfret Fire Department Overlays

Project address

7373 Pomfret Rd, Pomfret, VT, 05053

Estimate name

Pomfret Fire Department Overlays

Payment Terms

NET 30

Prevailing wage

No

Bid Items

North Pomfret Fire Department Overlay

Qty: 1 EACH

Unit Price: \$

Line Total: \$

Sweep area clear of any loose debris to ensure a clean surface for paving Grind joints as needed to provide a smooth transition
Tack the area with liquid emulsion to ensure proper bonding from old pavement to new pavement
Pave a 1/2" compacted depth shim course of 3/8 hot mix
Pave a 1" compacted depth top course of 3/8 hot mix

Notes

Area of work is approximately 674 Square Yards

Teago Fire Department Overlay

Qty: 1 EACH

Unit Price: \$

Line Total: \$

Sweep area clear of any loose debris to ensure a clean surface for paving Grind joints as needed to provide a smooth transition
Tack the area with liquid emulsion to ensure proper bonding from old pavement to new pavement
Pave a 1/2" compacted depth shim course of 3/8 hot mix
Pave a 1" compacted depth top course of 3/8 hot mix

Notes

Area of work is approximately 433 Square Yards

Bid Total: \$

Attachment Links

Fallback access links for attachments:
1. Pomfret Fire Station Drawings.pdf
<https://pittbos-public.s3.amazonaws.com/c8JmdPqcVF/WH6TKV7J/Pomfret Fire Station Drawings.pdf>

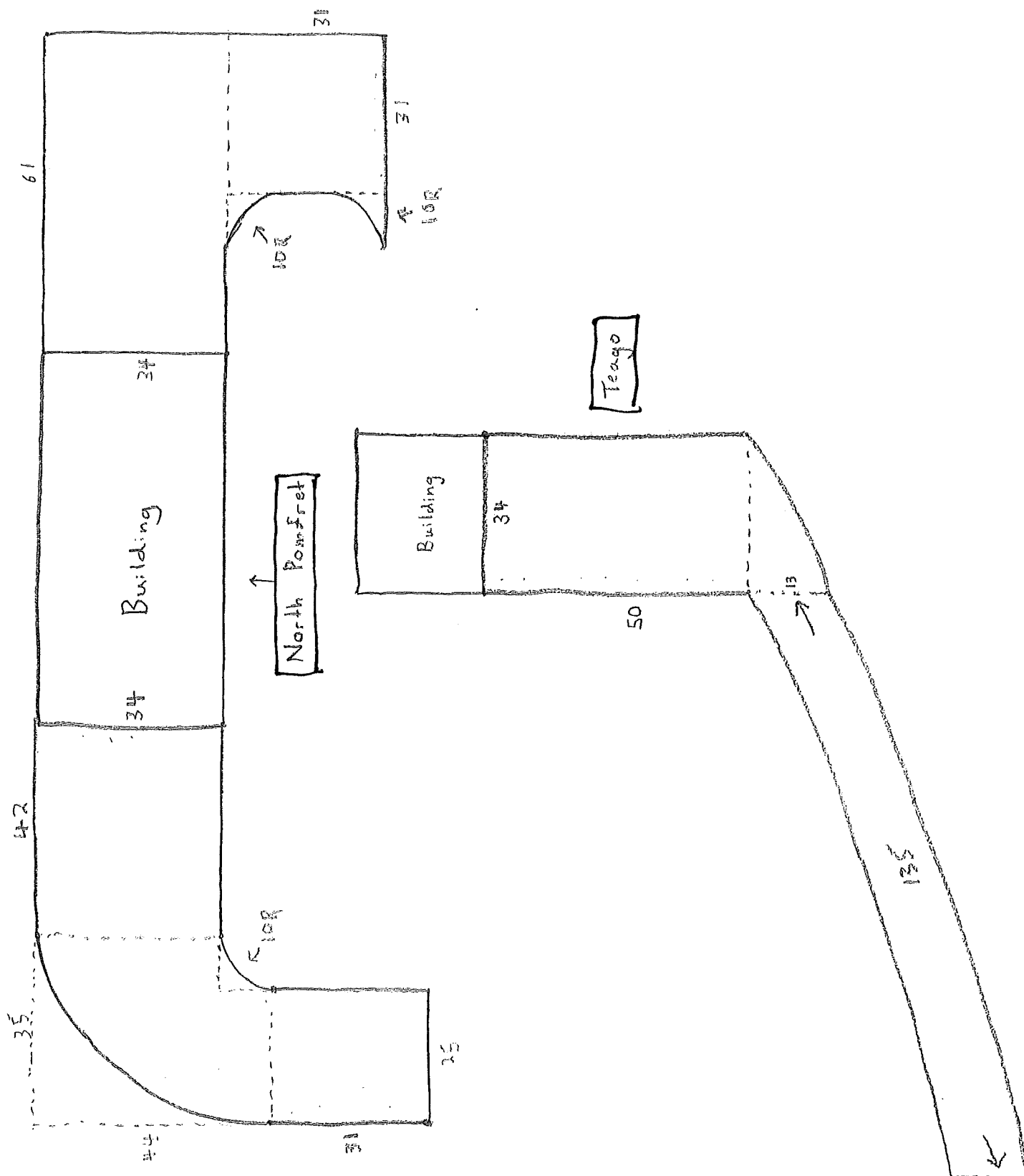
Conditions

Liquid
Prices quoted reflect " _RACK_____ Liquid"
Acceptance of Proposal
The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlines in the terms above. This proposal becomes invalid and may be withdrawn or changed if not signed within 15 days.
Acceptance of Proposal:
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined in the terms above. We accept cash, check, Visa, MasterCard, American Express.
Changes
This estimate is subject to change based on market conditions at the time of project execution, and therefore are provided for budget purposes only. This estimate will be updated prior to the execution of the project.
Force Majeure Clause
For purposes of this agreement an "Event of Force Majeure" shall include but is not limited to, armed conflicts, terrorism, national or regional emergencies, epidemics, and catastrophic shortages or unavailability of raw materials or fuel. The parties stipulate that a sudden and unforeseeable increase in the cost of liquid asphalt cement exceeding 40% over the posted State Price Index as of February 2026, which results from an underlying Force Majeure Event, shall be deemed a "material shortage" and an event of Commercial Impracticability. In the event of such a catastrophic price increase, the Contractors obligation to perform at the fixed contract price shall be suspended. During such a suspension, the Parties Shall negotiate in good faith to: (a) Mutually agree to a temporary suspension of work without penalty; (b) Mutually agree to install less total tons of hot mix asphalt then without penalty; or (c) Terminate the contract for convenience without liability for breach if no resolution is reached. Normal Market fluctuations, financial distress, or the mere inability of a party to make a profit shall not constitute Force Majeure.
Project Completion Date
Project Completion Date November 1, 2026

Signatures

Accepted By
Pomfret Fire Department
Greg Hartford
[Redacted]
[Redacted]

Submitted By
Blaktop Inc.
Kyle Cardillo
kyle@blaktop.com
(603) 359-1548





Engineers | Scientists | Planners | Designers

20 Winooski Falls Way, Suite 400B, Winooski, Vermont 05404

P 802.497.6100 F 802.495.5130 www.vhb.com

Client Authorization

☒ New Contract

Date: May 26, 2026

☐ Amendment No.

Project No. 203605.00

Proposal No. 203605.00

Project Name: Pomfret Road Reclamation Project

To: Benjamin Brickner
Pomfret Selectboard Chair
Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Emails: highway@pomfretvt.us;
benjamin.brickner@pomfretvt.us

	Cost Estimate	
	Amendment	Contract Total
Labor		\$67,467
Expenses		included
Total		\$67,467

☒ Lump Sum ☐ Time & Expenses
☐ Cost + Fixed Fee ☐ Labor Multiplier

Phone No: 802-457-2767

Estimated Date of Completion: October 2029

Project Description

This agreement consists of this signature page and the attached Part I and Part II. Part I contains VHB's proposed scope of work, which consists of Tasks 1.0 - 9.0 of VHB's Engineering Design Services proposal, dated April 2026 and revised May 2026. Part II is the Terms and Conditions of the Agreement.

Prepared by: Cierra Ford, PE

Finance Approval: ☒

Document Approval: Peter Smiar, PE ☐

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☒ Subject to attached terms & conditions

☐ Subject to terms & conditions in our original agreement / [Master Services Agreement](#) dated

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

CLIENT AUTHORIZATION (Please sign original and return)

By: _____

By: _____

Print Peter Smiar, PE

Print: _____

Title: Managing Director – Vermont

Title: _____

Date: _____

Date: _____

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

Road Reclamation Engineering Services

March 18, 2026

Proposals due by
Noon on April 15, 2026

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

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

Bid Sheet

PHASE ONE	<u>\$38,037.00 *</u>	* Phase One does not include the Optional - Phase One Additional Services
PHASE TWO	<u>\$18,238.00</u>	Revised 5/26/2026
PHASE THREE	<u>\$11,192.00</u>	
TOTAL COST	<u>\$67,467.00</u>	

Introduction

The Town of Pomfret, Vermont, ("Town") is accepting proposals from engineering firms qualified in assessing current road/pavement conditions on a 6.7-mile portion of Pomfret Road (T.H. 1) from the Pomfret-Woodstock town line to the intersection of Howe Hill Road (T.H. 3).

Phase One:

Phase One of the project includes preparation of detailed specifications including options for treatments, reclamation, upgrades to prepare road surface for repaving. It is anticipated not all sections of Pomfret Road will need the same reclamation efforts. Detailed plans for this upgrade are necessary with estimates on price for each section. It is known that not all sections have the same under treatment and that will have to be considered. The end goal for the project is to go the Town of Pomfret voters with a request for an amount for a bond to complete the reclamation/paving project. Due to the length of the roadway to be reclaimed/paved, this may be a multi-year project. Plans should include options to reclaim/resurface in sections in multiple years if necessary.

Phase Two:

Phase Two of the project includes detailed designs that would be necessary to put the project to a construction bid. The successful bidder would be responsible for development of contract plans, technical specifications, final engineer's estimate and bid documents and assistance with the bid process.

Phase Three:

Phase Three of the project includes assisting the Town with analyzing and comparing all bids in response to the construction RFP. After the successful bidder is chosen, the engineer will be required to facilitate any change orders to the plans and unanticipated problems as the project progresses. It is anticipated that an outside Clerk of the Works would be employed to monitor work on the project on a daily basis. This individual would report to both the engineer and the Pomfret Selectboard with issues as they arise.

Proposal Schedule

Activity	Date
RFP Issue & Publication	3/18/2026
RFP Questions Due	4/1/2026 at 12:00 PM
Proposals Due	4/15/2026 at 12:00 PM
Selectboard Bid Opening	4/15/2026
Anticipated Selectboard Decision	5/6/2026

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 “2026 Engineering Proposal” on the outside, must be received no later than Noon, April 15, 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 “2026 Engineering Proposal” in the subject line and must be emailed prior to the noon, April 15, 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 perform within the specified time limits;
- Bidder's experience and reputation, including past performance for the Town;
- Quality of the materials and services specified in the bid;
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- Bidder's financial responsibility;
- Bidder's availability to provide future service, maintenance, and support;
- Nature and size of bidder; and
- The degree to which the proposals respond to all requirements of the requested specifications.

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.

RFP Questions

Any questions regarding the RFP shall be emailed to Pomfret Road Foreman, Frank Rogers, highway@pomfretvt.us. Questions are due by April 1, 2026. Responses to questions can be made available to all potential bidders by email on or before April 8, 2026.

Delivery

Phase One shall be completed before August 31, 2026.

Phase Two shall be completed before December 31, 2026.

Phase Three shall be completed after construction bids are received.

Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

Additional Information

- Bids for Phase One, Two and Three should each be bid separately. Individual and total cost for all three phases should be indicated in the “Bid Sheet” section above.

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 4/15/2026

Print Name and Company: Cierra Ford, VHB

Revised
5/26/2026

Phone and Email Address: 802-497-6118; cford@vhb.com

Technical/Cost Proposal

Town of Pomfret

April 2026
* revised May 2026



Pomfret Road

Reclamation Project

Engineering Design Services



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April 15, 2026

Mr. Benjamin Brickner
Pomfret Selectboard Chair

RE: Pomfret Road Reclamation Engineering Services

Dear Mr. Brickner:

The Town of Pomfret desires to assess existing pavement conditions and reconstruct Pomfret Road from the Pomfret-Woodstock town line to the intersection of Howe Hill Road. Pomfret Road serves as the main connection between Pomfret and Woodstock towns to year-round various recreational sport activities at Saskadena Six. The road is also home to many residents in addition to a mix of uses including retail, institutional, and educational facilities. The longevity of the roadway is important to the community and visitors so access to all types of travelers on this corridor is safely maintained. Solving the underlying roadway issues will allow the Town to feel comfortable progressing other transportation network improvement priorities, such as improving connectivity, safety, and mobility for all users along this corridor.

VHB's team is excited to work with the Town of Pomfret to conduct engineering services and assist with analyzing existing conditions and selecting feasible and practical solutions to enhance durability of the Pomfret Road corridor. This proactive approach will be founded in an integrated team of engineers from varying backgrounds, which will allow our solutions to be context-sensitive, cost-effective, and resilient – extending the service life of the corridor while meeting the Town's objectives. As **Project Manager**, I have direct experience in both design and construction of road resurfacing, reclaim, and full-depth reconstruction projects throughout Vermont, working with various municipalities and VTrans to engineer solutions that best fit the concerns at hand while meeting state and/or municipal standards. **Senior Highway Project Engineer Josh Aldrich, PE** has an extensive background in pavement design and paving operations. These technical proficiencies will allow VHB to provide targeted evaluation of existing pavement conditions, develop tailored rehabilitation strategies, and confidence in selecting pavement sections that balance durability, constructability, and lifecycle cost for the Town.

Our team looks forward to working with the Town of Pomfret to perform these engineering services. Should you need further information or have any questions, please contact Cierra Ford, PE, ENV SP, at cford@vhb.com or 802.497.6118.

Sincerely,

VHB

A handwritten signature in dark ink, appearing to read "Cierra Ford", written over a light blue horizontal line.

Cierra Ford, PE, ENV SP
Transportation Engineer
cford@vhb.com

Project Understanding and Approach

VHB understands that the Town of Pomfret seeks engineering services to assess existing pavement conditions and develop solutions to reconstruct Pomfret Road from the Pomfret-Woodstock town line to the intersection of Howe Hill Road. The project vision is to resolve the underlying issues with the roadway for a more durable corridor that improves reliability and long-term performance while supporting the Town's infrastructure and budgetary goals.

The VHB team has extensive experience providing roadway reconstruction solutions for towns across Vermont and New England. VHB has partnered with VTrans and municipalities on roadway preservation projects, including both rural and urban corridors. Recently completed projects include resurfacing 4 miles of VT 17 in New Haven and Bristol, reconstruction of 10 miles of VT 107 in Stockbridge and Bethel, and resurfacing 8 miles of VT 116 between Hinesburg and South Burlington. For each of these projects, VHB leveraged technology for field assessments, and balanced future asset management concerns, constructability, and project costs to develop construction-ready plans and specifications for bidding.



Existing pavement condition on Pomfret Road

Pomfret Road is a Class 2 town highway, designated as Town Highway 1 and classified as a Major Collector. It is approximately 22-24 feet wide consisting of two travel lanes. A centerline is present along the road, but no other pavement markings. The speed limit is posted at 45 mph for the northern part of the corridor, changing to 25 mph approaching the village. Pomfret Road sees between 1,000 to 1,700 vehicles per day (based on VTrans' 2024 AADT) and has a history of routine surface treatments to extend pavement life, such as crack sealing.

The extent and recurrence of underlying distress along this corridor indicate that a more robust rehabilitation strategy such as full-depth reclamation or comparable comprehensive reconstruction is now necessary to address root-cause structural deficiencies rather than continuing short-term, surface-level fixes. The Town has already taken initial steps to address this by obtaining a geotechnical report from M&W Soils Engineering, which includes recommendations for improving the roadway. VHB has experience evaluating geotechnical investigations along roadway corridors to explore various types and depths of pavement reclamation to restore the roadway to proper levels of service while considering material efficiency and construction cost.

VHB is acquainted with the southern end of Pomfret Road through our recent completion of the Village of Pomfret Scoping Study in 2023. As a result, we have a strong understanding of the community's key priorities, such as

safety and mobility, as well as effective strategies for engaging and communicating with the area's educational, recreational, residential, and municipal stakeholders. We are well equipped



Crack sealing on Pomfret Rd

to work with the Town to develop technical solutions that meet the project needs while minimizing project cost and impact, thus helping to support stakeholder engagement.

Keeping the Town's goals in mind, the VHB Team's approach is simple and straightforward:

- Introduce the project team to the stakeholders to develop a strong working relationship, review the project limits, settle on project goals, and determine the appropriate project timeline to bring the entire package together into construction.
- Gather existing condition data and resources required; examine the geotechnical report; evaluate feasible alternatives for pavement and roadway reconstruction focused on improving infrastructure longevity
- Provide recommended design solutions for different segments of Pomfret Road through engagement with project stakeholders, and develop plans, technical specifications, and an engineer's estimate and bid documents.
- Assist the Town with bid analysis and provide construction support services through project completion.

Scope of Work

VHB has based the proposed Scope of Work below on the items outlined in the Town's RFP and has added detail where appropriate to clarify the anticipated activities and assumptions. VHB's detailed Scope of Work is as follows:

Phase One:

1.0 Project Kickoff, Coordination, and Administration

VHB will organize and virtually host a virtual project kickoff meeting to introduce the project team to the stakeholders, and will discuss project goals, define the exact limits of the project, and determine the appropriate project timeline to bring the entire package together into construction. At the conclusion of the meeting the team will define desired routine check-ins and reiterate the next steps.

We anticipate the VHB project manager and/or project engineer will participate in up to four virtual coordination meetings (in addition to other meetings outlined in other Tasks) throughout the development of the project to ensure project stakeholders remain informed of progress, challenges, and opportunities as they are identified. Additionally, VHB will provide project management and administration activities including managing the VHB staff, reviewing and updating the project schedule and budget, coordinating necessary permits and approvals, and project invoicing.

VHB has not budgeted for in-person public meetings.



Deliverables: Kickoff Meeting Agenda and Meeting Notes

2.0 Review, Compile, and Document Existing Conditions

VHB will compile available existing information related to the project corridor, including the M&W geotechnical report, other previous studies, aerial mapping, and existing plans. VHB will then conduct a “windshield survey” to assess the existing roadway conditions, verify geotechnical recommendations, identify different segments of the roadway based on condition, and flag areas of concern. During this task, VHB will complete the following:

- » VTrans Information – VHB will review publicly available route logs online to gather information on past paving projects and annual daily traffic counts.
- » Town Provided Information – Available roadway plans and recorded surveys will be provided to VHB by the Town.
- » Windshield Survey – VHB will drive along the project corridor to observe the existing roadway pavements in totality. Continuous video footage may be obtained along with photographs as appropriate to document the existing conditions of the roadway as well as features relevant to the design task. VHB will use tablets loaded with ArcGIS data tools to capture geolocated photos and notes, creating an organized and contextualized dataset that our team can efficiently access throughout design.
- » Base map creation – Based on the town-provided information and windshield survey notes, VHB will develop a roll plan based on aerial imagery and town-provided information summarizing the differing roadway conditions along the corridor that may require different treatment options.



Deliverables: Aerial base map of varying roadway conditions, site photos as applicable.

3.0 Pavement Coring

VHB will coordinate with M&W and the Town to acquire pavement coring services for the entire corridor to validate pavement thickness both in the area covered by the M&W geotechnical report and the remainder of the corridor that was not previously studied. There is a 1.1-mile gap in the previous borings between Stage Road and Bartlett Brook Road, but in reviewing the geotechnical report, the subbase and subgrade materials are similar between the two non-contiguous segments analyzed: a strong indication of homogenous materials throughout the corridor, thus VHB believes that additional Geoprobe samples are unnecessary.

During this task, VHB will coordinate a conventional drill truck to take pavement cores at increments along the entire project length, from traveled way to shoulder to capture the pavement depths across the full roadway width. VHB will staff an engineer on site to take photos and notes of each boring. The drilling is expected to take one day to complete. Flagging would be required for traffic control and is included in the lump sum cost for this phase of work. Coordination with the Town to acquire flagging services will be required.



Deliverables: Notes and site photos of pavement coring.

4.0 Conceptual Treatment Alternatives

With an understanding of the current roadway conditions from the previous tasks, VHB will

- Divide the project corridor into segments based on the type, severity and extent of pavement distresses observed in Task 2.0. Consideration will also be given to the length, contiguity, and adjacent features when determining logical divisions between segments.
- For each segment, provide 2-3 treatment alternative recommendations based on observations. The recommended treatments include but are not limited to mill & overlay, full depth reconstruction, full depth reclamation, and various pavement preservation treatments (e.g. crack seal, chip seal, etc.). A prime treatment alternative will be identified for each segment representing VHB's professional opinion on the best value for the segment at its current condition.
- Provide a conceptual roll plan based on aerial imagery to visually communicate the limits of each segment, supplemented by a summary table of improvements by mile marker location.
- Provide preliminary typical sections and specifications for each treatment as appropriate (up to five discrete treatment options).
- Provide a preliminary estimate of unit cost for each recommended treatment option. Using these unit costs, VHB will provide a conceptual estimate for each segment and the entire project corridor using the prime treatment recommendations.
- Present options to reclaim in sections over multiple years if necessary as defined by the Town. VHB will provide recommendations for breaking the project into not more than 3 sections to be constructed separately in different construction seasons.

Following the completion of the conceptual treatment alternatives, VHB will prepare for and attend a virtual meeting with the project stakeholders to present the design materials. Comments generated through the meeting process will be incorporated in the Contract Plans as deemed appropriate by the project team.



Deliverables: Conceptual treatment alternatives, Cost Estimates, Stakeholder Meeting Materials.

Phase Two:

5.0 Final Plans and Draft Specifications

Upon receiving comments on the conceptual treatment alternatives, VHB will prepare Final (90%) Plans along with an updated list of items, quantities, and associated cost estimates for the Town's approval. VHB will include a construction phasing plan based on coordination in Task 3.0 for review and comment by the Town. VHB will coordinate a submission review meeting as needed to discuss comments received. VHB will modify the plans as necessary and submit the Contract Plans package.

The plan set will include:

- » Title Sheet
- » Project Notes
- » Typical Sections and Details

- » Quantity Sheet(s)
- » Summary tables defining the limits of each selected roadway treatment
- » Traffic Control Sheet(s)
- » Construction Phasing Plan
- » Boring Logs (previously provided by the Town)

6.0 Contract Plans, Specifications, and Bid Documents

Upon receiving comments on the Final Plans package, VHB will modify the plans as necessary and submit the Contract (100%) Plans package for the Town's approval. The Contract Plans will be signed and stamped by a licensed Professional Engineer.

Once the Contract Plans are approved, VHB will prepare a Construction Bid Package to include the following items:

- » Complete Contract (100%) Plans
- » Construction Cost Estimate
- » Construction Contract Specifications
- » Bid Documents including instructions to bidders, bid form and all required federal documents



Deliverables: Final Plans, Contract Plans, Cost Estimate, Specifications, Bid Documents, Submission Review Meeting Notes

7.0 Pre-Bid Phase Services

VHB will provide the following pre-bid phase services to the Town to support the construction bidding process for this project.

- » VHB will attend a virtual pre-bid meeting to answer questions and provide support to the Town.
- » VHB will provide responses to a round of technical questions received from potential contractors. Typed responses will be submitted to the Town for use in completing an addendum.
- » VHB will assist the Town in advertising the bids, including posting on the VT Bid Registry. The Town will be responsible for advertising locally.



Deliverables: Pre-Bid Meeting agenda and notes, Responses to technical questions during bidding, Addenda as necessary

Phase Three:

8.0 Post-Bid Phase Services

VHB will provide the following post-bid phase services to the Town to support the construction bidding process for this project.

- » Once bids are received and opened by the Town, VHB will confirm that required components of the bid have been submitted.

- » VHB will perform a bid analysis to assure that the identified bid variations will not result in an unfair advantage to the contractor and will make a recommendation to the Town on the project award.



Deliverables: Bid Analysis Memorandum

9.0 Construction Services

VHB will assist the Town during construction by facilitating change orders to the plans and unanticipated questions as the project progresses. Throughout the construction period, VHB will maintain direct communication with the Town and Clerk of the Works. During construction, VHB will:

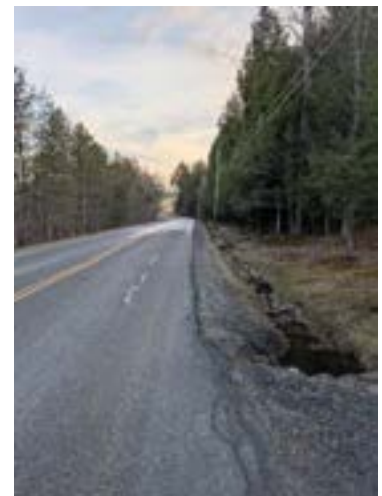
- » Coordinate with the Town and Clerk of the Works
- » Review shop drawing submittals and calculations for conformance with the Construction Contract Documents
- » Respond to RFIs in a timely manner
- » Prepare Change Orders for review and approval by the Town, Clerk of the Works, and Contractor. Change Orders shall include an independent cost estimate prepared by VHB for items of work that are not included in the original contract unit prices
- » Attend a project completion site visit for each phase of construction (up to three total) with the Town and Clerk of the Works and review the punch list.

Optional - Phase One Additional Services:

Based on our extensive pavement rehabilitation experience throughout Vermont, these projects offer valuable opportunities to evaluate, repair, and replace roadside assets. Additional assets worth considering include drainage infrastructure, ditches, guardrail, shoulders, utility infrastructure, signage, box culverts, slope stabilization, and adjacent retaining walls. These components can significantly impact roadway durability and safety. Incorporating these improvements during pavement projects is also cost-effective, as contractors are already on-site and the area is undergoing construction.

During this optional additional service, VHB will conduct a comprehensive assessment of roadside features along the project corridor through field reconnaissance. Our team will utilize tablets for precise geolocation, photography, and documentation of assets requiring repair or replacement. The evaluation will examine existing guardrail, ditches, drive and cross culverts, and steep slopes along the roadway, with particular attention to sections where Pomfret Road runs adjacent to Pomfret Brook.

VHB will pair this assessment with our review of the geotechnical report to determine which assets impact the roadway structure to prioritize areas needing improvements.



Ditch along Pomfret Rd

Following this assessment, VHB will consult with the Town to identify priority roadside elements needing improvement and collaboratively determine which enhancements to implement.

VHB will incorporate the selected roadside improvements into the contract documents, complete with precise mile marker locations, generic details, cost, and supplementary specifications.

VHB can provide this optional additional service for a **lump sum cost of \$10,000**.

Assumptions and Exclusions: This optional service is limited to visual field observation, general detailing, and order of magnitude cost estimating. The service does not include detailed design drawings, hydraulic analyses, structural calculations, and permitting assistance.

Project Schedule

VHB's management approach is based on the quality of our personnel and our ability to manage projects to provide on-time, within-budget completion of milestones. We know that frequent communication is essential to keeping projects moving forward through design and construction. In addition to frequent communication, we have learned through experience that a successful management plan must:

- » Define an organizational structure with direct lines of responsibility and communication
- » Base project activities on a clear, agreed-upon understanding of the objectives of the client, the required products, the technical requirements, and the required external and internal relationships and coordination
- » Be flexible to meet constantly changing demands and circumstances
- » Assign the right leadership and staff who are committed to the project for its duration
- » Make effective use of technology to inform, assure, and communicate with stakeholders

Assuming that a Notice to Proceed is provided in May 2026, and that no unforeseen delays or obstacles are encountered during the project, we anticipate the project to proceed along the following schedule:

TASK	ANTICIPATED SCHEDULE
Project Kickoff Meeting	May 2026
Phase 1: Collect and Compile Available Information	June 2026
Phase 1: Pavement Coring	June-July 2026
Phase 1: Conceptual Treatment Alternatives	July-August 2026
Phase 2: Develop Final Plans and Draft Specifications	August-September 2026
Phase 2: Develop Contract Plans and Specifications	September-October 2026
Phase 2: Bid Award	December 2026
Phase 3: Construction	Begin: 2027

Assumptions

VHB has made the following assumptions for the preparation of this scope and fee estimate:

- » VHB assumes that the existing pavement and soils information provided by the Town is true and correct and can be relied upon for project design. VHB is not responsible for design errors stemming from incorrect or incomplete information furnished by the Town or their sub-consultants.
- » VHB assumes the proposed project improvements will not be based ground survey, but will be developed based on the Town provided corridor information, limited field inventory, and readily available information from various Statewide databases. Should ground survey be required, VHB can provide the requested geomatic services under a supplemental agreement.
- » VHB assumes that based on the nature of the project and limited information provided within the RFP, that the Town is not utilizing any funding sources requiring NEPA nor permitting to complete the project. Should NEPA or permitting services be required, VHB can provide those services under a supplemental agreement.
- » No traffic counts or traffic volume information are anticipated to be provided for the project area. For the purposes of design, VHB will assume a typical traffic ADT, heavy vehicle percentage, directional factor, and traffic growth rate for the entire corridor based on the latest VTrans counts.
- » VHB assumes that record drawings of final constructed conditions will not be required. Should record drawing development be requested, VHB can provide these under a supplemental agreement.
- » No construction inspection nor observation services are anticipated as part of this scope. No site visits are anticipated as part of Construction Services except at project completion as noted above.
- » No drainage screening or stormwater design services are included.
- » No evaluation of existing horizontal & vertical geometry or corridor safety is included.
- » No adjustments to existing profile, cross slope, or superelevation are included as part of the design.
- » VHB assumes that construction services will occur over a three-year period. Recognizing that funding constraints may arise, VHB reserves the right to adjust rates via contract amendment should the project extend beyond the 2029 construction season.
- » VHB assumes that no plan nor specification updates will be required between construction seasons if the project is built in sections over multiple years. Should the engineering package require modifications following the conclusion of Task 5.0, VHB can provide revised engineering bid packages under a supplemental agreement.
- » VHB has assumed a certain level of effort associated with construction change order support to not exceed 16 hours. Should the scope of work during construction result in change order support in excess of 16 hours, VHB can continue to support this task under a supplemental agreement.

Key Personnel

Our staff brings passion for improving transportation infrastructure across Vermont to increase connectivity, resiliency, and mobility of its communities. VHB brings long-term dedication to providing strong pavement design and roadway reconstruction services. VHB can provide a full range of services from project administration, pavement and roadway design to construction support services. Our integrated team is committed to this project and has experience with communities throughout Vermont. For the successful completion of this project, the following key personnel are the intended champions of their specific expertise with further support from the full team. In addition to the attached resumes for key personnel, we will staff the project with other members of our team. VHB's extensive qualifications and full resumes can be found on the VTrans At-The-Ready (ATR) Consultant Engineering Services for Design 2023 here:

[Design VHB ATR2023.pdf \(vermont.gov\)](#)

Cierra Ford, PE – Project Manager | 8 years of professional experience

Cierra is a licensed Professional Engineer with experience ranging from roadway and path design and modelling, construction oversight and erosion control plan monitoring, to engaging with small Vermont communities to deliver transportation infrastructure improvement plans after disaster events. With an understanding of transportation engineering and constructability analysis, paired with great communication skills and responsiveness, she will lead the team of engineers to deliver a project that meets the Town's goals and complies with applicable regulations.

Joshua Aldrich, PE – Senior Project Engineer | 16 years of professional experience

Joshua Aldrich is a licensed Professional Engineer with extensive highway design experience. He specializes in design of flexible pavements (hot-mix-asphalt) and rigid pavements (Portland cement concrete). With 10 years of focused pavement design and continuing education experience, he is one of VHB's foremost experts on the subject. Josh has spent his career developing creative, efficient, and constructable pavement solutions for clients of all sizes from small private owners up to the Federal Government.

Branden Roberts, PE – Quality Administrator | 12 years of professional experience

Branden Roberts is a licensed Professional Engineer and VHB's Vermont Transportation Engineering Director. He has managed several resurfacing and reclaim projects for state routes throughout Vermont. He has successfully led teams of engineers and transportation system designers through field reconnaissance, engineering design, and limited construction support, closely collaborating with VTrans and the project team to deliver the projects. He will serve as the quality administrator for the project to support the management and design engineering services with his background.

Relevant Experience



Village of South Pomfret Scoping Study

Pomfret, VT

Client

Town of Pomfret

Project Dates

Started: May 2022

Completed: Sept. 2023

Scope of Services

Existing conditions and constraints assessment

Multimodal Scoping Analysis

Relevancy

Direct corridor tie-in – Stage Road and Pomfret Road

Public and stakeholder outreach

Preferred alternative selection

Grant-ready documentation for design funding

The Town of Pomfret engaged VHB to complete a scoping study for South Pomfret Village that was financed in part through grants from the Federal Highway Administration (FHWA) and the Town of Pomfret, administered by the Vermont Agency of Transportation (VTTrans) Municipal Assistance (MA) program. The study identified pedestrian, bicycle, and roadway improvements in the village, with a focus on the intersections of Pomfret Road, Stage Road, and Library Street and the many adjacent destinations, including Teago General Store and Post Office, Abbott Memorial Library, Artistree, Saskadena Six, Teago Fire Department, Prosper Valley School, and surrounding residences.

VHB documented existing transportation, environmental, and cultural conditions; evaluated village traffic operations and safety; and developed a community-driven Purpose and Need statement. Alternatives were advanced that combined roadway widening, shoulder striping, intersection realignment, sidewalks, crosswalks, and traffic calming to improve safety and mobility for all users while maintaining the village's rural, historic character.

A preferred alternative was selected with strong public and Selectboard support. The concept realigns and tightens key intersections to reduce speeds, provides sidewalks and crossings on primary pedestrian desire lines, and widens and restripes Stage Road and Pomfret Road from Saskadena Six through the village to Prosper Valley School to add consistent shoulders that accommodate walking and biking. An implementation plan and planning-level cost estimates were prepared, including staged roadway/shoulder improvements and recommended demonstration projects to test one-way operations and turning movements for larger vehicles. This scoping study gives the Town a clear, fundable roadmap to advance design of context-sensitive roadway, pavement, and multimodal improvements on Pomfret Road and connecting streets.



Vermont Agency of Transportation (VTrans), Highway Resurfacing On-Call Various Locations, Vermont

Client

VTrans

Project Dates

Started: VHB has continuously held this on-call contract since 2015

Completed: Ongoing

Scope of Services

Roadway rehabilitation and improvements

Pavement design

Stormwater improvements

Permitting support

ROW Coordination

Pedestrian and bicycle accommodations

Relevancy

Pavement, drainage, and stormwater design/improvements

Advertisement and bidding services

VHB has supported VTrans' broader Highway Resurfacing Engineering Services 2026 program goals under Contract PS1266 by helping to develop resurfacing, rehabilitation, and preventative maintenance transportation projects from initial project definition through construction support, including engineering, survey, hydraulic analysis, environmental permitting, geotechnical evaluation, Right-of-Way (ROW) and utility coordination, traffic control planning, and advertisement and bidding services. Some of these projects include the 4-mile New Haven–Bristol STP PS19(8) VT 17, 10-mile Stockbridge–Bethel STP SURF(79) VT 107, 10.8-mile Killington–Stockbridge ER STP 022-1(25) VT 100 reclamation project, and, most recently, the 8-mile Hinesburg–South Burlington STP PS25(8) VT Route 116 resurfacing project between Hinesburg and U.S. Route 2 in South Burlington.

The on-call effort is focused on inventorying existing state roadway corridors and working with VTrans to determine the appropriate enhancements to preserve and improve the condition of state highways. Typical pavement project assignments include either reclamation or coarse milling, placement of a leveling course, and paving of a new surface to extend pavement life, improve ride quality, and enhance safety, while also addressing ancillary needs such as drainage improvements, small culvert or slope/ledge maintenance, guardrail and signing upgrades, traffic signal and bicycle/pedestrian facility design, and coordination of construction phasing and traffic management.

Through these corridor assignments, VHB has delivered construction-ready plans and specifications that align with VTrans' Project Development Process and design standards, supporting the program's goal of expediting safe, buildable, and biddable rehabilitation projects statewide.



Town of Brewster, Millstone Road Reconstruction

Brewster, MA

Client

Town of Brewster

Project Dates

Started: March 2018

Completed: Ongoing

Scope of Services

Roadway rehabilitation and improvements

Pavement design

Stormwater improvements

Permitting support

Pedestrian and bicycle accommodations

Relevancy

Pavement, drainage, and stormwater design/improvements

Construction phase services

VHB is providing engineering and consulting services to the Town of Brewster for the 2.5-mile Millstone Road Improvement Project, advancing roadway, safety, drainage, and multimodal upgrades from planning through construction.

VHB is responsible for transportation engineering design, environmental documentation and permitting support, right-of-way services, bid-phase assistance, and construction phase coordination.

Key tasks include preparing MEPA environmental documentation, updating roadway geometry and cross sections, designing pavement, drainage, and stormwater management improvements, and incorporating pedestrian and bicycle accommodations consistent with applicable standards. VHB prepared layout and easement plans, right-of-entry materials, and final recorded plans to support property coordination and to ensure a secure right-of-way for construction. This project is currently under construction.



Town of Spencer, Meadow Road Roadway Improvements

Spencer, MA

Client

Town of Spencer

Project Dates

Started: July 2018

Completed: Ongoing

Scope of Services

Roadway rehabilitation and improvements

Environmental permitting

Bid Phase Services

Construction Phase Services

Relevancy

Rehabilitation of aging roadway corridor

Construction-ready plans that support paving, shoulder

The Town of Spencer selected VHB to advance the complete design, permitting, and construction documents for rehabilitation of approximately 1.65 miles of Meadow Road between W. Main Street (Route 9) and Pleasant Street (Route 31), transforming this major rural collector into a Complete Streets corridor with upgraded pavement, drainage, and multimodal accommodations. As part of a Massachusetts Department of Transportation/Federal Highway Administration (MassDOT/FHWA)-funded Transportation Improvement Program (TIP) project, VHB is reconstructing the corridor to address deteriorated pavement, convert open drainage to a closed drainage system—designed by others—while proposing modifications to the Best Management Practices (BMPs) that were constructed by the Town in advance of the project to support water quality goals. The project also includes new sidewalks, bicycle accommodations, and a WRTA bus stop location to support safe, reliable travel for all users.

Within the project limits, VHB designed pavement rehabilitation, coordinating with the broader Pleasant Street and Smithville Road improvement projects. VHB supported the Town through survey review, subsurface exploration, drainage improvements, stormwater and green infrastructure strategies, environmental permitting, right-of-way support, and preparation of contract plans, specifications, and estimates. At Muzzy Brook, VHB evaluated the existing culvert and confirmed it was in good condition, allowing it to be retained, while designing a new MASH-compliant moment slab barrier system over the crossing. The project also included design of a pocket park and associated mitigation to address impacts within the Riverfront area.

Now under construction, the project is transforming an aging pavement corridor into a safer, more resilient, multimodal roadway consistent with Spencer's Complete Streets Prioritization Plan and the regional TIP investment strategy.



National Park Service (NPS), Pavement Assessment and Rehabilitation for National Parks

Eastern United States

Client

National Park Service

Project Dates

Started: Feb. 2009

Completed: May 2018

Scope of Services

Pavement distress surveying

Pavement materials testing

Pavement treatment design

Pavement management planning

Cost estimation analysis

Construction plans, specs

Relevancy

Pavement assessment

Development of rehabilitation/reconstruction strategies and services

VHB has extensive experience guiding multidisciplinary teams for the implementation of complex rehabilitation projects at national parks from coast to coast. From entrance roads to parking areas to visitor centers, the VHB team is skilled in the development of roadway and pavement design rehabilitation recommendations, including the design of associated roadway corridor features often addressed during pavement rehabilitation projects like drainage/culvert improvements, roadway and wayfinding sign replacement, and guardrail improvements. Projects have included evaluation, testing and design of full spectrum of pavement treatments for park services, access, and parking areas across a number of national parks, monuments, and points of interest.

In 2009, VHB was selected by the National Park Service (NPS) to conduct pavement distress surveys, to evaluate maintenance, preservation and rehabilitation options; make recommendations on hot mix asphalt for each park; estimate preservation and rehabilitation work costs for each park; discuss the rehabilitation work that should be considered for the pavement program; train park pavement managers on various pavement maintenance and rehabilitation technologies; and develop the draft the Pavement Management plans. The seven parks assigned to VHB included:

- Acadia National Park – Maine
- Cape Cod National Seashore – Massachusetts
- Colonial National Historical Park – Virginia
- Gateway National Recreation Area – New York
- Morristown National Historical Park – New Jersey
- Shenandoah National Park – Virginia
- Saratoga National Historical Park – New York

VHB provided pavement materials and pavement management services to validate the results of the NPS pavement management system model. By providing this ground truth validation of the computer-generated data, VHB developed realistic, practical, and factual treatment recommendations and costs to the NPS for each of these seven national parks. Each park had identified pavement repair needs based upon the models. The VHB work resulted in an estimated 34% savings from the original model projections for FY 2010-2015, or an estimated \$49,000,000 savings over the five-year program.

Subsequent to the pavement management validation effort, VHB was retained to develop plans and specifications for all projects included in the FY 2010 program, primarily in Shenandoah and Acadia National Parks. As part of this effort, VHB developed project level pavement rehabilitation recommendations. VHB conducted pavement, base, sub-base, and subgrade sampling and testing, and developed AASHTO pavement designs for each pavement facility. The project level services, plans, and specifications were developed on a very short timeline, to allow the NPS to take advantage of available ARRA funding. The NPS has continued to retain VHB for additional pavement rehabilitation projects as the design partner in multiple design-build pavement rehabilitation projects in the Eastern region.

The second pavement management validation study involved ground truthing and prioritizing all pavement improvement projects identified by the NPS pavement management system model within 36 parks in the Northeast Region spanning FY 2012–2017. Pavement preservation needs through the FY 2012–2017 period were also identified and included in the multi-year pavement improvement program. VHB is currently providing all design services to prepare contract documents for the projects included in the FY2012-2014 pavement improvement program. Services include project level pavement materials investigation, topographic survey on selected projects, and development of plans, specifications, and estimates for a variety of pavement preservation, Light 3R, and Heavy 3R projects.

Resumes

Cierra Ford, PE, ENV SP

Project Manager and Project Engineer



Cierra is a Transportation Engineer in VHB's Winooski, Vermont, office with experience in scoping, design, construction inspection, developing plans for, and managing transportation infrastructure projects, including pedestrian/bicycle infrastructure, urban roadways, and closed and open drainage design. She is proficient in MicroStation and OpenRoads for roadway and utility modeling and plan production, and develops specifications, estimates, and bid documents for state and municipal projects.

Education

BS, Civil Engineering, Worcester
Polytechnic Institute, 2018

Registrations/Certifications

Professional Engineer (Civil), VT
Envision™ Sustainability
Professional

Conference Presentations

VTrans Research and Innovation
Symposium, Integrating
Embodied Carbon on VT I-89
Interchange (9/2025)
MassDOT Transportation
Innovation Conference,
Integrating Embodied Carbon
on VT I-89 Interchange (5/2025)
Vermont Environmental
Consortium, Reducing
Embodied Carbon in
Construction (5/2025)

7 years of professional experience

Underhill-Cambridge VT Route 15, VT

VHB provided Resident Engineer and Construction inspection services under RE Josh Hulett of VTrans during the cold in-place recycling and resurfacing of VT Route 15 between Underhill and Cambridge and the reconstruction of the park-and-ride in Cambridge. Cierra was onsite during all construction activities, provided guidance to the contractor as needed, maintained records such as material slips, quantities, and written daily reports, and inspected EPSC measures during the construction season.

VTrans, New Haven Route 17 and East Street, New Haven, VT

Cierra served as a designer for the intersection project on Vermont Route 17. The project involves the horizontal and vertical realignment of the VT-17/East Street intersection to enhance sight distance along the corridor. Significant vertical alignment adjustments necessitated a comprehensive construction phasing plan, including detours, a temporary diversion road, and an alternating traffic pattern for approach completion. Cierra assisted with design of drainage infrastructure and performed plan development and cost estimating tasks for the project.

Killington Road Phase 1, Killington, VT

Cierra was a Project Engineer for Phase 1 of the Killington Road reconstruction as part of their Master Plan efforts. The project involves full-depth reconstruction of Killington Road on both its current alignment and a new alignment, construction of new roads, reconstruction of intersections of these roads including a new roundabout, and reprofiling and reconstruction of Killington Road at its intersection with US Route 4. All modeling and plan development is being completed in OpenRoads Designer.

Route 116/CVU Road Intersection, Hinesburg, VT

VHB is providing design services for the reconfiguration of the VT Route 116/CVU Road intersection and the design of four concrete box culverts in Hinesburg, VT. Cierra worked as a design consultant on this project, assisting with the final design as well as the development of Right-of-Way plans. Cierra was also responsible for the design of a new sewer line on Ballard's Corner Road and the design of new water line segments to reroute underneath the proposed concrete box culverts.





Joshua Aldrich, PE

Prequalification Categories | Highway Design | Construction Engineering Inspection (Road and Bridge)

Josh is a highly skilled Senior Highway Project Engineer with more than a decade of experience designing and leading projects.

14 years of experience at VHB

Education

BS, Civil Engineering,
University of Massachusetts
Amherst, 2009

BS, Chemistry, University of
Massachusetts Amherst, 2007

Registrations/Certifications

Professional Engineer (Civil),
CT, NH, MA

Affiliations/Memberships

American Society of Civil
Engineers, 2015

Key Staff Highlights

- Major Highway Design Project Coordination
- Construction phase support
- Materials testing experience
- Pavement and design inspection

East Hartford Roadway Improvement Program, East Hartford, CT

Josh worked for the Town of East Hartford's annual Roadway Improvement Program, which included in-depth pavement analysis and recommendations, complete survey, environmental review and permitting, roadway design, and development of design specifications and construction cost estimates. Josh provided field and lab support including test pit excavation, soils testing, hot mix asphalt (HMA) paving inspection and plant testing, and pavement design services.

Meriden Pavement Management Update Services, Meriden, CT

Josh helped execute a contract for the City of Meriden's update survey of its network pavement conditions. VHB's team resurveyed approximately 180 miles of roadway, entered the results into VHB's pavement management software, compiled and presented them to the City. Josh was part of the field pavement survey team in addition to producing the full Pavement Condition Report after data was collected and analyzed. He also acted as liaison to the City Engineer.

MassDOT, Conditional Assessment of Revere Beach Parkway, the Fellsway, and a Portion of the Lynnway, Medford, Everett, Revere, and Lynn, MA

Under contract with the Massachusetts Department of Transportation (MassDOT), Josh worked on the development of a Conditional Assessment of 8.5 miles of roadway that is scheduled to be turned over from the Massachusetts Department of Conservation and Recreation (DCR). The scope of work included Route 16 from the Armory Bridge in Medford to the Route 1A ramps in Chelsea, the Lynnway from the General Edwards Bridge north to the intersection with Market Street, and the Fellsway from Route 16 to the I-93 ramps in Somerville. Along with VHB's Traffic team in Watertown, Josh planned and help permit the pavement test pit operations, part of the pavement inventory portion of the project.

Professional Pavement Engineering Services, Worcester, MA

Josh worked on a contract for the City of Worcester to develop and implement quality-based technical specifications that incorporated Superpave mixtures and composite pay factors for mat and longitudinal joint density. The project demands required rapid turnaround of job mix formula review for several separate contracts all with different contractors and utilizing different HMA mixtures. Josh provided job mix formula review, as well as field placement quality assurance services, for this contract.

I-93 Exit 4A, Derry, NH

Josh served as lead engineer for the C contract portion of the I-93 Exit 4A project in the town of Derry, NH. He is the primary point of contact for NHDOT staff and the task and discipline manager for the project, coordinating the efforts of traffic, stormwater, environmental, and structural engineering staff as well as lead highway designer for >\$20 million project.



Education

BS, Civil Engineering,
Wentworth Institute of
Technology, 2014

Registrations/Certifications

Professional Engineer (Civil),
VT

Maine Department of
Transportation Local
Project Administration

Affiliations/Memberships

Vermont Society of
Engineers, Current Board
Member

North American
Versatile Hunting Dog
Association— New
England Seacoast
Chapter, Current
President

Branden Roberts, PE

Quality Administrator

As the Transportation Engineering Director in VHB's Winooski office, Branden has a wide-ranging portfolio that includes managing and supporting both the planning and design of roadway, bicycle, pedestrian facility, and stormwater design projects for VTrans and municipal clients throughout Vermont, as well as field construction inspection experience. He manages a team of 10 Vermont-based transportation project managers, engineers, and designers that focus on the successful delivery of projects.

12 years of professional experience

VTrans, VT 116 Resurfacing, Hinesburg-South Burlington, VT

This project is a highway resurfacing project that spans from the Hinesburg-St George town line, approximately 8 miles northerly along VT 116, to the intersection with US 2 in South Burlington. Branden managed a team of engineers and transportation system designers through a field reconnaissance using a mobile data collector, engineering design, and limited construction support. The major design aspects of the project included minor shoulder widening, guardrail replacement, signage updates, pedestrian improvements, intersection reconfigurations, and new signal equipment at one major intersection.

VTrans, VT 100 Reclamation, Killington-Stockbridge, VT

This 10.7-mile reclaim project is a multifaceted corridor with utility work, structure replacements, roadway widening and numerous standard roadway improvements. Branden was the project engineer through two revised preliminary submissions and ROW plan development. Being a legacy project with a lengthy history of project designers and VTrans management, during an elongated ROW and Permitting process, Branden took over as the Project Manager and led the design team through Final and Contract plan development and submission. The project has been completed since 2022 but has been shelved due to construction budgetary constraints.

VTrans, VT 107 Resurfacing, Stockbridge-Bethel, VT

In the immediate aftermath of Hurricane Irene, VTrans requested emergency technical assistance from VHB to help restore its severely damaged transportation system. Branden served as Project Manager for repairs and reconstruction along a 10-mile section of VT 107 in Bethel and Stockbridge, where large portions of the roadway had been washed away. VHB established a field office to base survey and design operations, enabling the roadway to be reopened just three months after the storm.

PART II STANDARD TERMS AND CONDITIONS

The engagement of VHB by Client is subject to the following Standard Terms and Conditions. These Standard Terms and Conditions are an integral part of the Agreement between Client and VHB. In the event of a conflict between these Standard Terms and Conditions and any other asserted Client issued agreement between the parties, these Standard Terms and Conditions shall take precedence. Any other document issued by Client will be invalid except as to authorize VHB's performance of services.

1. SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing by an authorized representative of VHB before additional services can begin.

2. PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

3. SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as reasonably practicable, consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB. In the event Client directs VHB to perform under an expedited and/or accelerated schedule, Client hereby assumes the risk associated with such schedule change and agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, commitments, losses or costs associated with or arising out of such change.

4. PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. A RETAINER OF \$_____ IS REQUIRED BEFORE SERVICES WILL COMMENCE.

4.1 Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

4.2 If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or

right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

4.3 If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

4.4 The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB the remaining undisputed balance due. VHB, at its option, may revise and resubmit, or resubmit without revision, disputed amounts at a later date.

4.5 Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

5. OWNERSHIP OF WORK PRODUCT. VHB retains all intellectual property rights in and exclusive ownership of all work products produced by VHB or any consultant or independent contractor working at its direction in connection with the Scope of Work, unless otherwise agreed in writing by an authorized representative of VHB. To the extent that Client asserts any intellectual property rights in connection with the Scope of Work except as provided expressly herein, such rights shall be expressly set forth in the Scope of Work mutually agreed by the parties or a separate mutually agreed written agreement addressing such asserted intellectual property rights as between Client and VHB. VHB licenses to Client solely on a non-exclusive and non-transferrable or assignable basis the use of VHB work products that are produced solely in connection with this Agreement and delivered by VHB to Client under the terms of the Scope of Work, but solely for the purposes contemplated by the Scope of Work and solely for the duration of the parties' relationship

and for no other period of time or other purpose. VHB grants no other license of any intellectual property, express or implied. The limited scope and non-exclusive license in this Section 5 may be revoked at any time by VHB for any failure of Client to pay any sum due to VHB or otherwise for failure to perform or for breach under these Standard Terms and Conditions or any other agreement between the parties, or upon conclusion of the work to be performed under the Scope of Services.

5.1 All work products (whether in hard or electronic form) prepared by VHB pursuant to the Scope of Services are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any unauthorized use of VHB work products by Client or a third person or entity to whom Client has disclosed VHB work products will be a breach of the Agreement for which VHB shall be entitled to recover both injunctive relief and money damages, as appropriate, and VHB's fees and costs of litigation to enforce its rights under this Section 5. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents. Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.

5.2 In the performance of services for VHB's clients, VHB has developed substantial knowledge and expertise that is embodied in part in VHB's proprietary analytical methods and processes and data compilations. Client acknowledges that, in the course of performing services for Client for the Project, VHB may aggregate the data gathered, obtained or collected by VHB in connection with the Project with other data in VHB's data compilations and may in the course of VHB's work for Client improve or refine VHB's analytical methods and processes. VHB shall have the sole and exclusive right to use such data compilations, methods, and processes for business purposes other than the Project, including without limitation for other services, projects and clients and for creating derivative works, provided, however, that VHB will not publicly disclose Client confidential information except as part of a compilation that aggregates, de-identifies, or anonymizes such data or information as appropriate so that it cannot reasonably be attributed to Client as the source.

5.3 Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration,

either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

6. CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

7. INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Worker's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- Professional Liability Insurance with a limit of \$1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of \$1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

8. INDEMNITY. Client and VHB shall at all times indemnify and hold harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement. Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the

detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.

9. LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY. VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that any such Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with each such Contractor.

10. ALLOCATION OF RISK. In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the higher of \$50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.

11. DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days after meeting. Should the parties be unable to reach a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This

Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts. The mediation shall be concluded, either with or without a resolution, not later than forty-five (45) days following the date on which either party invokes mediation before the American Arbitration Association. Thereafter, any party may commence litigation as appropriate in any court of competent jurisdiction. This Section 11 does not prohibit or limit either party's right to seek from any court of competent jurisdiction any equitable relief to preserve the status quo pending the conclusion of mediation, including, without limitation, temporary or preliminary injunctive relief.

12. LEGAL SUPPORT. To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's own negligent acts, errors or omissions, Client shall compensate VHB for all expenses incurred by VHB, including reasonable attorneys' fees.

13. DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

14. EXCLUSIVE REMEDIES. In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within three years of the completion of such services, or all such claims, actions and rights of action shall be forever waived. Recovery under this Agreement shall be limited by the parties' agreement on allocation of risk, in accordance with Section 10 herein, and the remainder of this section.

14.1 Notwithstanding any other provision of these Standard Terms and Conditions, but excluding any liability or duty arising under the foregoing Sections 5, 6, and 9, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors, which also include, but are not limited to loss

of use, loss of profits, loss of revenues, loss of production, loss of financing opportunities, including grants, and/or change in terms of financing, escalating prices, increased cost estimates, material supply delays or business interruption, however, the same may be caused.

14.2 VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.

14.3 VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the express representations set forth in this Agreement. No verbal or implied warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

15. NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall seek recourse only against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees. Provided, however, that VHB may assign its rights under these Standard Terms and Conditions, the Scope of Services, or any other agreement with Client, to any affiliate entity under common ownership or control or any other entity that acquires substantially all of the assets of VHB and may assign its right to collect payment as required by lender agreements.

15.1 VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later reduces or terminates VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, commitments, losses or costs associated with or arising out of such reduction or termination of services for any reason, excluding only VHB's own prior material breach.

16. SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

17. TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

18. RIGHT OF ENTRY. Client hereby grants to VHB, or represents and warrants that permission has been duly granted for, a right of entry, from time to time, by VHB, its agents, employees, consultants and contractors or subcontractors, upon the site(s) for the purpose of performing and with the right to perform all acts, assessments, and research, including without limitation the making of test borings, and taking of groundwater, surface water or soil samples, and other testings, measuring or sample gathering as required, and Client agrees to indemnify, defend and hold VHB its agents, employees, consultants, and contractors or subcontractors harmless from and against any claims of trespass or damage if the site(s) is not owned by the Client.

PROJECT SPECIFIC PROVISIONS

To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

CLIMATE CHANGE/FLOOD ANALYSIS. VHB shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.

SITE VISITS FOR CONSTRUCTION PHASE SERVICES. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any

responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS FOR CONSTRUCTION PHASE SERVICES.

VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL AND SUBTERRANEAN UTILITY EXPLORATION SERVICES. Client understands that VHB does not perform geotechnical and/or subterranean utility exploration (SUE) services directly and, if requested, will retain a geotechnical and/or SUE subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if such services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

LSP SERVICES – PROJECTS LOCATED IN MASSACHUSETTS.

In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to

the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

PROJECTS LOCATED IN FLORIDA.

FLORIDA STATUTES SECTION 558.0035 (2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS AGREEMENT.



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20 Winooski Falls Way, Suite 400B, Winooski, Vermont 05404

P 802.497.6100 F 802.495.5130 www.vhb.com

Client Authorization

☐ New Contract

Date: May 26, 2026

☒ Amendment No. 1

Project No. 203605.00

Proposal No. 203605.00

Project Name: Pomfret Road Reclamation Project

To: Benjamin Brickner
Pomfret Selectboard Chair
Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Emails: highway@pomfretvt.us;
benjamin.brickner@pomfretvt.us

Cost Estimate

	Amendment	Contract Total
Labor	\$10,000	\$77,467
Expenses	included	included
Total	\$10,000	\$77,467

☒ Lump Sum

☐ Time & Expenses

☐ Cost + Fixed Fee

☐ Labor Multiplier

Phone No: 802-457-2767

Estimated Date of Completion: October 2029

Project Description

This agreement consists of this signature page and the attached Part I. Part I is VHB's proposed scope of work and budget.

Prepared by: Cierra Ford, PE

Finance Approval: ☒

Document Approval: Peter Smiar, PE ☐

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions

☒ Subject to terms & conditions in our original agreement dated May 26, 2026.

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

CLIENT AUTHORIZATION (Please sign original and return)

By: _____

By: _____

Print Peter Smiar, PE

Print: _____

Title: Managing Director – Vermont

Title: _____

Date: _____

Date: _____

Optional - Phase One Additional Services:

Based on our extensive pavement rehabilitation experience throughout Vermont, these projects offer valuable opportunities to evaluate, repair, and replace roadside assets. Additional assets worth considering include drainage infrastructure, ditches, guardrail, shoulders, utility infrastructure, signage, box culverts, slope stabilization, and adjacent retaining walls. These components can significantly impact roadway durability and safety. Incorporating these improvements during pavement projects is also cost-effective, as contractors are already on-site and the area is undergoing construction.

During this optional additional service, VHB will conduct a comprehensive assessment of roadside features along the project corridor through field reconnaissance. Our team will utilize tablets for precise geolocation, photography, and documentation of assets requiring repair or replacement. The evaluation will examine existing guardrail, ditches, drive and cross culverts, and steep slopes along the roadway, with particular attention to sections where Pomfret Road runs adjacent to Pomfret Brook.

VHB will pair this assessment with our review of the geotechnical report to determine which assets impact the roadway structure to prioritize areas needing improvements.

Following this assessment, VHB will consult with the Town to identify priority roadside elements needing improvement and collaboratively determine which enhancements to implement.

VHB will incorporate the selected roadside improvements into the contract documents, complete with precise mile marker locations, generic details, cost, and supplementary specifications.

VHB can provide this optional additional service for a **lump sum cost of \$10,000**.

Assumptions and Exclusions: This optional service is limited to visual field observation, general detailing, and order of magnitude cost estimating. The service does not include detailed design drawings, hydraulic analyses, structural calculations, and permitting assistance.



Ditch along Pomfret Rd

Municipal Highway Grant Award: Town of Pomfret has been selected for a Town Highway Structures Program grant for TH1, Pomfret RD, replace C59.

From michael.blakslee@vermont.gov <michael.blakslee@vermont.gov>

Date Thu 6/11/2026 3:58 PM

To Frank Rogers <highway@pomfretvt.us>

Cc michael.blakslee@vermont.gov <michael.blakslee@vermont.gov>

Jun 11, 2026

Town of Pomfret

5218 Pomfret Rd

North Pomfret, VT 05053

Attention: Frank Rogers

RE: Town Highway Structures Program Grant Application

Greetings:

I am writing to inform you that your application for the Town Highway Structures Program grant for "TH1, Pomfret RD, replace C59" has been recommended for approval. Once the grant has been fully executed, a copy will be sent to you for your files.

This project may be required to undergo an environmental review, if not exempt or previously completed prior to this grant agreement; if any project conditions arise from this review, your Grant Agreement may include additional Special Conditions of construction. You may not begin work until you have received a fully executed Grant Agreement from the Agency. It is expected that funding will be appropriated by the Legislature in early May. If you would like to begin work on the project prior to July 1 but after execution of your grant agreement, that is permissible as long as the Town understands that there is some element of risk. Additionally, we cannot reimburse for project costs that have occurred before July 1, 2026.

Should any questions regarding this award arise, please do not hesitate to contact me at (802) 291-4668. I wish you the best of luck with your project.

Sincerely,

Michael Blakslee

District 4 Project Manager



VERMONT

AGENCY OF TRANSPORTATION

FY 2027 Municipal Highway Grant Application

APPLYING FOR: ☒ Structures ☐ Class 2 Roadway ☐ Emergency

MUNICIPALITY: Pomfret

MUNICIPAL CONTACT (name): Frank Rogers

MAILING ADDRESS: 5218 Pomfret Rd., North Pomfret VT 05053

Phone: (802) 457-2767

E-Mail: highway@pomfretvt.us

ACCOUNTING SYSTEM: ☐ Automated ☐ Manual ☒ Combination

SAMS #: ELLSZHMPBA76

Grantee FY End Month (mm format): 06

DISTRICT CONTACT (name): Michael Blakslee

Phone: (802) 295-8888

E-Mail: Michael.Blakslee@vermont.gov

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# 1, (Name) Pomfret Road which is a class 2 town highway.

Bridge # _____, which crosses Pomfret Road near 6007 Pomfret Road

Culvert # 59, for which the original size was 48-in and the replacement size is 81x59 pipe arch

Causeway: _____

Retaining Wall: _____

Latitude: 43.7153

Longitude: -72.5059

MM (If Available):

Problem:

Culvert is badly rusted and in danger of collapsing; existing culvert is undersized and causing significant erosion.

Reason For Problem:

Age - At least 50 years

Proposed Scope of Work:

Replace existing 48-inch culvert with a 81x59 Pipe arch

Detailed Cost Estimate (below or attached):

\$225,000 see attached.

Estimated Project Amount: \$ 225,000.00

Estimated Completion Date: 06/30/2027

Municipality has adopted Codes & Standards that meet or exceed the State approved template?		☒ YES	☐ NO
Municipality has a current Network Inventory?		☒ YES	☐ NO
Municipality <u>MUST</u> complete the following environmental resource checklist:			
EXISTING STRUCTURES: (check all that apply)			
☒ Steel Tube Culvert	☐ Concrete Box Culvert		
☐ Stone Culvert	☐ Concrete Bridge		
☐ Ditch	☐ Rolled Beam/Plate Girder Bridge		
☐ Metal Truss Bridge	☐ Wooden Covered Bridge		
☐ There are foundation remains, mill ruins, stone walls or other	☐ Masonry Structure		
☐ Stone Abutments or Piers	☐ Buildings (over 50 yrs old) within 300 feet of work		
☐ Other:			
PROJECT DESCRIPTION: (check all that apply)			
☐ The project involves engineering / planning only	☐ The project consists of repaving existing paved surfaces only		
☐ The project consists of reestablishing existing ditches only within existing footprint	☐ All work will be done from the existing road or shoulder		
☒ The structure is being replaced on existing location / alignment	☒ There will be excavation within 300 feet of a river or stream		
☐ New structure on new alignment	☐ Repair/Rehab of existing structure		
☐ There will be excavation within a flood plain	☐ Road reclaiming, reconstruction, or widening		
☒ Tree cutting / clearing	☒ Temporary off-road access is required		
☐ New ditches will be established	☐ The roadway will be realigned		
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. ☒ YES ☐ NO			

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

POMFRET ROAD & WILD APPLE ROAD CULVERT REPLACEMENTS

HIGHWAY FOREMAN
JIM POTTER

SELECTBOARD
EMILY GRUBE, CHAIR
JOHN PETERS JR, VICE-CHAIR
BENJAMIN BRICKNER
STEVE CHAMBERLIN
JONATHAN HARRINGTON



TOWN OF POMFRET, VERMONT
MARCH 2023

Sheet List Table	
Sheet	Sheet Title
G-1.0	TITLE PAGE
C-1.0	POMFRET ROAD SITE PLAN
C-1.1	DETAILS
C-2.0	WILD APPLE ROAD SITE PLAN
C-2.1	DETAILS

POMFRET ROAD SITE	Roadway Design Information Town Highway Number: 1 Annual Average Daily Traffic (AADT), Current: Est. 989 AADT, Design Forecast (20 Year): Est. <1,500
	Proposed Structure Design Information Local ID Number: #59 Northing/Easting: 43.7153 / -72.5059 Structure Type: Polymer Coated Pipe Arch Design Live Load: HL-93 Clear Span: ~81'X59'
	Hydraulic Design Information Waterbody: Un-named Tributary to Mill Brook Drainage Area: ~0.1 mi ² Design Flow (Q50): 30 cfs Stone Armor Min. Size: VTrans Specification E1

WILD APPLE ROAD SITE	Roadway Design Information Town Highway Number: 33 Annual Average Daily Traffic (AADT), Current: Est. <400 AADT, Design Forecast (20 Year): Est. <400
	Proposed Structure Design Information Local ID Number: #15 Northing/Easting: 43.6872 / -72.5616 Structure Type: Precast Concrete Box Design Live Load: HL-93 Clear Span: 15'
	Hydraulic Design Information Waterbody: Un-named Tributary to Barnard Brook Drainage Area: ~1.62 mi ² Design Flow (Q25): 237 cfs Stone Armor Min. Size: VTrans Specification E2

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OWNER:
TOWN OF POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053
(802) 457-3861

PROJECT:
CULVERT REPLACE
POMFRET ROAD &
WILD APPLE ROAD

ISSUED FOR:
BID & CONSTRUCTION

ISSUED DATE:
2023-03-28

PROJ. #: 090-01

REVISIONS

BY: DATE:

TITLE SHEET

DRAWING NO:

G-1.0

DRAFT - NOT FOR CONSTRUCTION

GENERAL/CONSTRUCTION NOTES

1. TO CLARIFY THE PLANS, ALL EXISTING SITE FEATURES ARE SHOWN IN lowercase letters and all proposed improvements are shown in capital letters.
2. THIS PLAN SHOWS APPROXIMATE SITE FEATURES, UTILITIES, TAX MAP BOUNDARY LINES, BUILDINGS, AND OTHER SITE FEATURES BASED ON A SURVEY COMPLETED BY EAST ENGINEERING IN FEBRUARY 2023. ADDITIONAL DISCREPANCIES ARE BASED ON INFORMATION FROM THE VERMONT GEODATA PORTAL, OWNER, AND UTILITY COMPANIES. THIS IS NOT A BOUNDARY SURVEY.
3. TECHNICAL SPECIFICATIONS ACCOMPANY THE PLANS AND ARE ESSENTIAL FOR CONSTRUCTION. UNLESS OTHERWISE NOTED, THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL BE FOLLOWED. CONTRACTOR FIELD PERSONNEL SHALL HAVE THE PLANS, SPECIFICATIONS, AND BID DOCUMENTS IN THE FIELD DURING CONSTRUCTION.
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5. ALL APPLICABLE PERMITTING CONDITIONS AND REGULATIONS SHALL BE MAINTAINED BY THE CONTRACTOR.
6. NO WORK OUTSIDE OF THE TOWN RIGHT-OF-WAY, OR TOWN OBTAINED EASEMENTS, UNLESS WRITTEN PERMISSION FROM BOTH THE LANDOWNERS AND ENGINEER ARE OBTAINED.
7. TRAFFIC SHALL BE DETOURED DURING THE ROAD CLOSURE. MAXIMUM ROAD CLOSURE SHALL BE 21 DAYS - ONE LANE DURING WORKING HOURS, TWO LANES AFTER WORKING HOURS MUST BE RESTORED AT THE END OF 21 DAYS.
8. ALL DISTURBED AREAS SHALL BE RESTORED TO PRE-CONSTRUCTION CONDITIONS OR BETTER.
9. THE PROJECT IS NOT REQUIRED TO OBTAIN COVERAGE UNDER THE STATE OF VERMONT AGENCY OF NATURAL RESOURCES, DEPARTMENT OF ENVIRONMENTAL CONSERVATION CONSTRUCTION GENERAL PERMIT (246020) FOR STORMWATER GENERATED FROM THE PROJECT. HOWEVER, BEST MANAGEMENT PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL SHALL BE MAINTAINED REGARDLESS.
10. DISTURBED AREAS NOT UNDER ACTIVE CONSTRUCTION SHALL BE STABILIZED WITHIN 7 DAYS.
11. IF TURBID WATER IS FOUND TO BE LEAVING THE PROJECT AREA, THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL EROSION PREVENTION AND SEDIMENT CONTROL DEVICES TO LIMIT THE DISCHARGE. DISCHARGES SHALL BE REPORTED TO THE ENGINEER WITHIN 24 HOURS.
12. EXCAVATION DEWATERING SHALL BE DISCHARGED TO UPLAND AREAS INTO AN APPROVED EROSION PREVENTION DEVICE, UNLESS WATER IS CLEAR AND FREE OF TURBIDITY.
13. SLOPES STEEPER THAN 2:1 SHALL HAVE STONE ARMORING. SLOPES BETWEEN 2:1 AND 3:1 SHALL HAVE ROLLED EROSION MATTING. SLOPES LESS THAN 3:1 SHALL HAVE SEED AND MULCH.

POMFRET ROAD -
DETOUR ROUTE

CULVERT SITE

SITE DETOUR

NOT TO SCALE

EXISTING LEGEND :

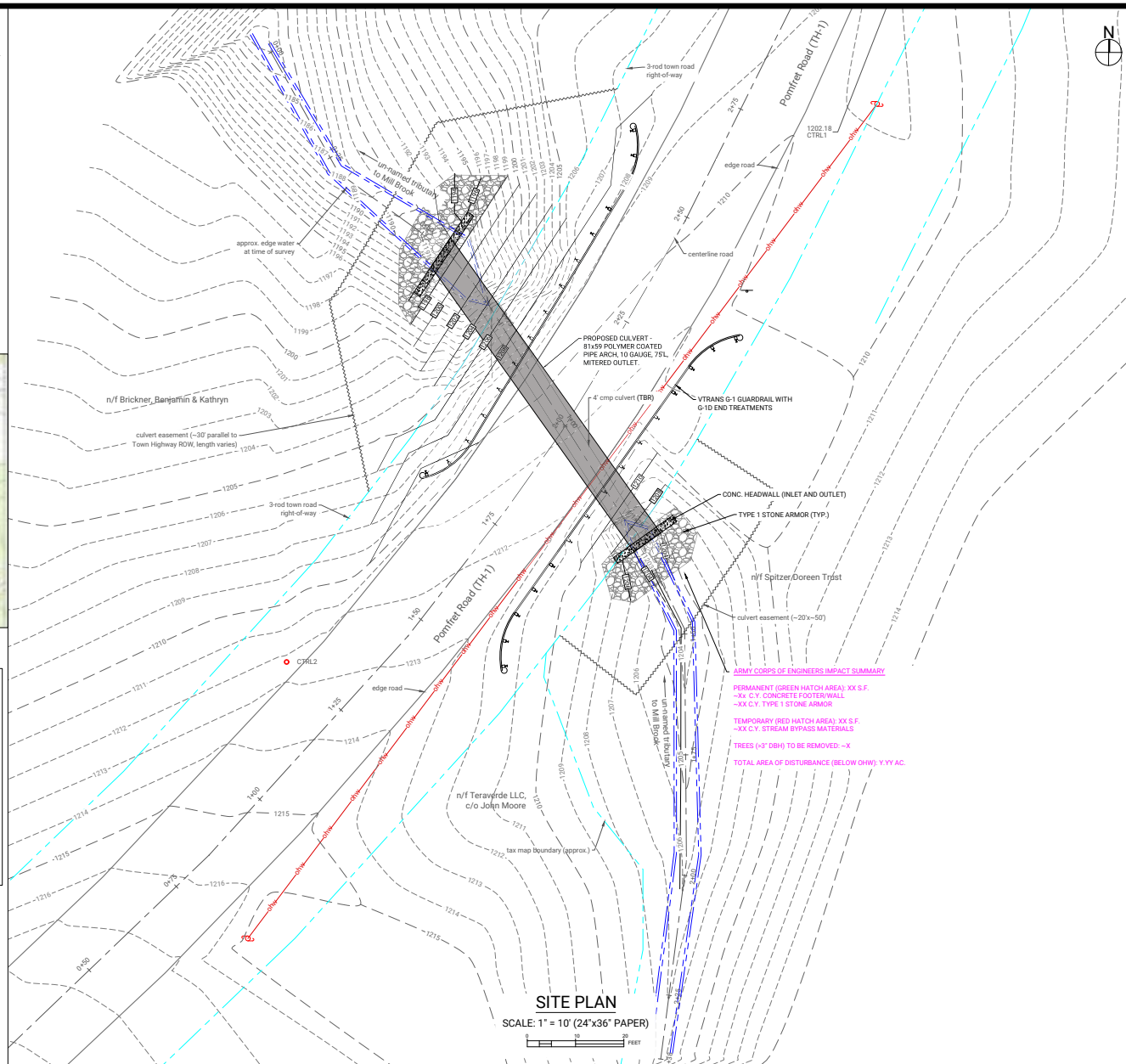
- underground telecom
- overhead wires
- utility pole
- fence/guardrail
- sign
- trees/vegetation
- road right-of-way / tax map
- elevation contour
- edge of water
- ACOE ohw
- town easement

PROPOSED LEGEND :

- DETOUR
- PROPOSED CONTOUR
- STONE ARMORING
- CONCRETE
- CULVERT/BIDGE
- SIGN/TYPE
- SPOT ELEVATION
- ACOE INCIDENTAL IMPACT
- ACOE TEMPORARY IMPACT
- ACOE PERMANENT IMPACT

ABBREVIATIONS:

- | | |
|---------|---------------------------------------|
| HDPE | HIGH DENSITY POLYETHYLENE |
| CONC | CONCRETE |
| DI | DUCTILE IRON |
| PVC | POLYVINYL CHLORIDE |
| CMP | CORRUGATED METAL PIPE |
| VTTRANS | VERMONT AGENCY OF TRANSPORTATION |
| MUTCD | MANUAL ON UN. TRAFFIC CONTROL DEVICES |
| TYP | TYPICAL |
| TEMP | TEMPORARY |
| MIN | MINIMUM |
| MAX | MAXIMUM |
| TBR | TO BE REMOVED |
| TBA | TO BE ABANDONED |
| APPROX | APPROXIMATE |
| EL | ELEVATION |
| ROW | RIGHT-OF-WAY |
| CTRL | CONTROL POINT |
| NTS | NOT TO SCALE |
| NF | NOW OR FORMERLY |



SITE PLAN

SCALE: 1" = 10' (24"x36" PAPER)

0 10 20 FEET

EAST
ENGINEERING
CIVIL INFRASTRUCTURE

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OWNER:
**TOWN OF
POMFRET**

5218 POMFRET ROAD
NORTH POMFRET, VT 05053

(802) 457-3861

PROJECT:
**CULVERT REPLACE
POMFRET ROAD &
WILD APPLE ROAD**

ISSUED FOR:
BID & CONSTRUCTION

ISSUED DATE:

2023-03-28

PROJ. #: 090-01

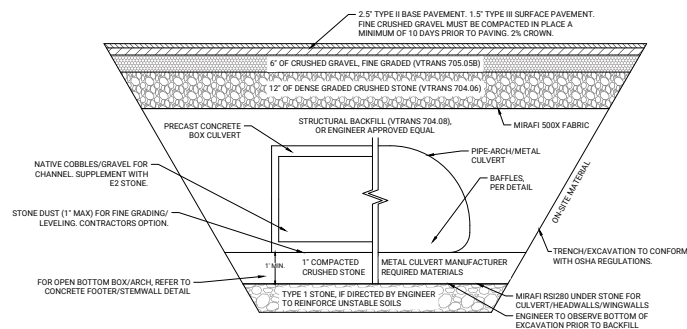
REVISIONS

BY: DATE:

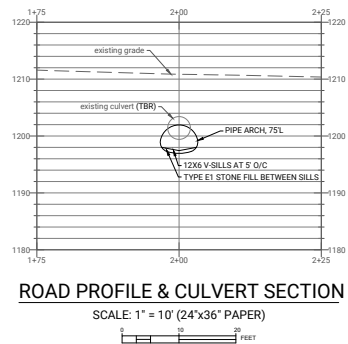
**POMFRET ROAD
SITE PLAN**

DRAWING NO:

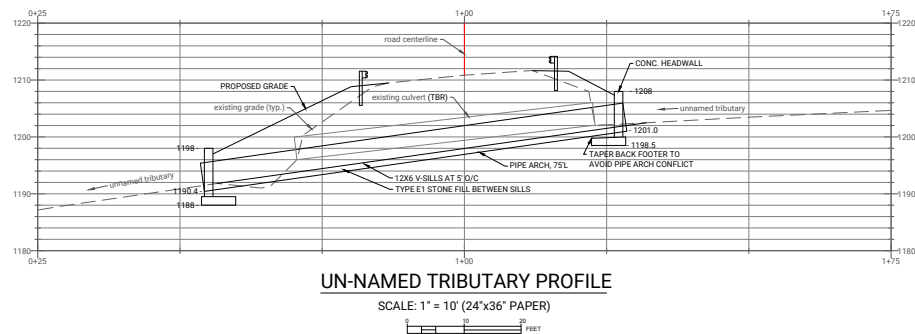
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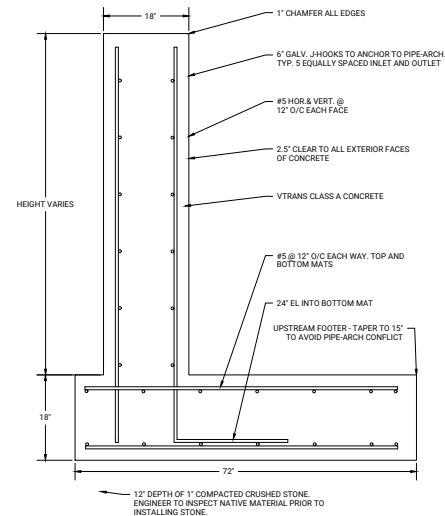
CULVERT/ROAD BACKFILL DETAIL
NOT TO SCALE



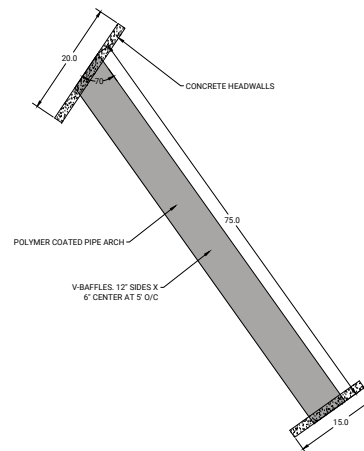
ROAD PROFILE & CULVERT SECTION
SCALE: 1" = 10' (24"x36" PAPER)



UN-NAMED TRIBUTARY PROFILE
SCALE: 1" = 10' (24"x36" PAPER)



HEADWALL DETAIL
NOT TO SCALE



CULVERT DIMENSIONS/DETAIL
SCALE: 1" = 10' (24"x36" PAPER)

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NORTH POMFRET, VT 05053
(802) 457-3861

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POMFRET ROAD &
WILD APPLE ROAD**

ISSUED FOR:
BID & CONSTRUCTION

ISSUED DATE:
2023-03-28

PROJ. #: **090-01**

REVISIONS

BY: DATE:

DETAILS

DRAWING NO:

C-1.1

GENERAL/CONSTRUCTION NOTES

- TO CLARIFY THE PLANS, ALL EXISTING SITE FEATURES ARE SHOWN IN lowercase letters and all proposed improvements are shown in capital letters.
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WILD APPLE ROAD - DETOUR ROUTE

CULVERT SITE

SITE DETOUR NOT TO SCALE

EXISTING LEGEND :

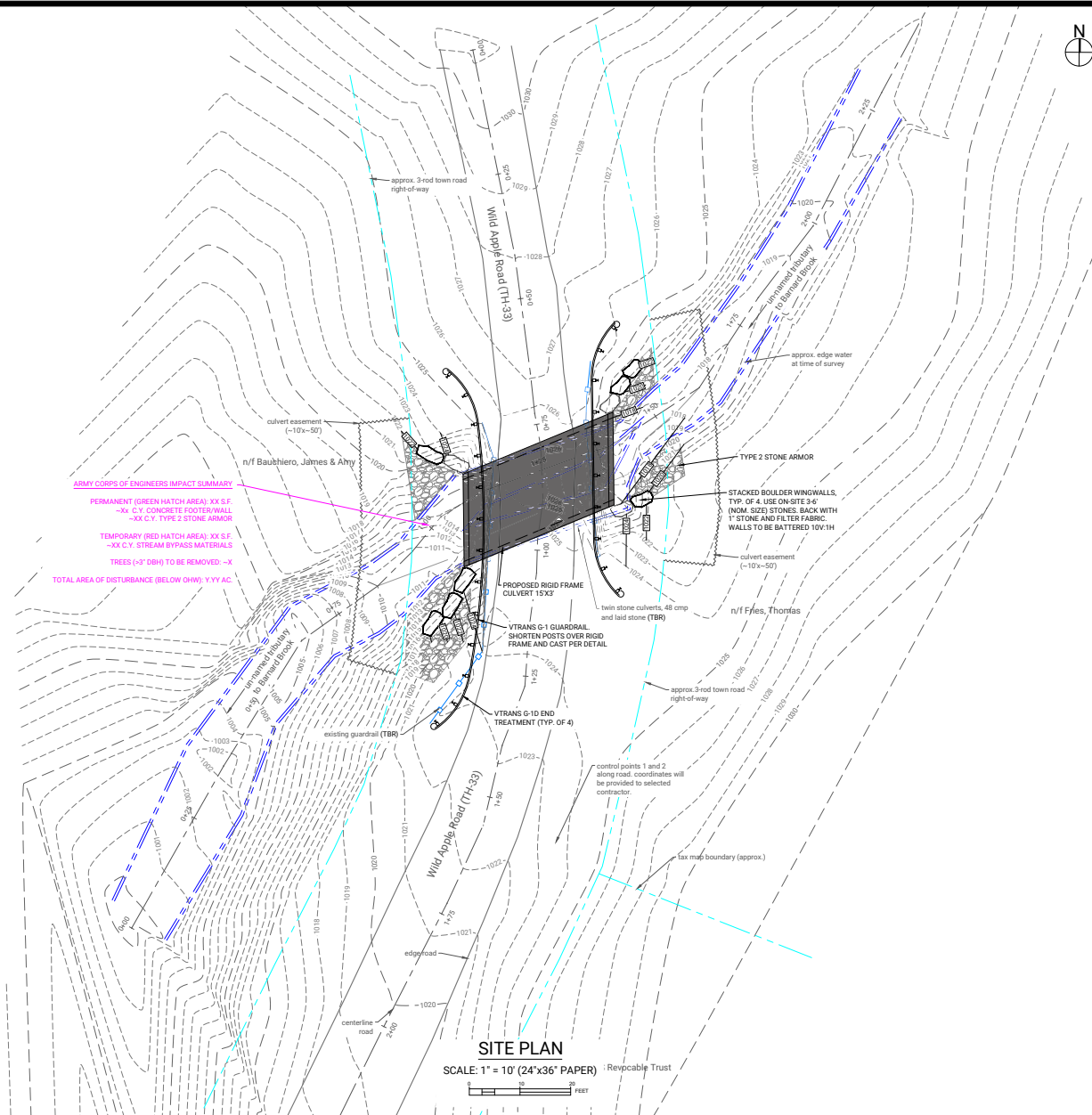
- underground telecom
- overhead wires
- utility pole
- fence/guardrail
- sign
- trees/vegetation
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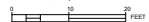
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| N/F | NOW OR FORMERLY |



SITE PLAN

SCALE: 1" = 10' (24"x36" PAPER) : Revocable Trust



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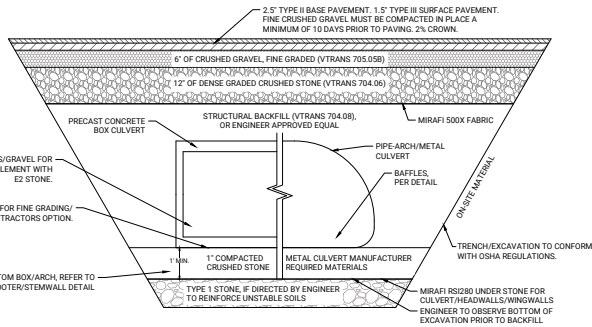
REVISIONS

#	BY:	DATE:

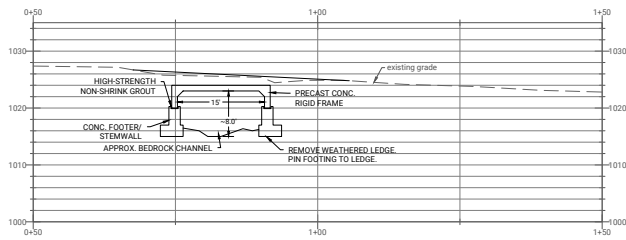
**WILD APPLE ROAD
SITE PLAN**

DRAWING NO:

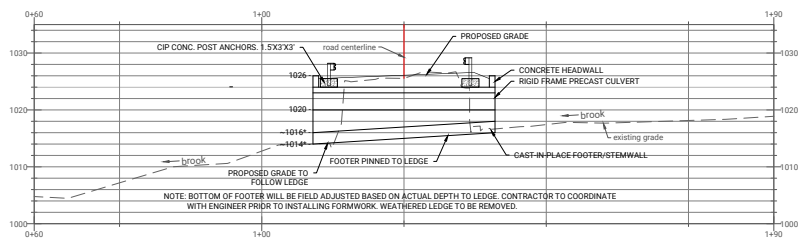
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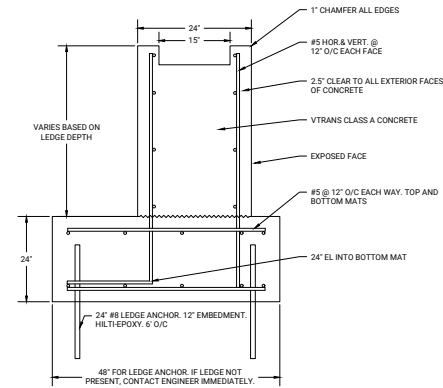
CULVERT/ROAD BACKFILL DETAIL
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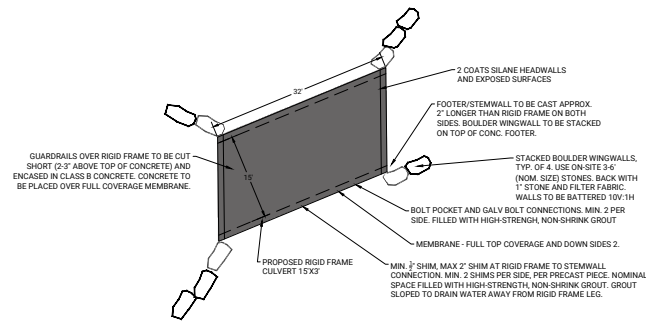
ROAD PROFILE & CULVERT SECTION
SCALE: 1" = 10' (24"x36" PAPER)



UN-NAMED TRIBUTARY PROFILE
SCALE: 1" = 10' (24"x36" PAPER)



FOOTER AND STEMWALL DETAIL
NOT TO SCALE



CULVERT DIMENSIONS/DETAIL
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(802) 457-3861

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ISSUED FOR:
BID & CONSTRUCTION

ISSUED DATE:
2023-03-28

PROJ. #: 090-01

REVISIONS

BY: DATE:

DETAILS

DRAWING NO:

C-2.1













TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT (Application fee of \$100 payable to Town of Pomfret)

Access Road Type (check one): ☒ Private Drive* ☐ Agricultural ☐ Forestry

Applicant Name: Christopher Raynolds Trustee
Harold Raynolds Jr Trust

Phone: [REDACTED]

Email: [REDACTED]

Applicant Mailing Address: 426 Sessions Meadow, Woodstock (Pomfret) State: VT Zip: 05091

(Complete only if Applicant is not the Landowner)

Landowner Name: _____ Phone: _____ Email: _____

Landowner Mailing Address: _____ State: _____ Zip: _____

The undersigned Applicant requests permission to develop, construct, or change the grade of the access road type indicated above.

Access Road Location: on the west (cardinal direction) of Sessions Meadow (town highway name)
at approximately 500 (feet) from the intersection of south of 740 Sessions Mdw (nearest town highway intersection).

Please provide a brief description of the work to be done: _____

Location of driveway is 500 feet south of 740 Sessions Mdw driveway down hill, running west just under half way down the hill. The driveway entrance is 90 degrees to Sessions Meadow and is marked by 3 white flags on either side, and single white flags running into the woods.

Work to be done:

1. Remove trees at road edge to provide 155 ft line of sight both ways at driveway entrance
2. Install 18 inch culvert at road edge draining to already present under road culvert exit down hill
3. Install 24 inch culvert 20 feet from road edge to provide drainage from swales up hill
4. Level driveway entrance and use bank run gravel to build flared driveway entrance

Please see map on last page for sketch.

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, or grade changed access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A \$100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the Applicant or its agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

* Each residence is limited to one driveway access.

Design Standards¹

1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 2.0 feet on the roadway to a height of eye of 3.5 feet on the drive at a point 15 feet back from edge of the traveled way (when entering upon paved portions of town highways) or 10 feet back from edge of the traveled way (when entering upon any other portion of a town highway). The "posted speed" shall be deemed to be 45 mph (when entering upon an unposted Class 2 highway) or 25 mph (when entering upon any other unposted highway).

Minimum Sight Distance

<i>Posted Speed (mph)</i>	<i>Minimum Sight Distance (feet)</i>
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if deemed necessary by the Selectboard or its designee and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

The undersigned Applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or changing the grade of the access road within one year of the date of approval. If Applicant is not the Landowner, Applicant has provided the Landowner with a copy of this completed Application and obtained the Landowner's signature below.


Applicant Signature

Christopher Reynolds
Applicant Printed Name

6/10/2026
Date

(Complete only if Applicant is not the Landowner)

The undersigned Landowner acknowledges they have received a copy of this completed Application.

Landowner Signature

Landowner Printed Name

Date

[Remainder of page intentionally blank. Application form continues on next page.]

¹ Any of the standards listed herein may be waived or varied upon the Applicant's request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

OFFICIAL USE ONLY

Application fee of \$100 received on _____, 20____ by _____.

Culvert Required (*min. 18-inch diameter*)? ☐ Yes ☐ No

Additional conditions, standards and restrictions; waivers of design standards (if any):

PERMIT APPROVED this _____ day of _____, 20____.

Road Commissioner

Selectboard Chair

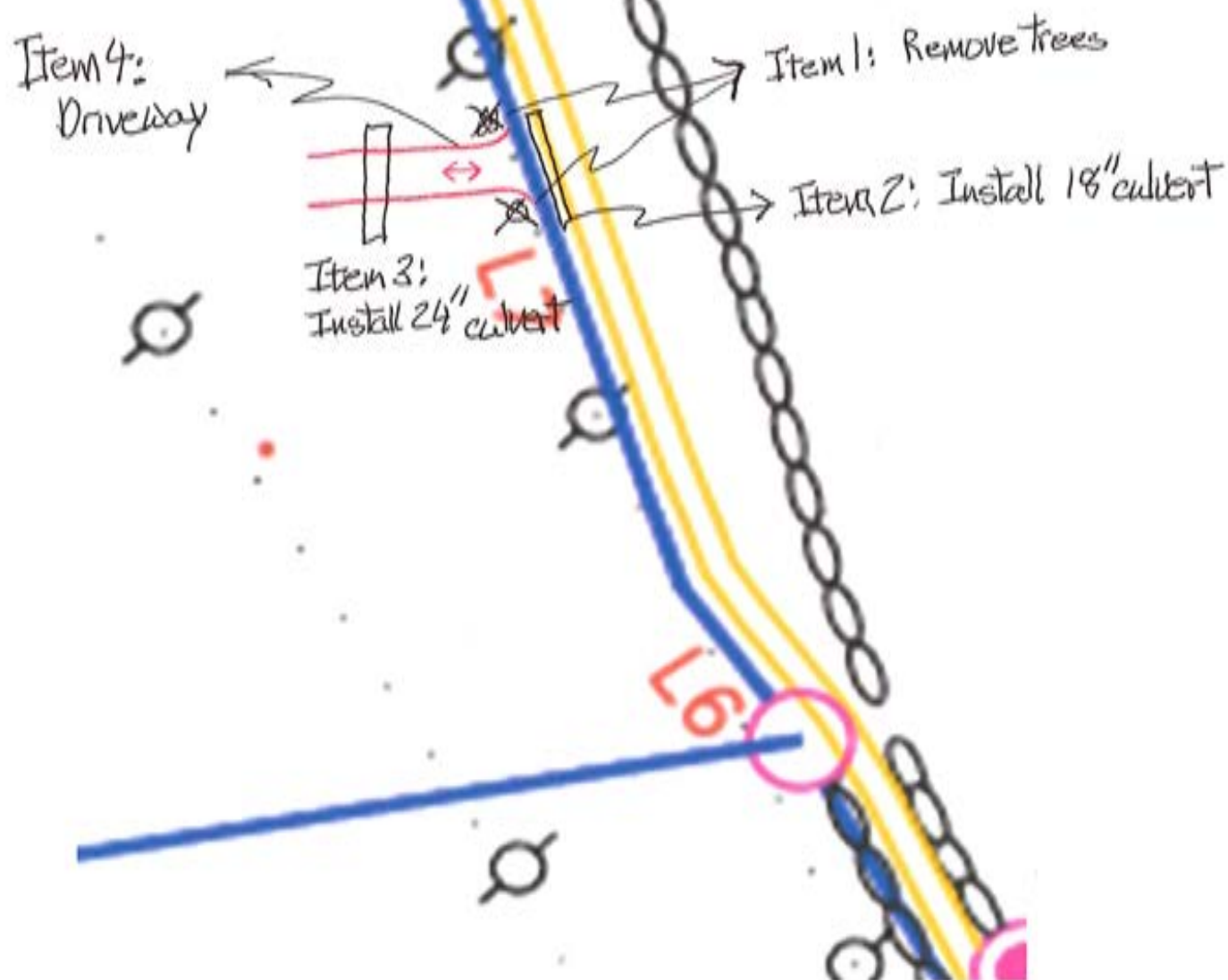
FINAL APPROVAL. The work described in this permit has been constructed in accordance with the above conditions, standards and restrictions and is acceptable under State and local regulations.

Road Commissioner

Selectboard Chair

Date

Form adopted by the Pomfret Selectboard June 21, 2023. Supersedes all prior dated forms.



APPLICATION FEE WILL BE PAID BY CREDIT CARD BY CALL IN FROM:

DANIEL OR KIMBERLY MICHAUD

Old Pomfret Signs

Bob Crean <bobcrean@advancedanimations.com>
To: Benjamin Brickner <[REDACTED]>
Cc: Jordan Abar <jordanabar@advancedanimations.com>

Wed, Jun 24, 2026 at 4:21 PM

Ben:

I picked up two signs: the Fiberglass one we built years ago, and the “colorful” one as Frank calls it; I think that came from North Pomfret. That one was in the shed at the Town offices.

We’ve taken a look at the fiberglass sign; As long as the expectations are not the same as with a new sign, we think we can restore it to reasonably good shape. Frank would have to use the same holes for 1/2” carriage bolts; If he gets us the bolts (or new bolts) we can paint the heads to match.

Unfortunately, the cost of the automotive finishes has risen substantially since we quoted things last summer, so we’d have to charge \$[REDACTED] to restore that one.

The wood one: I’d like to bring this to an associate who carves wood signs in Rochester; I don’t think this sign should go back on the road but might be of historical value to put somewhere indoors or on a building. He might be able to just clean it up; evaluate a re-paint using the existing colors. I’ll get his opinion and report back.

Let us know if this works for you; we’ll work it into the schedule.

Regards,
Bob

Advanced Animations LLC
C: 802 296 1254
O: 802 746 8974 x 118



Hillside Builders, LLC

Job Cost Estimate

Appendix A to Client Engagement Agreement

Date: 6/18/2026
Job ID # Town of Pomfret
Estimate # 3
Valid until: 7/18/2026

Summary: Add Steps with A Railing To Town Hall Entry Porch

Total Materials	\$	
Total Labor	\$	
Total Miscellaneous	\$	
Total SubContractors	\$	
Sub Total	\$	
Taxes	\$	
Total Markup	\$	
TOTAL		

NOTES:

This estimate is created in good faith and all information is accurate to the best of our knowledge
Costs may fluctuate from this estimate. Actual costs will be billed
Costs may exceed estimate if the scope of work is altered

Estimate Breakdown of Costs Worksheet

Quantity	Unit Price	Materials - Description	Amount
----------	------------	-------------------------	--------

1	\$	Materials (Framing, Siding, Finish)	
1	\$	Fasteners & Miscellaneous Materials	

Total Materials

Hours	Rate	Labor - Description
-------	------	---------------------

20	\$	Carpenter
	\$	Laborer
4	\$	Supervisory

Total Labor

Quantity	Unit Price	Miscellaneous - Description
----------	------------	-----------------------------

1	\$	Dumpster Fees
---	----	---------------

Total Miscellaneous

Quantity	Unit Price	Sub Contractors - Description
----------	------------	-------------------------------

Total SubContractors

Sub Total
Taxes
Markup

PROJECT TOTAL

Town of Pomfret Selectboard

DRAFT Meeting Minutes

June 17, 2026

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

Public: Frank Rogers, Cynthia Hewitt, John Moore, Christie Crowe, Eric Chase, Art Lewin, Mike Doten, Marie Robinson, Michael Miller

1. **Call to Order** – Ben called the meeting to order at 7:02 pm.
2. **Agenda Review** – Emily moved and Ben seconded the following changes: postpone Item 5B (Fire Department Truck Purchase) to July 1, and add an Executive Session before adjournment to discuss the Selectboard vacancy. Unanimous roll-call vote.
3. **Public Comment** – *None*.
4. **Road Foreman Report** – Frank reported that roadside mowing on paved roads is finished and grading will be completed next week. The excavator will be returned next week. Green Mountain Power (GMP) will meet Frank at Wild Apple Road next Wednesday regarding a new power line access. In reviewing paperwork for the new Truck #3, Frank noted there was no mention of a trade-in. The Selectboard suggested that payment be deferred until the trade-in is clarified.
5. **Items for Discussion or Vote**
 - a. **Town Plan Update** – John Moore reported that the Town Plan has been revised and that Planning Commission member Tyler Wellington will circulate the revised version to the Selectboard. The Selectboard will hold a public hearing on the revised draft during its July 15 regular meeting. John will send the legal notice to Cynthia, who will submit it to the *Standard* for next week's edition.
 - b. **Fall Foliage Traffic Management** – Cloudland Road resident Mike Doten outlined the arrangements requested by Cloudland Road and Barber Hill residents this year. They would like to close Cloudland Road (from the cemetery on River Road to Barber Hill) and eastbound Barber Hill from September 26 to October 13, 2026. They will ask Woodstock to eliminate the road closure sign at Billings Farm and arrange traffic management with Censor Security rather than using the Windsor County Sheriff's Department (WCSD). The Road Foreman noted that \$600 worth of signs were stolen last year. Ben asked if the residents would be willing to pay for missing signs; Mike will report back at the July 1, 2026, meeting.
 - c. **WCSD Patrol Contract Renewal** – Discussion was postponed pending further information from the Vermont State Police (VSP).
 - d. **Datamann Contract Renewal** – Becky informed the Selectboard that she and Ellen are happy with Datamann and prefer to stay with them. John moved and Emily seconded approving the new Datamann contract. Unanimous roll-call vote. Ben will sign and submit the same.
 - e. **Selectboard Vacancy Update** – Eric Chase spoke to the Selectboard regarding his interest in the vacant position, describing his qualifications and former experience on the Selectboard. Christie Crowe, a new resident on Galaxy Hill, also expressed interest in serving the town, noting her background as a teacher and guardian ad litem. A decision was deferred to after the executive session later in the meeting.

- f. **Town Administrator Hiring Update** – Ben will extend screening interview invitations to the seven candidates previously identified by the Selectboard. Ben, John, Ellen, and Becky will conduct the first round of interviews.
- g. **Warrants** – Emily moved and John seconded approval of the following warrants for payment:
 26116 \$ 52,299.07 A/P (excl. Truck Purchase)
 Unanimous roll-call vote.
- h. **Approval of May 20, June 3 and June 11, 2026 Minutes** – John moved and Steve seconded approval of the minutes of the May 20 and June 3 regular meetings, and of the June 11, 2026 special meeting as presented. Unanimous roll-call vote.
- 6. **Meeting Wrap Up**
 - a. **Correspondence** – Frank will meet with GMP on June 24 at 8:00 am regarding a new power line. Sergeant Soule of the VSP is preparing a speed study. Cynthia contacted Lieutenant Schweitzer of the VSP for information regarding a possible patrol contract with the VSP.
 - b. **Review of Assignments:** Frank to inquire regarding the Truck #3 trade-in; Cynthia will post the notice for the Town Plan hearing; and Ben will sign and return the Datamann contract.
 - c. **Agenda for Next Meeting:** Fire Department replacement truck, WCSD, Sessions Meadow driveway, and road crew replacement hiring
- 7. **Executive Session**
 - a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(3) to discuss the employment of public employees. Unanimous roll-call vote. The Selectboard entered executive session at 7:55 pm.
 - b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous roll-call vote. The Selectboard exited executive session at 8:15 pm.
- 8. **Appointment of Selectboard Member** – John moved and Emily seconded the appointment of Eric Chase to the Selectboard, to serve until the next town meeting. Motion carried (Brickner, Grube, Peters in favor; Chamberlin opposed).
- 9. **Adjournment** – John moved and Emily seconded that the meeting be adjourned. Unanimous roll-call vote. The meeting was adjourned at 8:17 pm.