

Town of Pomfret Selectboard
Meeting Minutes
September 2, 2026

Present: Benjamin Brickner, John Peters, Eric Chase, Emily Grube, Kyle Hansen

Public: Mariel Luna (Town Administrator), Frank Rogers, Art Lewin, Greg Hartford, AJ Stevens, Jake Astbury, Alan Graham, Michelle Bui, Ted Kellogg, Beriah Smith, Alison Sander, Dan Kenary, Kathy Wimmer, Jack Peters, Michael Miller, Jim Potter, Marie Cross

1. **Call to Order** – Ben called the meeting to order at 7:01 pm.
2. **Agenda Review** – Eric moved and Emily seconded that (1) Item 6M (Fuel Contracts) be deleted and postponed to the September 16, 2026 meeting, (2) a Town Administrator's Report be added as a new standing agenda item immediately preceding the Road Foreman Report, and (3) appointment of a Town delegate to the Vermont League of Cities and Towns (VLCT) Annual Business Meeting be added immediately preceding Warrants (Item 6N). Unanimous.
3. **Executive Session**
 - a. Ben moved and Eric seconded that the Selectboard enter executive session pursuant to 1 V.S.A. 313(a)(1)(E) to discuss pending civil litigation to which the public body is a party, and to make a finding that premature general public knowledge of this topic would clearly place the public body at a substantial disadvantage. Unanimous. The Selectboard entered executive session at 7:04 pm with town counsel present.
 - b. It was moved and seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 7:44 pm. No decisions were made in executive session.
4. **Public Comment** – Kathy Wimmer raised concerns regarding the August 19, 2026 meeting minutes, stating they did not adequately represent the detailed comments made by neighbors regarding the Wild Apple Road / Legal Trail 2 driveway access discussion. She requested that comments submitted via email by Tom Sander and Leslie Tarkington be attached to the minutes, and she reiterated the neighbors' request for a special public meeting in September or October dedicated to trail use and development concerns. Additionally, she thanked the Selectboard for the revised motor vehicle trail permit form but suggested adding a condition restricting motorized use to "one single-family residence" to protect the trail's public character. Dan Kenary of 1415 Wild Apple Road expressed support for Ms. Wimmer's remarks and emphasized the importance of a full, open discussion of these matters with the neighborhood. Alison Sander supported these concerns, noting that because nothing has been formally proposed yet, approving utility lines and access points piecemeal creates maximum speculation and minimum public understanding. She requested that the minutes record the specific substance of public concerns rather than just listing names. In response, the Selectboard noted that there is currently no application pending on the matter. The Selectboard explained that letters and emails are public documents available for inspection, and if a future zoning or trail application is submitted, neighbors will have full opportunity to review it and register their concerns at that time.
5. **Town Administrator Report** – Mariel Luna, Pomfret's first day-to-day Town Administrator, was introduced on her ninth day in the role. She expressed appreciation for the warm

welcome and noted she is settling in, meeting residents, and getting to know the community. Going forward, this report will be a standing agenda item.

6. **Road Foreman Report** – Frank Rogers reported that grading is progressing as weather permits, work has begun on the Bartlett Brook Road grant project, and shoulder maintenance on Howe Hill and Pomfret Road is scheduled for next week. To assist with culvert replacements and ditching on Bartlett Brook Road, Frank proposed hiring a third-party excavator for up to 36 hours at a rate of \$100/hour. The Selectboard discussed purchasing policy requirements for competitive quotes. Ben moved and Eric seconded to authorize Frank to hire an outside excavating contractor – using the lower of two written competitive quotes – for up to 36 hours, not to exceed \$100/hour or a total expense of \$5,000. Unanimous. Frank also reported on traffic impacts and detour logistics on Allen Hill and Howe Hill due to the upcoming Broad Brook Road slide project starting September 9.
7. **Items for Discussion or Vote**
 - a. **Town Garage Land Acquisition** – Ted Kellogg met with the Selectboard to discuss the purchase of approximately 1.25 acres of land abutting the Town Garage parcel for \$4,500 to create a property buffer. Mr. Kellogg requested that the town handle all administrative work, legal expenses, and surveying costs. The Selectboard deferred formal approval of the purchase and sale agreement to the September 16 meeting to allow the town attorney to finalize the draft, but agreed to move forward with the site survey immediately to avoid seasonal delays.
 - b. **Truck #1 Replacement RFP** – *Discussion combined with Item 7C below.*
 - c. **Disposition of Truck #3** – The Selectboard and highway department discussed long-term fleet management and replacement cycles. Frank reported that Truck 4 (2015 F550) requires approximately \$8,000 in repairs, and he advised against further investment. It was decided to sell Truck 4. The Selectboard reached a consensus on the following fleet plan:
 - i. Keep Truck 3 (6-wheel dump truck) as a temporary backup until the two new 10-wheelers on order arrive.
 - ii. Retain current Truck 1 (10-wheeler with scraper blade) as a backup 10-wheeler once it is replaced.
 - iii. Draft a Request for Proposals (RFP) to replace Truck 1 with a medium-duty F600. Frank Rogers and Eric Chase will coordinate with Mariel to draft the F600 RFP specifications for Selectboard review in two weeks.
 - d. **New Dana Road Highway Access** – The Selectboard noted that driveway excavation and culvert installation had occurred within the town right-of-way on Dana Road. Mariel and Frank will identify the property owners and invite them to apply for a Highway Access Permit in accordance with town policy.
 - e. **Large Event and Roadway Event Permit Application (ArtFest)** – Michelle Bui presented permit applications on behalf of Artistree for the annual ArtFest scheduled for October 3, 2026. John moved and Emily seconded to approve the Roadway Event Permit to close Library Street from 8:30 am to 4:30 pm, subject to the conditions of traffic control personnel at both ends, barricades, and advance public signage. Unanimous. John moved and Emily seconded to approve the Large Event Permit without conditions. Unanimous.
 - f. **Replacement for Fire Engine 1 (RFP)** – Pomfret-Teago Volunteer Fire Department President Greg Hartford and Fire Chief Jake Astbury presented a proposal to purchase a replacement E-ONE pumper tanker for \$489,933 through the Sourcwell

cooperative purchasing contract (Contract 082025-RVG). Greg confirmed that identical contract terms and pricing are available to the State of Vermont. Ben moved and John seconded that the Selectboard find the State of Vermont equivalent terms exception to the town's purchasing policy applies, rendering a town-issued sealed bid process unnecessary. Unanimous. Ben moved and John seconded approval of the purchase of the E-ONE pumper tanker through Sourcewell Contract 082025-RVG for a total not-to-exceed price of \$489,933, subject to legal review of the final contract. Unanimous. The contract will be presented for review on September 16.

- g. **Building Communities Grant** – The Selectboard reviewed a state grant opportunity of up to \$25,000 for municipal building capital improvements, which requires matching funds and has a September 30 deadline. Mariel was asked to investigate eligible town projects, such as garage door upgrades, and report back at the next meeting.
- h. **Small Scale Local Highway Safety Grant** – The Selectboard discussed a \$50,000 grant for tree removal and guardrail improvements. Ben noted a conflict between a marked tree and an aerial utility line. John moved and Eric seconded to authorize Ben to sign the grant clearance form once utility conflicts are resolved with Rita Seto of the Two Rivers-Ottawaquechee Regional Commission. Unanimous.
- i. **Municipal Response to Reappraisal Order** – The town received a state order to conduct a reappraisal because the Coefficient of Dispersion exceeds 20%. A compliance plan must be submitted within 150 days. Emily moved and Eric seconded to authorize the Selectboard Chair to sign the order acknowledgment form on behalf of the town. Unanimous.
- j. **Nomination for VT Community Leadership Summit** – Ben moved and Eric seconded that Meg Emmons represent Pomfret at the upcoming Vermont Community Leadership Summit. Unanimous.
- k. **250th Anniversary Committee Update** – Alan Graham and Marie Cross requested permission to set up a GoFundMe page under the Pomfret Historical Society (a 501(c)(3) tax-exempt organization) to raise funds for the Veterans Memorial construction on the Town Green. The project has a total fundraising goal of \$20,000, with \$6,000 raised to date and a \$10,000 contribution committed by the Historical Society. The Selectboard voiced support and consensus for the fundraising campaign. Ms. Cross will coordinate with Town Clerk Becky Fielder regarding access to the town's Facebook page to post promotional materials.
- l. **Town Administrator Selectboard Priorities** – The Selectboard reviewed Ben's orientation and prioritization memo. To establish a workload plan, Ben, Eric, and Mariel scheduled a meeting at the town office for Tuesday, September 8, at 8:30 am.
- m. **VLCT Delegate Appointment** – Ben moved and John seconded that Town Administrator Mariel Luna be designated as Pomfret's voting representative at the 2026 Vermont League of Cities and Towns (VLCT) Annual Business Meeting on October 6. Unanimous.
- n. **Warrants** – John moved and Eric seconded approval of the following warrants for payment:

27017	\$ 752.23	Payroll
27020	11,865.73	Payroll
27021	22,208.05	A/P

Unanimous.

- o. **Approval of August 19, 2026 Minutes** – John moved and Eric seconded to approve the minutes of the August 19, 2026 meeting with the following amendments:
 - i. Under Road Foreman Report, correct the truck number from Truck 5 to Truck 4.
 - ii. Correct the road mowing description to state that mowing was completed up to the Town Garage.
 - iii. Correct the spelling of Marcus Tarkington's name.
 - iv. Under Wild Apple Road discussion, insert a summary paragraph of Leslie Tarkington's statement read on behalf of herself and Marcus Tarkington.

Unanimous.

8. **Meeting Wrap Up**

- a. **Correspondence** – The Selectboard noted receipt of letters and emails on the Wild Apple Road/Legal Trail 2 matter from Leslie and Marcus Tarkington (received August 21) and Tom Sander (dated August 19, received August 21). The Selectboard also received a letter from Peter Gregory of the Two Rivers-Ottawaquechee Regional Commission responding to the town's comments on the regional plan.
- b. **Review of Assignments** – Frank and Eric: Coordinate with Mariel on the F600 truck RFP. Ben: Coordinate with Frank and Rita Seto on the safety grant utility issues; send highway access permit materials to the Dana Road landowners. Mariel: Review Building Communities Grant scope; draft template for truck RFPs. Emily: Solicit competitive fuel and heating oil quotes for the next meeting.
- c. **Agenda for Next Meeting** – Fuel contracts, Bartlett Brook Road excavator contract quotes, Town Garage Land Acquisition PSA, and Fire Engine 1 purchase contract.

- 9. **Adjournment** – John moved and Eric seconded adjournment. Unanimous. The meeting was adjourned at 9:54 pm.