

Town of Pomfret Selectboard
Meeting Minutes
September 16, 2026

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

Public: Mariel Luna (Town Administrator), Frank Rogers, Art Lewin, AJ Stevens, Jake Astbury, Jack Peters, Michael Miller, "Flynn", Cynthia Hewitt, Ted Kellogg

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Ben moved and John seconded that Item 6A (Town Garage Land Acquisition) be moved to immediately precede Warrants (Item 6G). Unanimous.
3. **Public Comment** – *None*.
4. **Town Administrator Report** – Mariel reported on her ongoing orientation and outreach, including familiarizing herself with Selectboard updates and pending requests. She noted that Becky and Ellen had no updates for the Selectboard. Mariel highlighted several grant opportunities and administrative items including the Lawrence and Mary Rockefeller Fund Grant for general operating/facility improvements, proposing to replace the outdated front door lock at the Town Office. The Selectboard reached a consensus authorizing Mariel to prepare the application for review at the October 7 meeting. Mariel requested approval to stay overnight in Burlington on October 7 between the Vermont League of Cities and Towns (VLCT) Town Fair (October 7) and a municipal training session (October 8). The Selectboard reached a consensus on this, noting it is an appropriate use of the municipal training budget line item and less costly than two round trips. Mariel also raised concerns regarding limited office storage space and the need to organize/clean out the front storage section, which contains old Planning Commission land surveys, auditor records, and historical documents. The Selectboard advised reaching out to Bill Emmons regarding Planning Commission records and Becky regarding statutory retention schedules before recycling older files.
5. **Road Foreman Report** – Frank reported that Bartlett Brook Road grant work is complete except ditching and hydro-seeding next week. Shoulder work on Howe Hill Road and Pomfret Road is complete. Art Lewin will resume roadside mowing next week. The **2015 Ford F550** brake lines will be repaired, then the truck and old plow will be advertised for sale as-is via sealed bid on the listserv and website. The newer V-plow will be retained. Frank and Mariel will draft sale specs. One inquiry/resume was received for the equipment operator position. Frank and two Selectboard members will preliminarily interview the candidate. Cynthia Hewitt will renew job ads in the *Vermont Standard*, *Valley News*, and *White River Valley Herald*. Frank noted concern that the current sand pile may be insufficient. Frank will verify available budget, check delivery schedules with Pike, and solicit price and delivery quotes from Pike and D&D for an additional 800–1,000 yards for the next meeting.
6. **Items for Discussion or Vote**
 - a. **Winter Plowing RFP** – Mariel and Eric presented a draft RFP for contract plowing on northern town roads. Agreed edits include adjusting minimum requirements to a 9.5-ft plow and 3 cu. yd. sander, setting overnight accumulation threshold to 8 inches (or Road Foreman discretion), and providing town loader access for sand loading subject to VLCT/PACIF confirmation. John moved and Eric seconded approval of the RFP for posting with discussed edits. Unanimous.

- b. **Paving Reclamation RFP** – VHB previously presented preliminary findings on Pomfret Road (10 segments), recommending full reclamation for 2.5 miles and mill-and-fill for the remaining sections, along with culvert, ditching, guardrail, and slope repairs. Further action deferred until VHB submits its final report and cost estimates for a public presentation.
 - c. **Replacement for Fire Engine 1 (Purchase Agreement)** – The Selectboard reviewed the revised Purchase and Sale Agreement for the E-ONE pumper tanker as revised by the town’s outside attorney. John moved and Emily seconded to approve the Purchase and Sale Agreement as amended and authorize the Selectboard Chair to sign. Unanimous.
 - d. **2026–27 Fuel Contracts** – The Selectboard reviewed Dead River and Irving commercial fuel quotes. To manage price volatility and underconsumption risk, the Selectboard agreed to reduce fixed-price diesel to 11,000 gallons (spot market for excess) and set propane at 6,500 gallons and heating oil at 2,400 gallons. Ben moved and John seconded to approve Fixed Price Commercial Contracts with Dead River for: (1) 6,500 gal propane (not to exceed \$1.9802/gal), (2) 2,400 gal heating oil (not to exceed \$5.1586/gal), and (3) 11,000 gal diesel (not to exceed \$5.4447/gal), and authorize the Selectboard Chair to sign all three contracts. Unanimous.
 - e. **First Class Commercial Caterer License (Teago General Store)** – John moved and Emily seconded approval of the caterer license renewal for The Pomfret General Store (a/k/a Teago General Store). Unanimous.
 - f. **Town Garage Land Acquisition** – The Selectboard (with seller Ted Kellogg present) reviewed the revised Purchase and Sale Agreement for ~1.2 acres abutting the Town Garage for \$4,500 (town paying all legal, survey, and administrative expenses). John moved and Emily seconded approval of the Purchase and Sale Agreement as presented and authorized the Selectboard Chair to sign. Unanimous.
 - g. **Warrants** – Eric moved and Emily seconded approval of the following warrants for payment:

27024	\$	10,530.04	Payroll
27025		1,646,942.97	A/P (incl. local school payment)

 Unanimous.
 - h. **Approval of September 2, 2026 Minutes** – John moved and Kyle seconded to approve the minutes of the September 2, 2026 meeting as presented. Unanimous.
7. **Meeting Wrap Up**
- a. **Correspondence** – Noted receipt of Town of Sharon Local Hazard Mitigation Plan (LHMP).
 - b. **Review of Assignments** – Cynthia to send Rockefeller Grant copy to Mariel, renew operator ads, and follow up with VSP re: traffic patrol contract; Mariel to prepare Rockefeller Grant application, post Winter Plowing RFP, draft 550 sale ad, check VLCT/PACIF insurance re: loader, and prepare truck fleet chart; Frank to obtain sand quotes, supply 550 specs, and schedule operator interview; Ben to post RFP on VT Bid Registry, and sign agreements.
 - c. **Agenda for Next Meeting** – Truck Fleet chart, Sand quotes, Traffic Patrol Contract, Culvert Replacement RFP, Winter Maintenance RFP bid opening, and Rockefeller Grant application.
8. **Adjournment** – John moved and Eric seconded adjournment. Unanimous. The meeting was adjourned at 8:57 pm.